



# G Suite

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Your school emails can be found in Google Mail (GMail for short).

Gmail can be accessed from the school website, when you have logged in, by clicking on its icon.

You can also access Gmail directly through the link in 'key information' although you may need to log in again.

Here you can receive information and help about your work, and contact your teachers or classmates for help.

Remember school emails can be tracked and the school rules still apply.

### Key information

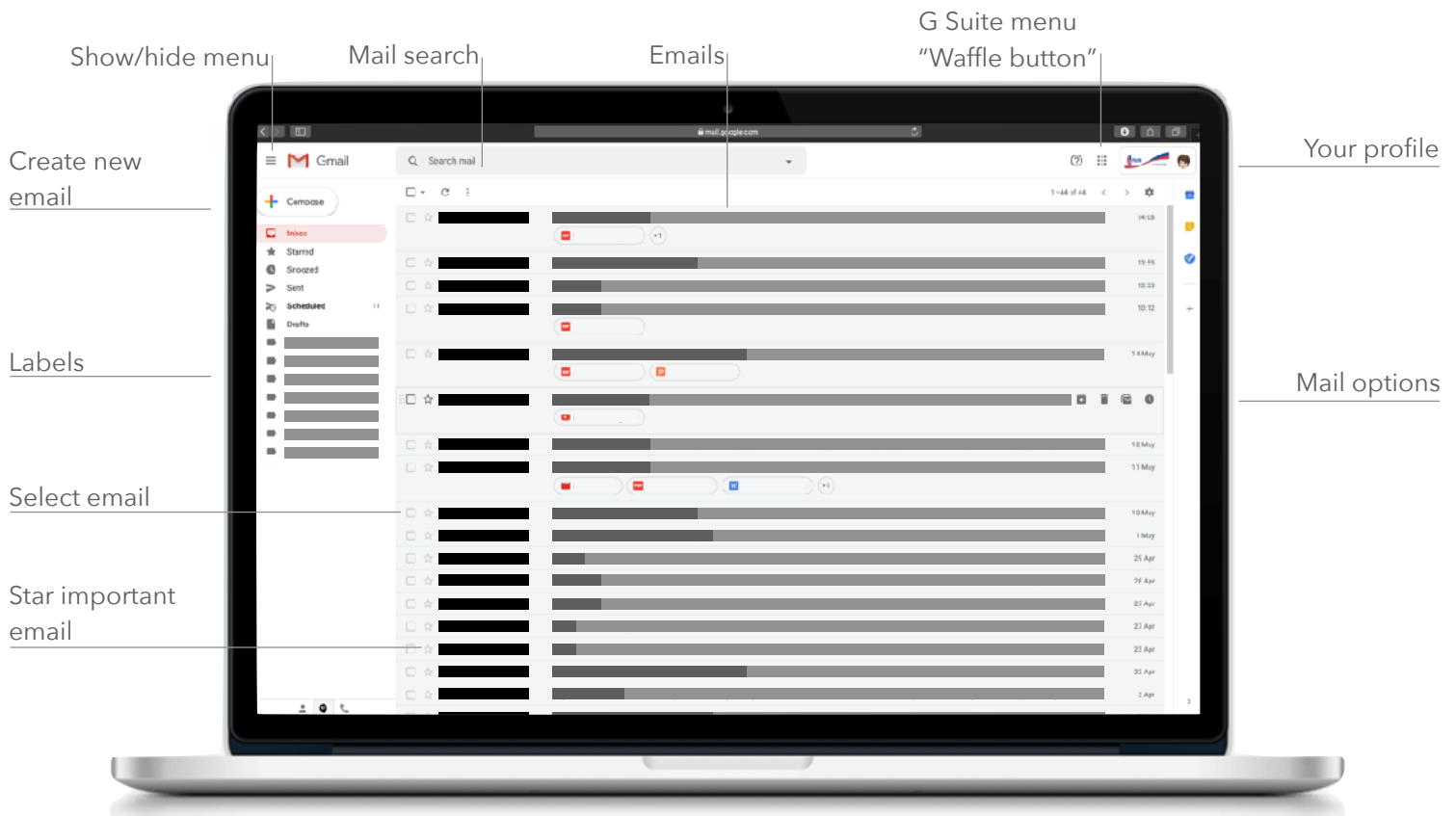
Website:  
[mail.google.com](mailto:mail.google.com)

