

Google Apps

Let's take a look at Google Apps. NMC offers many FREE Google Apps for student use, such as: Google E-Mail (Gmail), Google Calendars (used for students to plan their current semesters and when assignments are due), Google Drive (Used for file sharing and collaboration), and many others. I am going to show you how to access each of these from your student home page.

If you're already signed into the student home page, there is no need for you to sign in again to access Google Apps. To access any of the Google Apps from the home page, click on either Gmail or Drive.

First, we'll take a look at Gmail. Gmail is a free Email application. NMC requires you to use your NMC provided email address for any communication with Staff and faculty here at NMC. Remember: your NMC provided student email is your [NMCID]@mail.nmc.edu, and is used for any student-instructor communications and student services paperwork.

To create an email message; simply click, "Compose," enter the recipient's email address, enter the message you wish to send to the recipient above. An email that is read will show up like this, while an unread email is like this.

Next, let's look at Google Calendar. Google Calendar is a free calendar application that many students find useful for managing class and study times. You can access Calendar, among other applications, from the Grid icon here, also known as the "Apps Launcher", in the upper right hand corner. To create an event in Calendar, simply click the time and day where you'd like the event to be. Click "more options." At this screen you can set a time and day for the event, if the event repeats, a location for this event, invite guests, and a description of the event. To save the event, click "save". For more information on using Calendar, please view our NMC Google Calendar video.

For sharing and collaboration between students or instructors, use Google Drive which is also covered in another video. There is a link to drive on your NMC student's home page, but you may also access Drive from the Google App Launcher Icon. You'll also find Google office productivity tools as well as other Google Apps, such as: Hangouts, Keep, and many others

If you still need more information on any Google product, we recommend support.google.com. Here is useful information regarding all the google apps. These Google Apps are a Jumpstart into your free academic tools in the cloud.