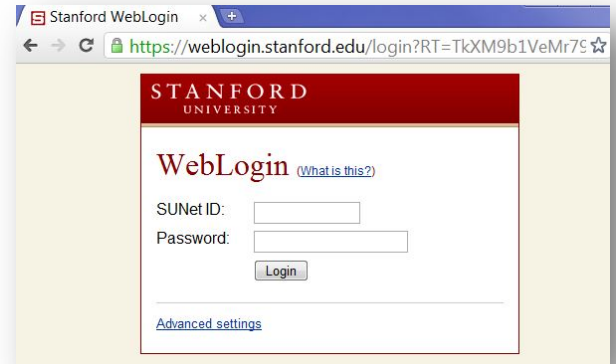


Google Apps Quick Start Guide

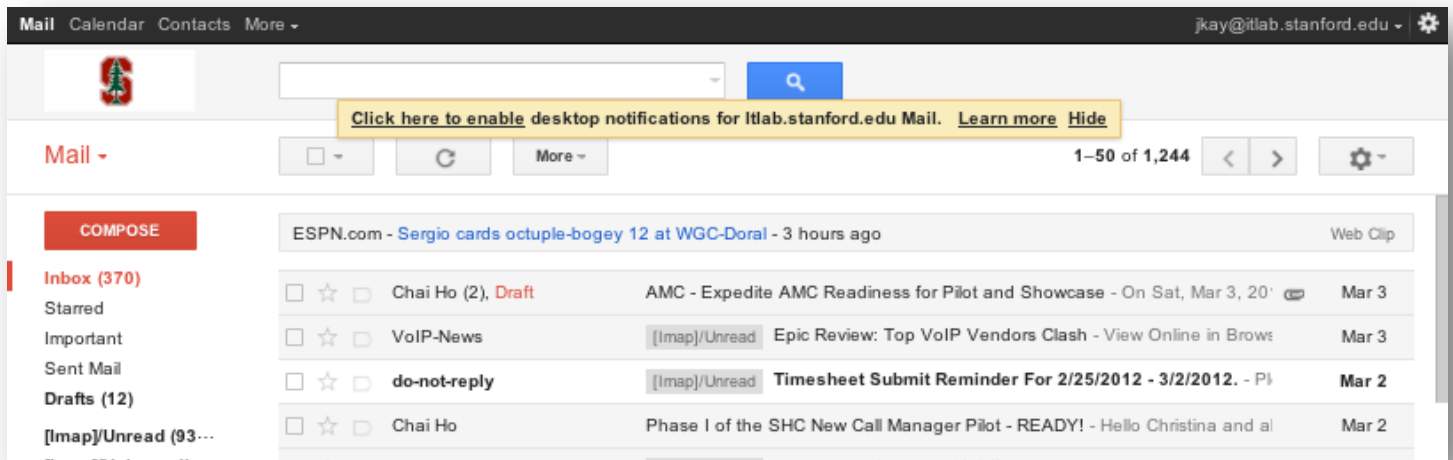
Log in and start using your email and calendar features now

Log in to Google Apps through [Webmail.stanford.edu](https://webmail.stanford.edu)

1. Open a web-browser. Enter **webmail.stanford.edu**.
2. You should get the Stanford WebLogin page. Enter your SUNet **ID** and **password** and then click **Login**.
3. If this is your first time logging in, follow the on-screen instructions to activate your account.



Your Google Mail Inbox appears. For example:

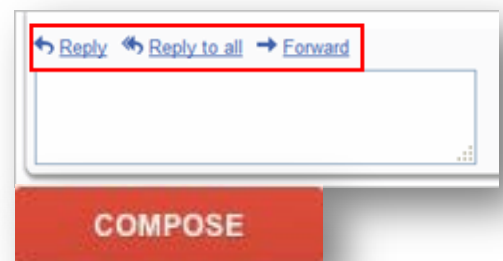


Use Mail

To read a message: Click once on the message to open it.

To reply to or forward a message: Open it, and then click an option at the bottom of the message card.

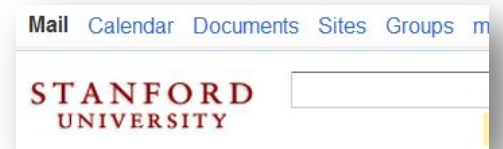
To compose a new message: Click **Compose**.



Open Your Calendar

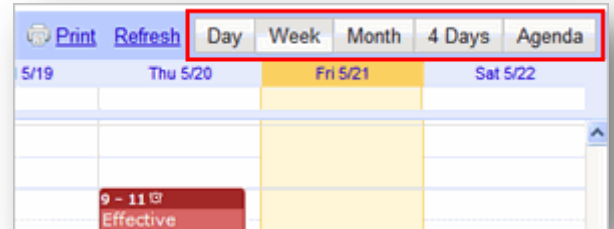
To open your calendar: Click the **Calendar** link at the top of your Mail window:

The first time you access it you'll be asked to set your time zone, then your calendar will appear.

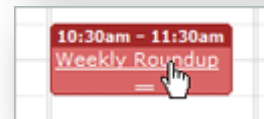


Use Your Calendar

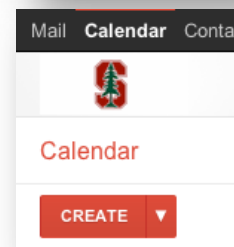
To change your calendar view: Click the tabs in the upper-right corner of the view:



To view or edit details about an event: Click its name:



To create an event: Click **Create Event**:



If You Need Help

- Contact IT Services Desktop Support at 650.725-HELP, or submit an on-line request at <http://helpsu.stanford.edu/?pcat=GoogleApps>.