Log in using school email address.  
firstname.lastname@hydehighschool.uk

Access:

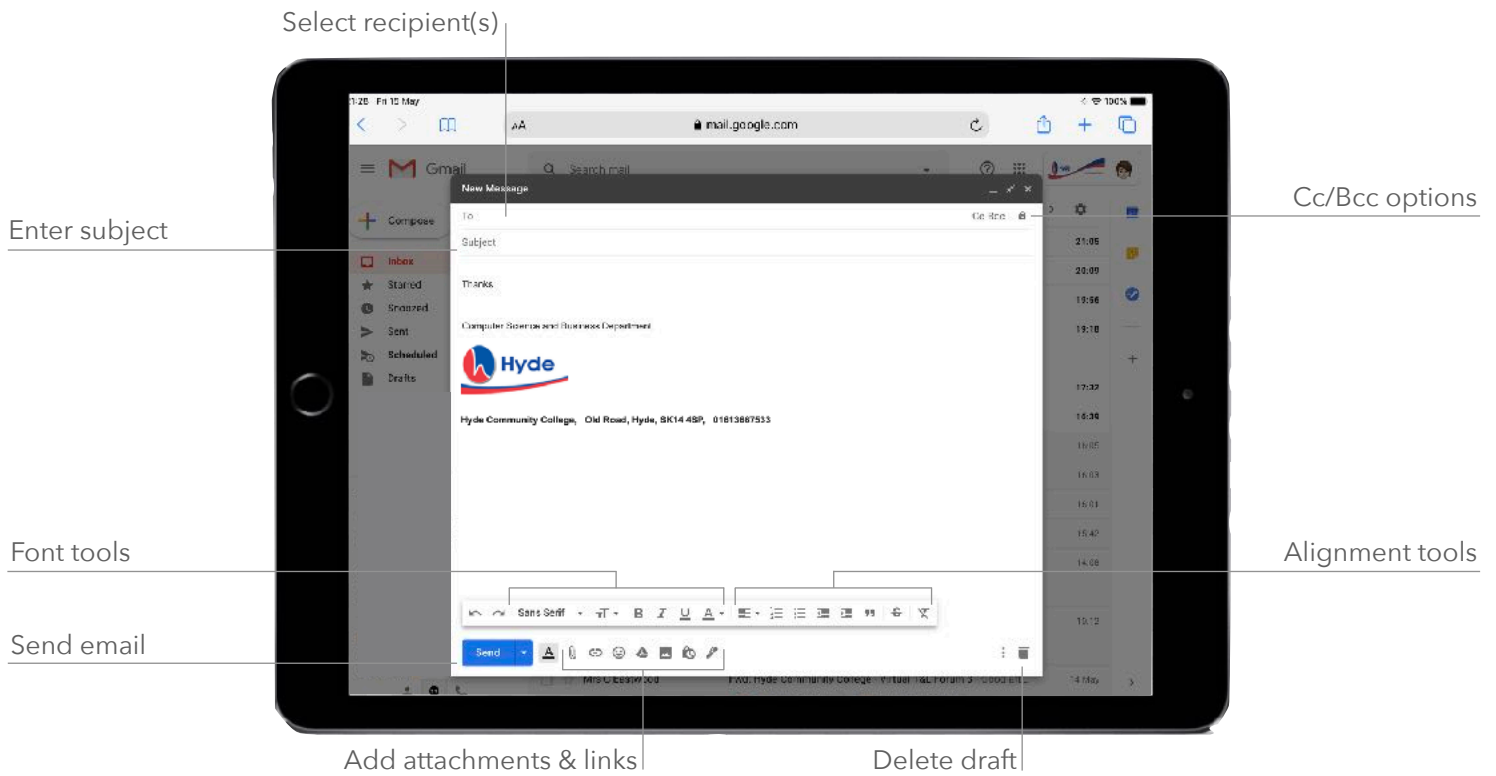
- ✓ Desktop/Laptop web browser
- ✓ Mobile/Tablet web browser
- ✓ Android/iPhone App

