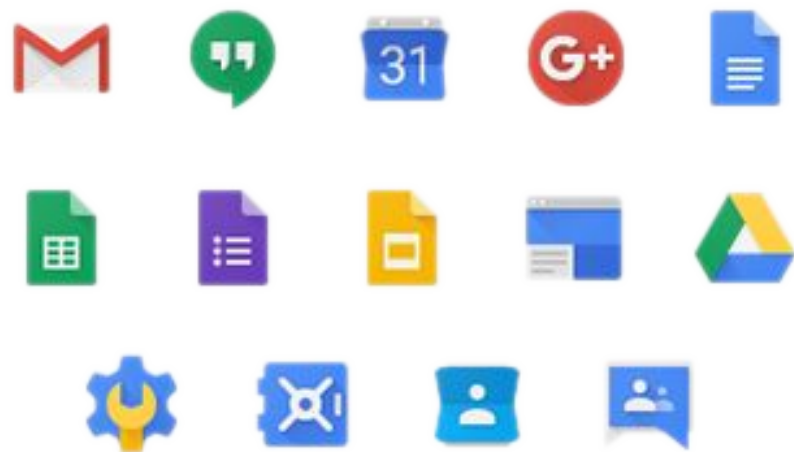


# G Suite





# G Suite Setup for Faculty, Staff, Sponsored and Group Accounts

I want to use UCI G Suite, but not UCI Gmail

1. [Activate and set a password for your UCI G Suite account.](#)
2. [Log into UCI G Suite.](#)

New Accounts: I want to use UCI G Suite and UCI Gmail

1. [Activate your UCI NetID.](#)
2. [Activate and set a password for your UCI G Suite account.](#)
3. [Change your email delivery point by following these instructions.](#)
4. [Log into UCI Gmail.](#)

Current Accounts: I currently use another email service and want to switch to UCI G Suite including UCI Gmail

**Exceptions:** Current Outlook/Exchange users, should NOT switch to UCI Gmail.

- These steps change where new email to your @uci.edu address is delivered.
  - Moving previously received email to your UCI Gmail mailbox is a separate procedure ("migrating") noted below.
1. [Activate and set a password for your UCI G Suite account.](#)
  2. [Change your email delivery point by following these instructions.](#)
  3. [Log into UCI Gmail.](#)

