

# Google Apps @ SIMMONS

## Training

There are several options for Google Apps training at Simmons. You can access introductory training on our project website ([googleapps.simmons.edu](http://googleapps.simmons.edu)) and, once you've been migrated, you'll have access to step-by-step tutorials by clicking *Google Apps Training* under the *More* menu at the top of the screen in Google Apps.

In addition, Technology will be hosting multiple training sessions every week. Most sessions will cover Gmail and Google Calendar. Sessions on Thursday afternoons will cover the additional Google Apps available to faculty and staff. The schedule for April and May is listed below.

### April

Tuesday 4/2 – 11am and 1pm – Gmail and Google Calendar (L201)

Thursday 4/4 – 11am – Gmail and Google Calendar (L201)  
1pm – Drive, Groups, Sites, and more (L201)

Tuesday 4/9 – 11am and 1pm – Gmail and Google Calendar (L201)

Thursday 4/11 – 11am – Gmail and Google Calendar (Student Activities Conference Room)  
1pm – Drive, Groups, Sites, and more (L428)

Tuesday 4/16 – 11am and 1pm – Gmail and Google Calendar (L201)

Thursday 4/18 – 11am – Gmail and Google Calendar (L201)  
1pm – Drive, Groups, Sites, and more (L201)

Tuesday 4/23 – 11am – Gmail and Google Calendar (L201)

Thursday 4/25 – 11am – Gmail and Google Calendar (L201)  
1pm – Drive, Groups, Sites, and more (L428)

Tuesday 4/30 – 11am and 1pm – Gmail and Google Calendar (L201)

### May

Thursday 5/2 – 11am – Gmail and Google Calendar (L201)  
1pm – Drive, Groups, Sites, and more (L201)

Tuesday 5/7 – 11am and 1pm – Gmail and Google Calendar (L201)

Thursday 5/9 – 11am – Gmail and Google Calendar (L222)  
1pm – Drive, Groups, Sites, and more (L222)

Tuesday 5/14 – 11am and 1pm – Gmail and Google Calendar (L201)

Thursday 5/16 – 11am – Gmail and Google Calendar (L201)  
1pm – Drive, Groups, Sites, and more (L201)

Tuesday 5/21 – 11am and 1pm – Gmail and Google Calendar (L201)

Thursday 5/23 – 11am – Gmail and Google Calendar (L222)  
1pm – Drive, Groups, Sites, and more (L222)