## Navigating Gmail

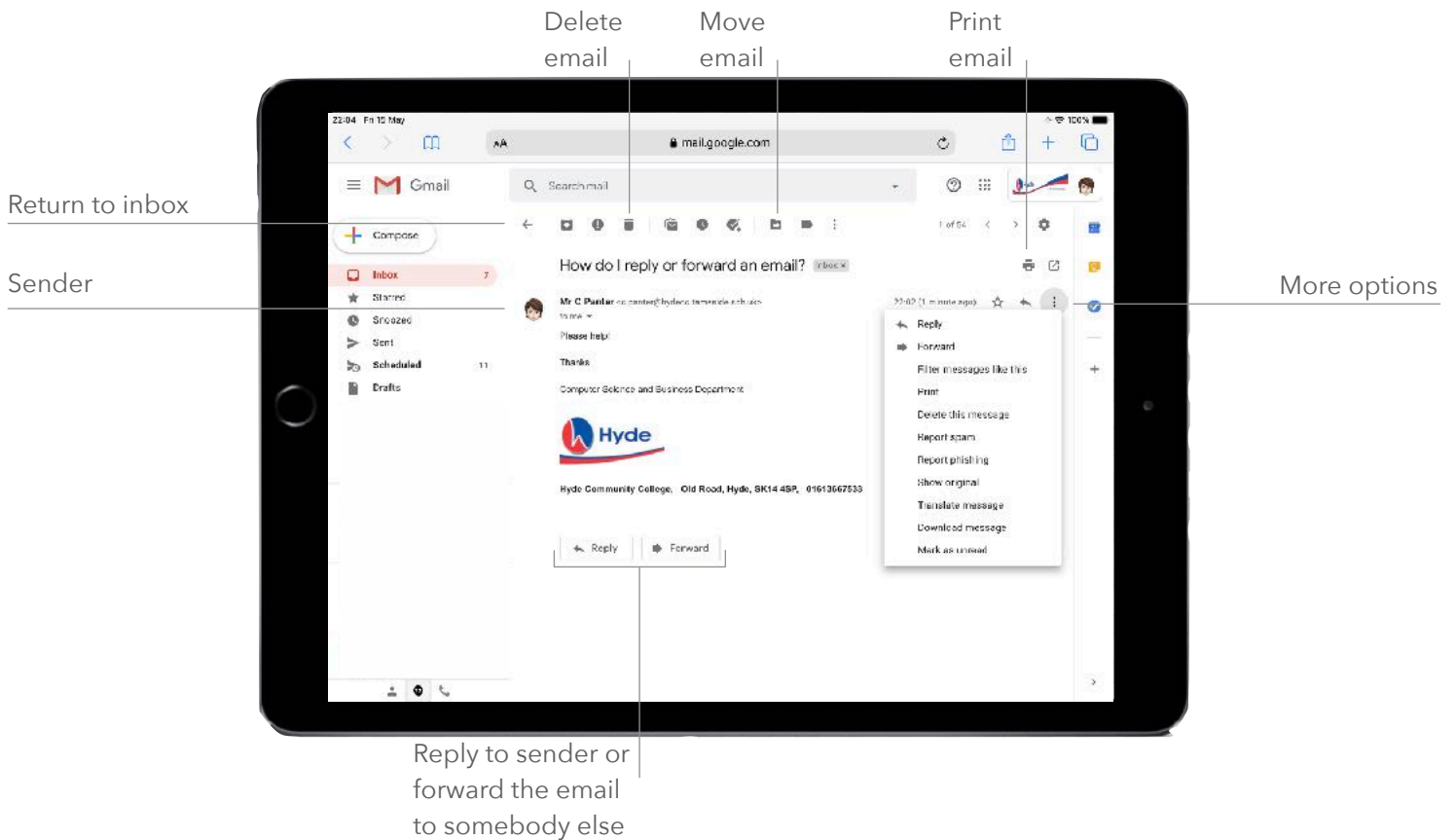


This is the standard layout for Gmail on a desktop, laptop or tablet web browser. Accessing Gmail through a smartphone web browser or an app may look different, but will work the same.

