

# Google Apps for Education

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## What are Google Apps?

Google Apps are a set of online tools that you can access from any computer or mobile device. They include:

### Gmail



This is an online email service.

### Drive



This is online storage for files. It also gives you access to software for editing documents in a similar way to Microsoft office but without the need to install any software.

### Calendar



This is an online calendar to help you stay organised.

### Google Plus



This is a social network that allows you to communicate with your friends. It also allows you to easily see who you are sharing with easily to avoid others seeing what you are writing.

### YouTube



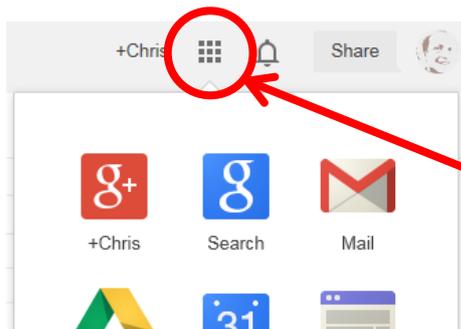
You will be able to set up your own YouTube college channel for uploading videos of your work. The educational YouTube also allows you to upload longer videos.

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## How do I Access Google Apps?

To get to Google Apps for the first time, use a college PC to go to the following address:

<https://drive.google.com/a/gapps.suffolk.ac.uk>



You can then follow the onscreen instructions to complete your account activation.

Once you are set up you can click the square icon at the top of the screen to access the different apps.

## Logging on from Home

Logging onto Google Apps from home is slightly different from in college.

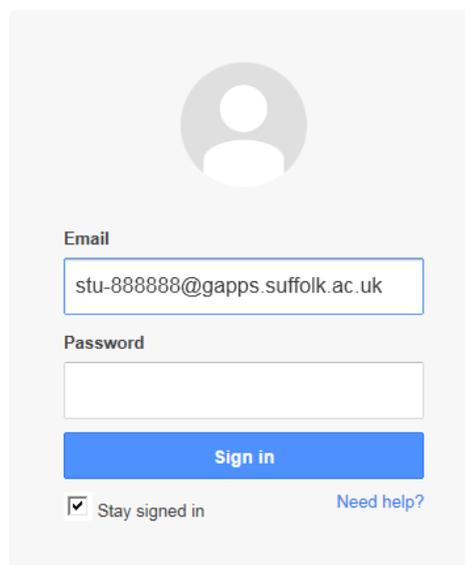
Go to the same address:

<https://drive.google.com/a/gapps.suffolk.ac.uk>

When you come to the login screen you will need to enter your email address. This will be your student number (or username for teachers) followed by @gapps.suffolk.ac.uk.

For example: [stu-888888@gapps.suffolk.ac.uk](mailto:stu-888888@gapps.suffolk.ac.uk)  
(replace the 888888 with your student number)

**Do not type your password on this screen.** Instead press “Sign In” and then you will be directed to another screen where you will login using the username and password you use to get onto a PC in the college.



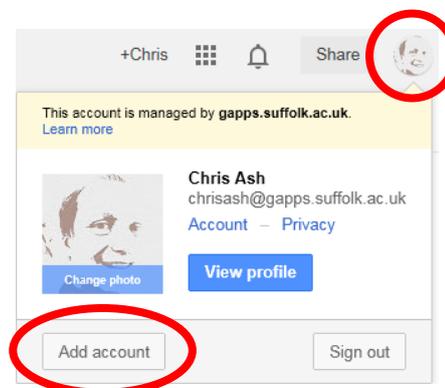
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## What if I have a Personal Account?

You can add a personal account for easy switching. To do this click on the profile icon and then press the “Add account” button.

Sign into your personal account and it will be added for you to switch between.

You can switch by clicking the profile icon again and selecting the account you want to view.



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## Staying Safe

If you are using a shared computer make sure you log out when you have finished working. To do this click the profile icon and press “Sign out”.

Also, when signing in on a shared computer, make sure you uncheck the “Stay signed in” box under the “Sign in” button.