

1. What is Google Apps?



Gmail

Fast, searchable email with less spam



Google Talk

IM and call your friends through your computer



Google Calendar

Organize your schedule and share events with friends



Google Docs

Share online documents, presentations, and spreadsheets



Google Sites

Create websites and secure group wikis

Google Apps is a set of tools and collaboration software provided by Google. The suite includes Gmail, Web-based word processing, Spreadsheet, presentation programs, sharable calendars, chat, contacts and much more. Google Apps allows students to take advantage of Google's tools while maintaining the @monroecollege.edu credential. Google Apps helps students stretch resources and work smarter.

For more information on using Google Apps visit:
<http://www.monroecollege.edu/googleapps>

2. Why Google Apps?



Google Apps brings together essential communication applications into a common workspace. Thereby it's able to improve productivity and communication among students, faculty members and staff. Because of Google Apps Monroe College can place additional value to the students experience while Google continues to build excellent products; improving the features and helping innovate our communication options and advancement in web technologies available to our students.

3. How and when students receive a Google Apps account?

On April 20, 2009 all students currently using Outlook and future ones will automatically receive a Google Apps account. Existing students will have their outlook emails migrated to their Google Apps account during the same week. The domain (@monroecollege.edu), username and password will remain the same.

4. How to log-in to the Google Apps Account?

Students can access their Google Apps account by going to <http://googleapps.monroecollege.edu> or using the Single-Sign-On "Monroe Email" link in MyMonroe.



* Passwords can be changed in MyMonroe by going to *Personalize* —> *Profile* —> *Change My Password*

5. What services are available in Google Apps?



The current suite of services offered by Google Apps includes: Mail, Calendar, Docs, Talk, Sites and Contacts. As Google develops new tools, Monroe College and Google will collaborate to bring them to our college community.

6. Where can students find more information?

The official Google Help center is located at: <http://www.google.com/support/a/users> Additionally, the Monroe College IT's Help Desk (Ext 8290) is the primary contact for all technology related questions about Google Apps. (See #1 above for accessing more help at the Monroe College website).

7. Is Google Apps the only email solution offered to students?

Yes, Google apps is the only way students can access their emails. Old emails have been migrated and Outlook is not longer accessible by students.

8. What if a student already has a personal Google/Gmail account?

Google Apps accounts are totally separate from student's personal Google/Gmail account. Nothing will change about their personal Google/Gmail account. Students are able to integrate these two accounts anytime.

9. Can students log on to other Google-sponsored services with their Google Apps username and password (e.g. gmail.com, blogger.com, etc.)?

Students Google Apps username and password will only work with the services that have been deployed within the Monroe College domain. To access other Google services, students will need to apply for a "regular" account through Google.

10. Are students required to use their Google Apps Account?

Utilizing the @monroecollege.edu account guarantees that users will receive official messages from the college and their professors. This is the official communication mechanism of Monroe College. It is up to the individual user to decide whether or not they would utilize the @monroecollege.edu account or not, but it's highly recommended.

11. Are there limitations on file sizes within the Google Apps services?

- **Emails:** Users can send and receive mail messages up to 20 MB in size, including attachments.
 - **Documents:** The maximum permitted size is 500 Kb plus up to 2 MB per embedded image. Additionally, accounts have a limit of 5000 documents and 5000 images.
 - **Presentations:** The maximum permitted size is 10 MB with a limit of 5000 documents and 5000 images.
 - **Spreadsheets:** Each spreadsheet can be up to 10,000 rows, or up to 256 columns, or up to 50,000 cells, or up to 20 sheets -- whichever limit is reached first. Imported spreadsheets cannot exceed 1 MB. Account are limited to 200 spreadsheets.
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12. Why are the Google Apps services for students slightly different from similar services that are publicly provided by Google?

Google Apps accounts have been customized for optimal educational collaboration. Only certain features have been activated for student's use. In addition, our pages are geared more towards Monroe College branding rather than advertising. We have also taken steps to ensure that our student data is protected above and beyond of publicly available accounts.

<http://googleapps.monroecollege.edu>