## Compose an email



## Open emails



## Opening work in G Suite

Your teachers may provide you with pre-made worksheets to complete at home.

Depending on the file type of the work sheet, you may have several options on how to complete the work.

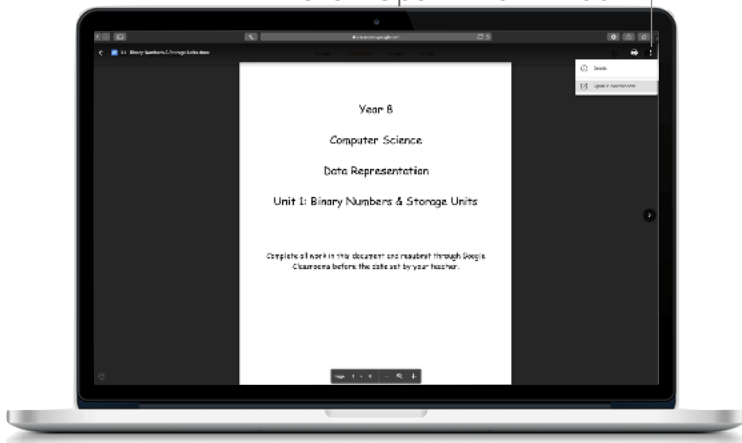
If the worksheet has been written using G Suite (Docs, Slides or Sheets) when you open the attachment, you will be able to complete the work straight away in your web browser or mobile app.

However, often the worksheets are made using Microsoft Office (Word, PowerPoint or Excel).

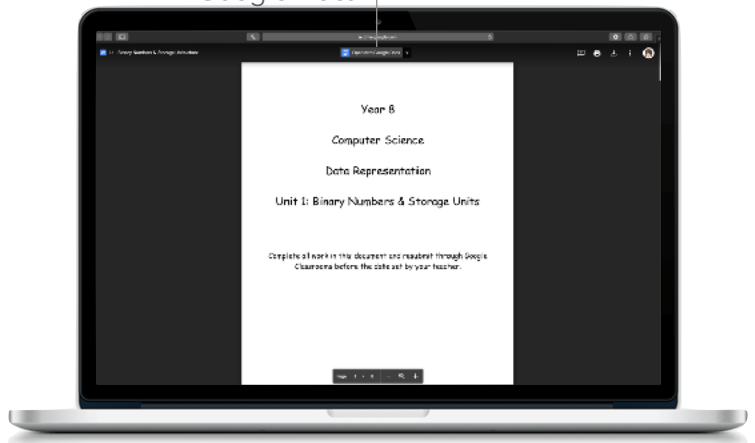
In this case, when you open the attachment a preview will open that you can't edit immediately. You have two options to complete and submit your work.

### 1. Open in G Suite

Click on options (3 dots)  
Click "Open in new window"

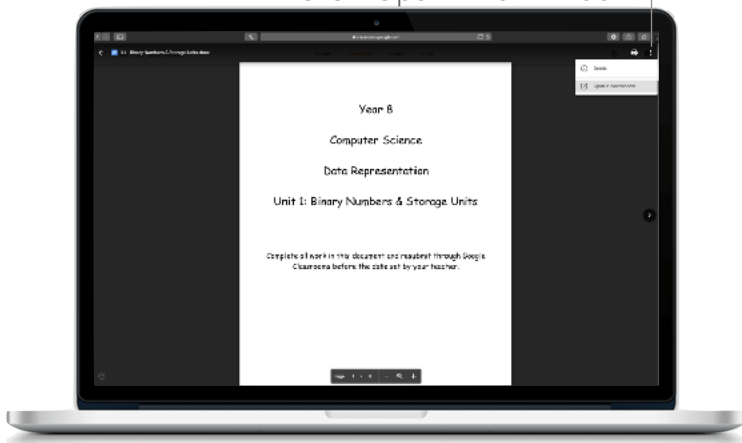


Click on "Open with Google Docs"

