


Instructions and Check List for Opening Google Apps for the First Time

1. Go to Nazareth College homepage <http://naz.edu> and select **Google Apps** in the Quicklinks menu.
2. Log in with your email address (username@naz.edu) and Nazareth password.
3. Your first time in you will need to accept the terms on the first page, and then decide whether or not to provide a phone number for additional security on the second page (it is optional).
4. Your new account will open to your Gmail. Here is a checklist to get you started:
 - Before going any farther look to the top right of the page to be sure your email address is displayed properly, indicating you are in the right account.
 - Look over the contents of your inbox to be sure the mail has been converted from your Zimbra account correctly. Your Zimbra mail will still be available as a read-only site to use to compare. You can open Zimbra as you always have. It is still a Quicklink.
 - You may notice that there is a number to the right of some items in the “from” column. That indicates that this message is one in a collection of messages in a “conversation.” That is why if you have looked at the top right of your Gmail page and the top right of your Zimbra page, you have noticed that the number of messages listed in Gmail is less than the number listed in Zimbra. You can change this later in your settings.
 - Look on the left under the red **COMPOSE** button to compare the list of **Labels** (the Google term for folders) with the folders you created in Zimbra.
 - Go to the top right of the page and click on the tiny nine square Apps icon  next to your email address and select **Calendar**.
 - Check to see that your personal calendars are showing on the left of the page under “My calendars.”
 - Check to see that any shared calendars from your Zimbra account are also displayed under “**Other calendars**.” (Contacts’ birthdays and Holidays are there by default. You can remove them later if you wish.)
 - Compare your calendar and appointments with your Zimbra calendar for accuracy.
 - Go back to the top right and again, in the Apps grid select **Contacts**.
 - Check to see that all of your **Groups** from your Zimbra account are appearing in the “**My contacts**” list.

If you have identified any significant problems as you went through the checklist, contact the Technology and Media Support Desk at [585-389-2111](tel:585-389-2111) or by email at usl@naz.edu

To learn more about using your new account, visit our website:

<http://www.naz.edu/information-technology-services/faculty-staff/google-apps-for-education>