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 UCInetID.**
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

- 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
THANK YOU!

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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)