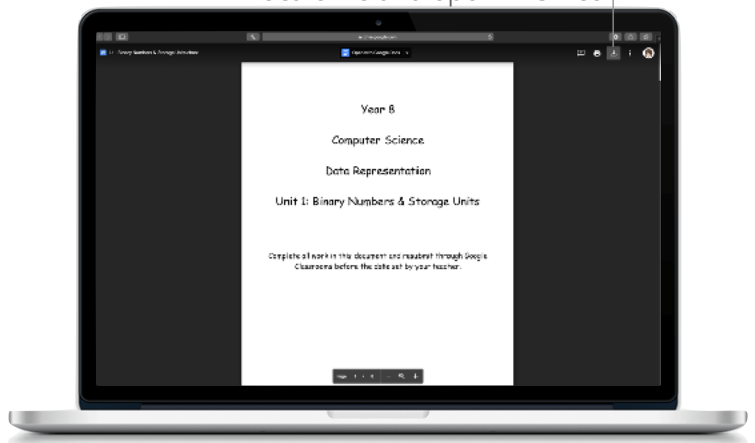


### 2. Download (if you have Microsoft Office installed)

Click on options (3 dots)  
Click "Open in new window"



Choose the download option  
Locate file and open in Office





## Google Docs

Google Docs is a free web based word processor.

You can access Docs through the waffle button in other G Suite apps such as Gmail, Google Classroom, and Google Drive when logged in to the school website.

You can also access Docs directly through the link in 'key information' although you may need to log in again.

Google Docs is really useful for completing any written assignments or letters; and works in similar way to Microsoft Word that you may be more familiar with.

The documents you create using Google Docs save automatically to your Google Drive, ideal for submitting to your classes.

