

# It's Here!

## Google Apps at ISU

### WHAT TO DO

- **To get your mail, go to <http://google.isu.edu>, and click on the Gmail icon. Sign in using your ISU email username and password.** Your ISU email address hasn't changed. But if you haven't changed your password, you won't be able to sign in. Go to [google.isu.edu](http://google.isu.edu) to see what to do.
- **We strongly recommend using the Gmail interface (Google's webmail) to handle your mail.** But if you wish to continue using a desktop program (Outlook, Thunderbird), go to [google.isu.edu](http://google.isu.edu) for more information.
- **Old ISU webmail is now located at <http://blade3.isos.isu.edu>.** It's only there for awhile, so you'll need to retrieve the emails you wish to save. Go to [google.isu.edu](http://google.isu.edu), and see "Moving Mail."
- **Any forwarding previously set up has been cancelled.** If you want to keep forwarding your mail, you'll need to set it up in your new Google Apps account.
- **Move old mail later.** You will be able to move your old mail into your new Google Apps account. Go to [google.isu.edu](http://google.isu.edu) for more information. However, we urge you to start using your new account first and move old mail later. *There's no rush.* Due to the anticipated volume of calls during the transition period, the IT Service Desk will not be able to assist you in moving old mail until later in the month.

### FEATURES

#### Gmail

- \*7 GB of memory; built-in chat
- \*Back-and-forth emails grouped in conversations
- \*Labels instead of folders sort emails under more than one heading
- \*Instant spam reporting, right on the main screen



#### Google Calendars

- \*Share your calendar with others, then merge all the calendars into one
- \*Invite others to your event — and get responses, too
- \*Customizable reminders — even notify your mobile phone!
- \*Control privacy on each event
- \*Add a task bar to track your to-do's



#### Google Docs

- \*Create and store documents online, accessible anywhere
- \*Invite others to collaborate online, and work together in real time
- \*Choose from documents, spreadsheets, and presentations
- \*Take notes in class, even include math formulas
- \*Set up online surveys with ease



#### Google Sites

- \*Instant websites, easy to use — if you can create a Facebook page, you can use Google Sites
- \*Quickly add links, additional pages, photos, documents, and other content to your site



### FIND OUT MORE

#### Open demonstrations for faculty & staff, no reservations required (1 hour)

Tues. 10/6 10am, 2pm (REND 118); Wed. 10/7 10am, 1pm (REND 124); Thurs. 10/8 9am, 1pm (REND 118);  
Fri. 10/9 2pm (CHE 202 Idaho Falls); Mon. 10/12 1pm (REND 124); Tues. 10/13 3pm (REND 118);  
Wed. 10/14 10am (REND 124); Thurs. 10/15 10am (REND 118)

#### Staffed desks in a variety of locations will provide personalized attention for everyone.

IT Service Desk (BA basement) M-F 7am-10pm, Sat/Sun 9am-5pm; Rendezvous Computer Lab 24 hrs;  
PSUB Lobby T-F 10/6-10/9 8am-5pm; Idaho Falls (CHE 201) M-Th 7am-10pm, Fri 7am-7pm;  
Meridian (588) M-F 8am-5pm; Twin Falls (TFC90) M-F 8am-5pm

#### Need more help? Find complete instructions at <http://google.isu.edu>.

For additional assistance, just call 282-4357 (HELP) — M-F 24 hrs, Sat/Sun 9am-5pm, or email [help@isu.edu](mailto:help@isu.edu).