Quick Start Guide
For more information visit wmich.edu/google

Login
- Login at google.wmich.edu
- For mobile device setup visit wmich.edu/google

Google Calendar
Accepting Google invites in Webmail Plus is a two step process:
1. First click the Yes, Maybe or No links next to the word Going? in the body of the Google appointment email

   ![Google Calendar Invite Acceptance](image)

2. Click the Accept, Tentative or Decline icons if you would like to also add it to your Webmail Calendar.

   ![Google Calendar Accept icons](image)

Multiple Google Accounts
You can log in to and switch between multiple Google accounts.
1. From any Google screen click the **Profile icon** in the upper right corner

   ![Google Profile icon](image)

2. Click the **Add account** button

   ![Google Add account button](image)

Switching Apps
1. From any Google screen click the **Apps selector icon** in the upper right corner

   ![Google Apps selector icon](image)

2. Select an **app icon** from the drop-down menu

   ![Google Apps drop-down menu](image)

Training
Google Apps Learning Center
http://learn.googleapps.com/

Lynda.com
To request access send email to oit-lynda-admin@wmich.edu

Cool Tools Workshops
wmich.edu/facultydevelopment