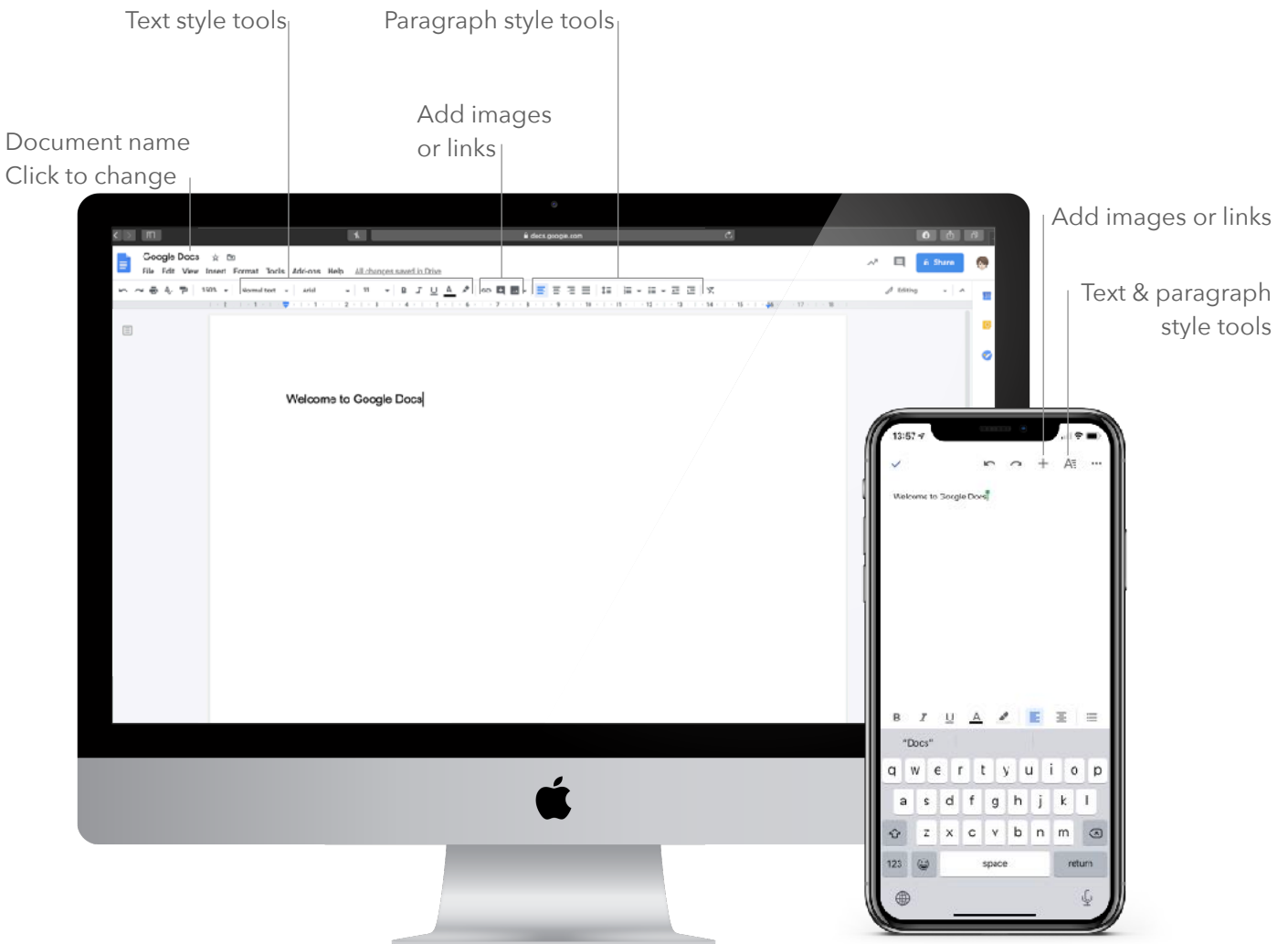
### Key information

Website:  
[docs.google.com](https://docs.google.com)

Log in using school email address.  
E.G.firstname.lastname@hydecc.sch.uk

Access:

- ✓ Desktop/Laptop web browser
- ✓ Mobile/Tablet web browser
- ✓ Android/iPhone App



## Google Slides

Google Slides is a free web based presentation editor.

You can access Slides through the waffle button in other G Suite apps such as Gmail, Google Classroom, and Google Drive when logged in to the school website.

You can also access Slides directly through the link in 'key information' and choosing from the side menu, although you may need to log in again.

Google Slides is really useful for creating or editing presentations to showcase your work; it works very similarly to Microsoft PowerPoint that you may be more familiar with.

The slideshows you create using Google Slides save automatically to your Google Drive, ideal for submitting to your classes.

### Key information

Website:

[docs.google.com](https://docs.google.com)

