



My Google Apps (2nd Edition)

By Patrice-Anne Rutledge, Sherry Kinkoph Gunter



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My Google Apps

Full-color, step-by-step tasks walk you through doing exactly what you want with Google Apps. Learn how to:


- Use Google Apps to reduce technology expenses and grow your business
- Choose the best Google Apps version for your needs
- Quickly activate and customize your account
- Give your users customized email that uses your domain, not gmail.com
- Connect Gmail to your smartphone so your email and schedule always go with you
- Create, format, edit, print, and collaborate on documents with Docs
- Track and analyze your data with Sheets
- Create presentations with Slides and present anywhere via the Internet
- Cut travel costs: run video meetings online with Google Hangouts
- Improve project collaboration with a shared Sites workspace
- Efficiently manage and share your schedule with Calendar
- Store and share your files for secure anytime/anywhere access
- Sync your files between your PC or Mac and Google Drive in the cloud
- Use Vault to archive content and activity for compliance or other legal reasons


COVERS: Gmail, Calendar, Drive, Docs, Sheets, Slides, Hangouts, Sites, Vault

Step-by-step instructions with callouts to new Google Apps screenshots that show you exactly what to do.

Help when you run into Google Apps problems or limitations.

Tips and Notes to help you get the most from Google Apps.

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Editorial Review

About the Author

Patrice-Anne Rutledge is a business technology author whose books include the first edition of *My Google Apps; Gmail Tips, Tricks, and Tools; My LinkedIn; WordPress on Demand;* and *Sams Teach Yourself Google in 10 Minutes*, all from Pearson Education. She is a long-time user of many Google tools and technologies, including Google Apps, Gmail, and Google+. Patrice is also the founder and principal of Pacific Ridge Media, a boutique content marketing and social media agency that offers consulting and training for clients worldwide. She is frequently quoted in major media outlets around the world, including CNN Inc., Fox News, ABC News, MSN, AOL, Orange County Register, ZDNet, USAA, CareerBuilder, and more. You can reach Patrice through her website at www.patricerutledge.com.

Sherry Kinkoph Gunter has written and edited dozens of books over the past 20 years covering a wide variety of computer topics, including Microsoft Office programs, digital photography, and web applications. Her recent titles include *Sams Teach Yourself Facebook*, Third Edition, *Word 2013 Absolute Beginner's Guide*, and *Microsoft Office for Mac Bible*. Sherry began writing computer books in 1992, and her flexible writing style has enabled her to author for an assortment of imprints and formats. Sherry's ongoing quest is to help users of all levels to master ever-changing computer technologies and to help users make sense of it all so they can get the most out of their machines and online experiences. Sherry currently resides in a swamp in the wilds of east-central Indiana with a lovable ogre, a menagerie of interesting creatures, and a somewhat tolerable Internet connection.

Users Review

From reader reviews:

Roderick Olin:

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Michael Thompson:

The feeling that you get from My Google Apps (2nd Edition) could be the more deep you excavating the information that hide into the words the more you get serious about reading it. It doesn't mean that this book is hard to comprehend but My Google Apps (2nd Edition) giving you thrill feeling of reading. The writer conveys their point in specific way that can be understood by means of anyone who read that because the author of this guide is well-known enough. That book also makes your vocabulary increase well. Therefore it is easy to understand then can go along with you, both in printed or e-book style are available. We highly

recommend you for having this My Google Apps (2nd Edition) instantly.

Clare Andrews:

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