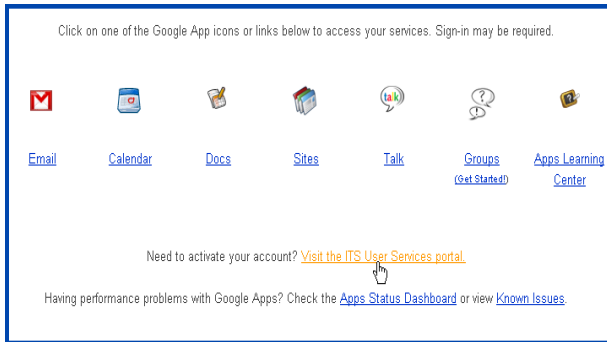

Activate Your UAHuntsville Google Apps Account

Use these steps to activate your Google Apps account.

1. Go to UAHuntsville's **Google Apps Start Page** <http://google.uah.edu>.
2. Click on **Visit the ITS User Services Portal**.



3. Log in using your **Charger ID** credentials.
4. Click on the **Google** link on the menu bar.
5. Review the **Terms of Service**.
6. Click **Account Activation/Password Reset**.

You will receive a confirmation message indicating the password was set successfully.

Follow these steps any time to reset your Google password to match your Charger ID password.



Ways to Access Google Apps

There are multiple ways to access your account.

◆ <http://google.uah.edu>

Use this link to display the UAHuntsville start page. From here you can link to the application you want. Or link directly to an application by using its name instead of google in the URL, such as <http://mail.uah.edu>. When prompted for your username, enter only your Charger ID — not your full email address. If you have trouble accessing these, use the next option.

◆ <http://www.google.com/accounts>

Use this link to display the Google login page. For your username, enter your full official email address (such as chargerID@uah.edu).

Contact TAG if you require assistance with your Google Apps account activation, you are having password issues, or you have questions.

Technical Assistance Group (TAG)

E-mail: tag@uah.edu
Phone: 256-824-3333



E-mail: itsolutions@uah.edu
Web: <http://its.uah.edu>



**Learn what you can do with
Google Apps and how to
activate and access your
UAHuntsville account**





Google Mail – Seven gigabytes of storage, conversation views, easy searching and archiving of email.

You may never need to delete an email again!



Google Calendar - schedule your social and academic life, create and share calendars, invite others to events, and set up meeting times with your colleagues, classmates, and friends.



Google Docs - great for working on group projects or sharing information. You can create a document or spreadsheet, share it, and collaborate in real-time. Unlimited storage for documents converted to Google format, and one GB of storage for original formats.



Google Sites - powerful enough for a company intranet, yet simple enough for a personal website. You can start a site from scratch or a template.



Google Talk – easily make voice calls, send instant messages, transfer files, and leave voicemail messages for your friends anytime for free.



Google Groups - join in on what others are talking about, start a discussion in your own group, discuss online or over email.



Other Google Apps - the Education suite also includes commercially available applications you are already using with your gmail.com account.

Google Apps

Top Ten Tips

- 10. Get Organized.** Try organizing your labels by color. Color coded labels are easy to implement; just click the triangle to the right of your label name and select a color for your label.
- 9. PDFs made easy.** Did you know you can upload and share PDFs to your Google documents? You can also save docs, spreadsheets, and presentations as PDFs in the “More actions” menu. No need to purchase expensive Adobe software.
- 8. Create exciting and impressive spreadsheets in Google Docs.** Display data in a variety of creative ways by inserting Google spreadsheet gadgets for animated and interactive charts.
- 7. Create a website.** Google Sites provides a simple tool for you to create web pages to share with @uah.edu users with just a few clicks. Your team can also collaborate on developing a website for your group project.
- 6. Sync your calendar.** Never miss a party, class, appointment, concert or big game again—populate your personal calendar and then sync it with other @uah.edu calendars and have reminders sent to you. You can also access your calendar from your mobile device or any computer.

- 5. Share your docs.** Work on group papers and projects without leaving home! Collaborate on presentations with your work group in a real-time environment.
- 4. Charger Chat.** You can now get your @uah.edu chat on within your account using Firefox, Safari, and Google Chrome browsers. Chat inside your email – with Google Talk in your Gmail, you don’t need to open (yet) another application.
- 3. Be a Groupie!** With Google Groups you can email messages to a group, invite a group to a meeting, or share your Google documents, sites, and calendars with a group.
- 2. Go mobile.** Stay connected to your @uah.edu e-mail, calendar, chat, and docs with your iPhone, iPad, or BlackBerry device.

And the number one thing to do with your @uah.edu account...

- 1. Use it!** Forward your Gmail (or other outside service) account to @uah.edu. If you’re forwarding your @uah.edu mail to an outside account, you’re not gaining full access to many of the Google Apps features listed above.