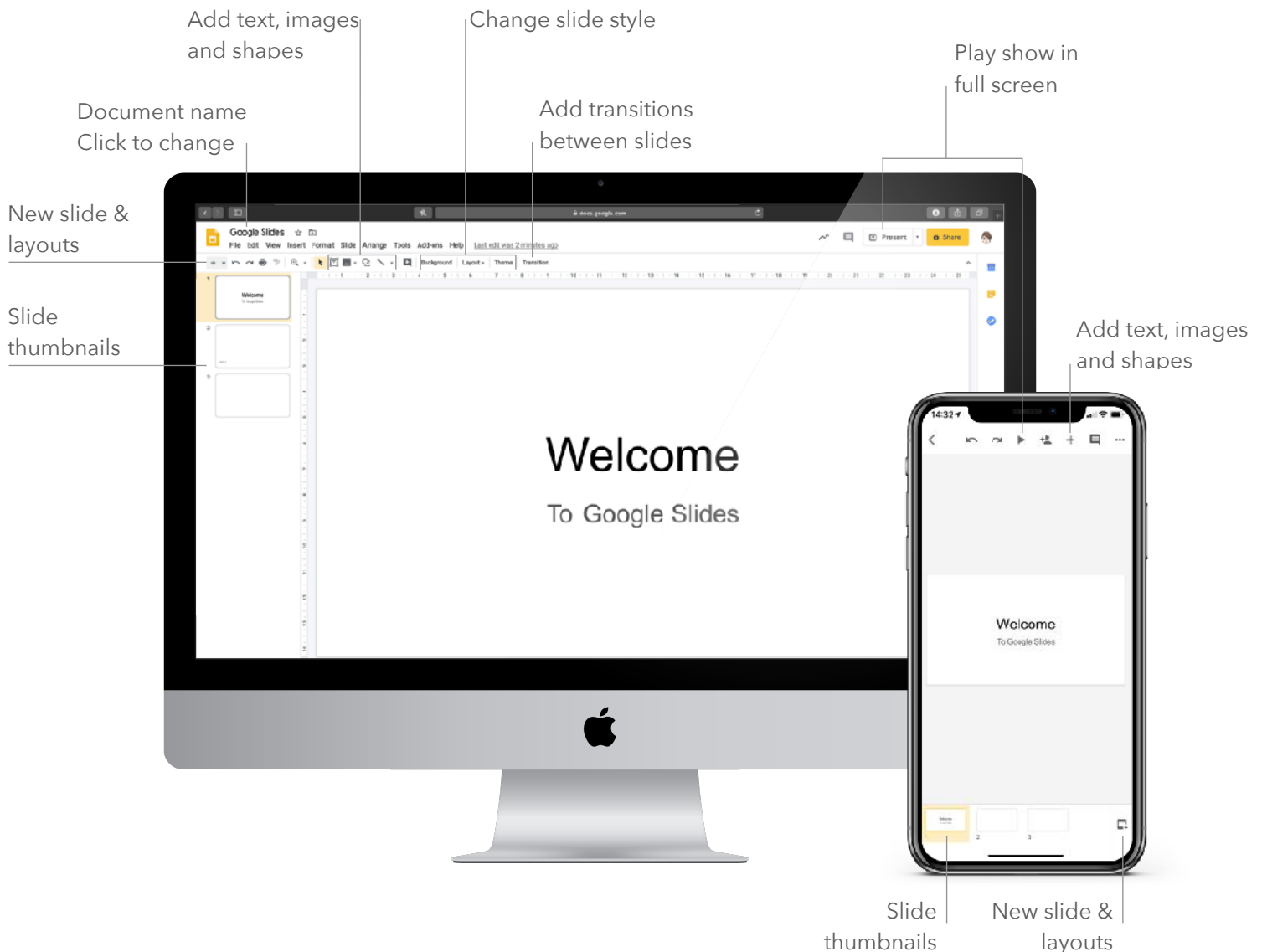
Use the menu to change to Slides.

Log in using school email address.

E.G. [firstname.lastname@hydecc.sch.uk](mailto:firstname.lastname@hydecc.sch.uk)

Access:

- ✓ Desktop/Laptop web browser
- ✓ Mobile/Tablet web browser
- ✓ Android/iPhone App



## Google Sheets

Google Sheets is a free web based spreadsheet.

You can access Sheets through the waffle button in other G Suite apps such as Gmail, Google Classroom, and Google Drive when logged in to the school website.

You can also access Sheets directly through the link in 'key information' and choosing from the side menu, although you may need to log in again.

Google Sheets is really useful for creating or editing spreadsheets using formula and creating charts; it works very similarly to Microsoft Excel that you may be more familiar with.

The spreadsheets you create using Google Sheets save automatically to your Google Drive, ideal for submitting to your classes.

### Key information

Website:

[docs.google.com](https://docs.google.com)