# Google Drive

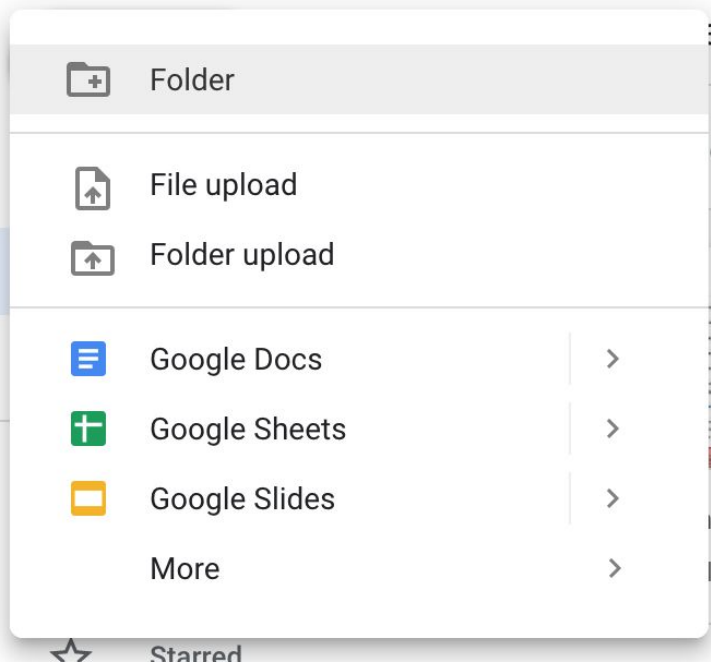


Drive



Sea

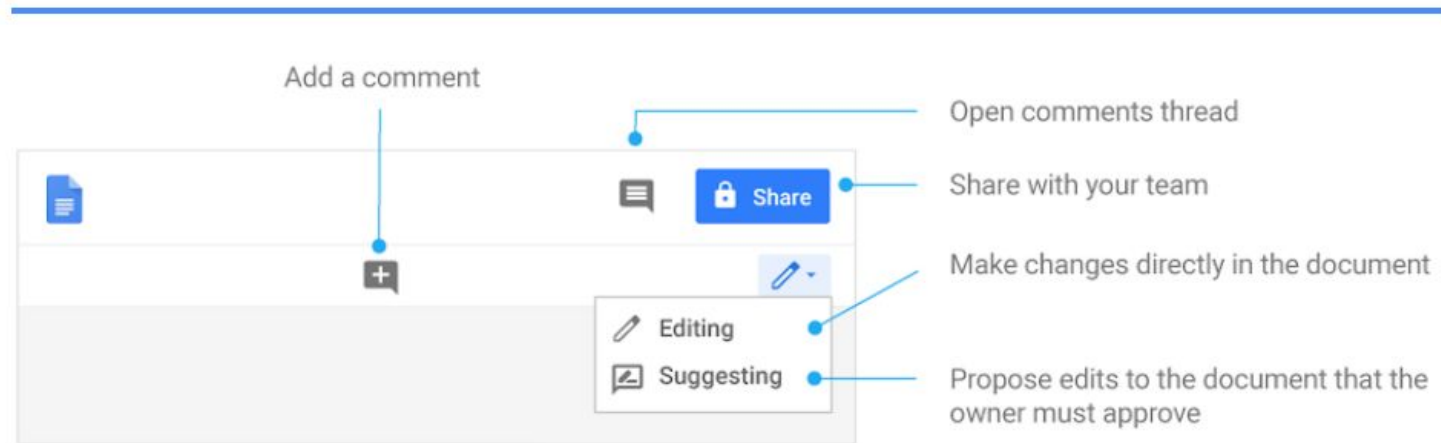
- Create docs, forms, sheets, slides
- Store files
- Share files



# Google Docs



- Google version of Microsoft Word
- Add collaborators, tracks changes, edit in real time



# Google Slides



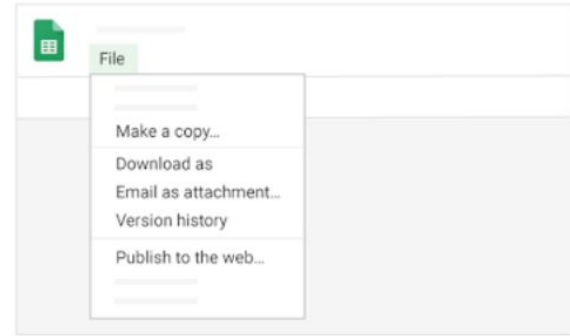
- Google version of Microsoft Powerpoint
- Convert powerpoint to slides
- Add collaborators and edit in real time



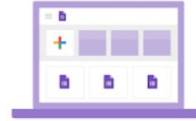
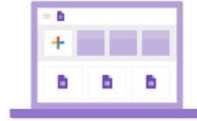
# Google Sheets



- Google version of Microsoft excel
- Create spreadsheets, Budgets and share with collaborators



# Google Forms



- Create surveys, polls, quizzes, event invitations and registration
- Send and monitor participation

### Qualifying Exam Options 2020


Complete Survey by Wednesday, April 1st

\* Required

Preference on Dates for Qualifying exams: \*

	1st choice	2nd choice	3rd choice
Original schedule: Macro on 6/23/20 and micro on 6/25/20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delay 1: Macro on 7/14/20 and micro on 7/28/20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delay 2: Macro on 8/04/20 and micro on 8/06/20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Submit



### Department Holiday Dessert Exchange

We would like to invite all of you to our annual Department Holiday Dessert Exchange!

Please bring your favorite holiday dessert (either baked or store bought) with enough for about one dozen people to enjoy.

The Department will provide coffee, decorations and music.

The event will take place on Monday, December 3rd from 1:00-4:00PM in SSPB 3218.

Thank you and Happy Holidays!

Economics Department

\* Required

Email address \*

Your email

Full Name \*

Your answer

Will you attend? \*

Yes

No

Submit





**THANK YOU!**

Melissa Valdez <valdezmm@uci.edu>

## Quick Links:

- **Drive:**[https://support.google.com/a/users/answer/9282958?visit\\_id=637225786972574326-790668511&hl=en&rd=1](https://support.google.com/a/users/answer/9282958?visit_id=637225786972574326-790668511&hl=en&rd=1)
- **Docs:**[https://support.google.com/a/users/answer/9282664?visit\\_id=637225786972574326-790668511&hl=en&rd=1](https://support.google.com/a/users/answer/9282664?visit_id=637225786972574326-790668511&hl=en&rd=1)
- **Slides:**[https://support.google.com/a/users/answer/9282488?visit\\_id=637225786972574326-790668511&hl=en&rd=1](https://support.google.com/a/users/answer/9282488?visit_id=637225786972574326-790668511&hl=en&rd=1)
- **Sheets:**[https://support.google.com/a/users/answer/9282959?visit\\_id=637225786972574326-790668511&hl=en&rd=1](https://support.google.com/a/users/answer/9282959?visit_id=637225786972574326-790668511&hl=en&rd=1)
- **Forms:**[https://support.google.com/a/users/answer/9282666?visit\\_id=637225786972574326-790668511&hl=en&rd=1](https://support.google.com/a/users/answer/9282666?visit_id=637225786972574326-790668511&hl=en&rd=1)