## Tech-Tip – Getting Started with Google Apps for Education



Accessing Google Mail through Single Sign-On Google Apps Migration for Microsoft Outlook Accessing Google Drive through Single Sign-On Installing and using Google Drive Application Additional Notes and Best Practices 1. From <u>http://rps-fp</u>, click on the GMail link to bring you to the Single Sign-On page. Alternatively, you can access via <u>http://mail.readington.k12.nj.us</u>.

READINGTON TOWNSHIP PUBLIC SCHOOLS
Click here for External Readington Homepage
District Contact information District Staff Directory and Phone List District Policy Regarding Use of Technology
2014-15 Technology Survival Guide is HERE!
Internet Search: Google Google Apps for Education: <u>Start Page</u> Geogle Coogle Coogle Coogle Drive
Genesis Genesis Student Information System
Destiny - Media Center Resource Manager
Technical Resources, Tech-Tips, and Helpful Links

2. You will be redirected to the Readington Single Sign-On Page. In the login box, enter in your network username and password. These are the same credentials you would use to log into your computer.

Google	Apps Single Sign On	
Please enter your Readington Public Schools <b>network</b> user name and password. This is the same login you use to access your computer.		
User name:	<b>*</b>	
Password:	*	
	Login	

3. Click Login.

4. You will then be redirected into your Google Mail inbox.

1. From <u>http://rps-fp</u>, click on the Google Drive link to bring you to the Single Sign-On page. Alternatively, you can access via <u>http://drive.readington.k12.nj.us</u>.

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Google	Apps Single Sign On	
Please enter your Readington Public Schools <b>network</b> user name and password. This is the same login you use to access your computer.		
User name:	ž	
Password:	*	
	Login	

3. Click Login.

4. You will then be redirected to your Google Drive.

## Installing and using Google Drive Application

## (Optional on personal devices or districts assigned laptops only)

- Go to <u>https://tools.google.com/dlpage/drive/index.html?hl=en</u> to download Google Drive for PC. The Google Drive application is available for Android and Apple products as well. Please search for "Google Drive" in the Google Play Store or Apple App Store.
- 2. The program will download and install automatically. To open Google Drive, click the Start button and type Google Drive.
  - a. Windows 7: Search results will appear in the start menu. Click Google Drive when it appears



b. Windows 8: search results will appear on the right side. Click Google Drive when it appears



- 3. Follow the prompts on the pages to sign into your Google account (see the following images).a. For the Google sign in screen: please enter your full email address.

🔥 Sign in to Google Drive		X
	Google	*
	Sign in with your Google Account	
	Email	
	krusso@readington.k12.nj.us	
	Password	
	•••••	
	Sign in	
	Need help?	
	Create an account	-

b. For the Readington SSO sign in screen (if you are prompted for it): only your network account is needed (no @readington...)

READING TOWNSHI	TON P PHOOLS	Apps for Education	<mark>gle</mark>
	Google Apps	Single Sign On	
	Please enter your Reading user name and password. to access y	pton Public Schools <b>network</b> This is the same login you use your computer.	
	User name:		
	i usanoid.	Login	
•	T	1	* •
A Getting started (1 of A Getting Started)	2)		X
Welcome to Go	ogle Drive!		
How it works			
A Google Drive fol on your computer.	der will be created		
Files in your Googl available on all you	e Drive folder are ur devices.		
🔲 Send crash repo	orts and usage statistics	s to Google	
			Next >

4. Choose Start sync to begin syncing your drive locally to your computer.

logical description (2 of 2)	x
Google Drive on the web.	
Files will now sync Files from Google Drive on the web, including Google Docs files, will sync to your Google Drive folder. Choose Advanced setup to change what will sync.	
Advanced setup	< Back Start sync

5) Your Google Drive folder will be located under your user profile (C:\Users\{your\_profile}\Google Drive. Any file you save to this folder will automatically be synced to your Google Drive!

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Coogle Drive	퉬 AppData	11/7/2013 12:34 PM	File folder	
This PC Desktop Documents Downloads Music Pictures Videos	Contacts Contacts Cournents Cournents Cournents Cournents Cournents Cournents Cournents Cournents Cournet Cour	6/13/2014 9:47 AM 8/29/2014 8:21 AM 8/19/2014 9:13 AM 8/29/2014 10:54 AM 6/13/2014 9:47 AM 8/28/2014 3:44 PM 8/5/2014 8:29 AM 8/29/2014 10:04 AM	File folder File folder File folder File folder File folder File folder File folder	
Local Disk (C:) district (\\rps-fp) tech (\\rps-fp) (Z	🚺 Music 🌺 OneDrive 崖 Pictures	6/13/2014 9:47 AM 8/28/2014 2:43 PM 6/13/2014 9:47 AM	File folder File folder File folder	
Network     Network	<ul> <li>Saved Games</li> <li>Searches</li> <li>Videos</li> </ul>	6/13/2014 9:47 AM 6/13/2014 9:47 AM 6/13/2014 9:47 AM	File folder File folder File folder	•

6) You can verify that Google Drive is running by checking the notification icon near the time in the bottom right corner of Windows. If you see the Google Drive icon, then the program is open and actively syncing!

## Additional Notes and Best Practices

- It is important to not use the consumer (personal) Gmail or Google Drive websites. Please use the links in Step 1 for each app.
- Please **do not** bookmark the Readington Single Sign-On Page http://sso.readington.k12.nj.us. Instead, please bookmark <a href="http://mail.readington.k12.nj.us">http://mail.readington.k12.nj.us</a> and <a href="http://drive.readington.k12.nj.us/">http://drive.readington.k12.nj.us</a> instead.
- Please be sure to sign out of your Google Apps (Mail, Drive, etc) session when finished. To sign out, click on your email address in the top right corner of the page and select Sign Out.



You will then see the Readington Single Sign-On Logout Page.