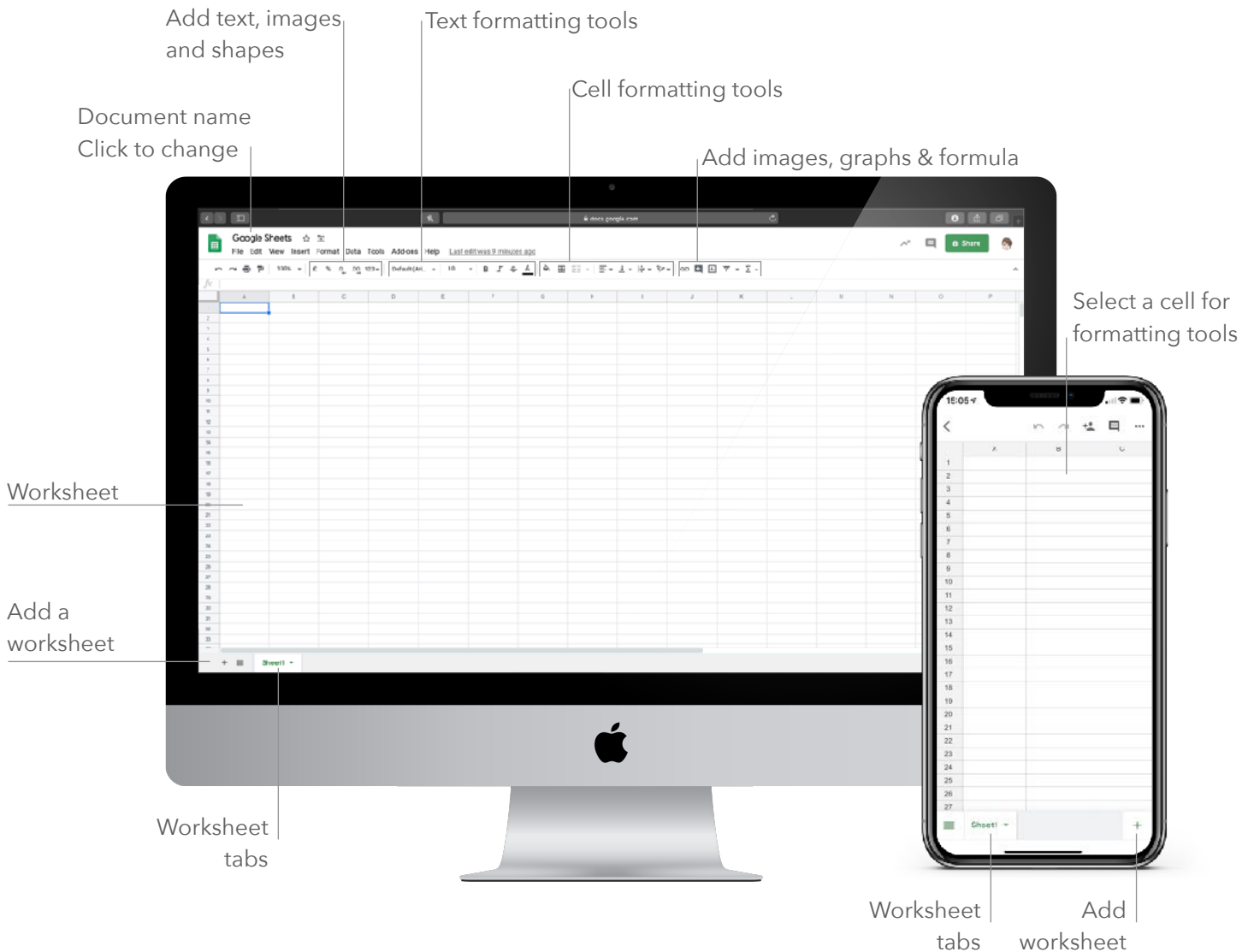
Use the menu to change to Sheets.

Log in using school email address.

E.G. [firstname.lastname@hydecc.sch.uk](mailto:firstname.lastname@hydecc.sch.uk)

Access:

- ✓ Desktop/Laptop web browser
- ✓ Mobile/Tablet web browser
- ✓ Android/iPhone App





Your Google Drive can be used to store all your work online.

Drive can be accessed from the school website, when you have logged in, by clicking on its icon, or from other G Suite apps via the waffle button. You can also access Gmail directly through the link in 'key information' although you may need to log in again.

All the work you access through Google Classroom, or create in the individual apps will automatically save in your Drive.

You store documents from other sources, such as Word or PowerPoint in your drive and access it from any computer connected to the internet.

## Key information

Website:  
[drive.google.com](https://drive.google.com)

Log in using school email address.  
firstname.lastname@hydehighschool.uk

Access:

- ✓ Desktop/Laptop web browser
- ✓ Mobile/Tablet web browser
- ✓ Android/iPhone App

Search your Drive

Your most recent files

Create new or upload files

Your files and folders

Drag and drop files to upload to Google

Create new or upload files