## Tech-Tip – Google Apps for Education



Accessing Google Mail through Single Sign-On Google Apps Migration for Microsoft Outlook Accessing Google Drive through Single Sign-On Logging in to Google Drive for PC Google Drive Migration from P Drive Additional Notes and Best Practices 1. From <u>http://rps-storage</u>, click on the GMail link to bring you to the Single Sign-On page. Alternatively, you can access via <u>http://mail.google.com/a/readington.k12.nj.us</u>.

Readington Township
Public Schools
Click here for External Readington Homepage
District Contact information District Staff Directory and Phone List District Policy Regarding Use of Technology
Google YAHOO! KIDS
Google Apps for Education:
Email: Office Outlook Web Access Microsoft Outlook Web Access (Instant Email Access via Internet Explorer)

2. You will be redirected to the Readington Single Sign-On Page. In the login box, enter in your network username and password. These are the same credentials you would use to log into your computer.

Google	Apps Single Sign On
Please enter your user name and pass to a	Readington Public Schools <b>network</b> sword. This is the same login you use ccess your computer.
User name:	*
Password:	*
	Login

3. Click Login.

4. You will then be redirected into your Google Mail inbox.

1. From <u>http://rps-storage</u>, click on the Google Drive link to bring you to the Single Sign-On page. Alternatively, you can access via <u>http://drive.google.com/a/readington.k12.nj.us</u>.

Readington Townshi	p
Public Schools	
Click here for External Readington Homepage	
District Contact information District Staff Directory and Phone List District Policy Regarding Use of Technology	
Internet Search: Google KIDS	
Google Apps for Education:	
Email: Office Outlook Web Access Microsoft Outlook Web Access (Instant Email Access via Internet Explorer)	

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Google	Apps Single Sign On
Please enter your user name and pass to a	Readington Public Schools <b>network</b> sword. This is the same login you use access your computer.
User name:	*
Password:	*
	Login

3. Click Login.

4. You will then be redirected to your Google Drive.

- 1. Go to <u>https://tools.google.com/dlpage/drive/index.html?hl=en</u> to download Google Drive for PC.
- 2. The program will download and install automatically. You will then see the Welcome screen of Google Drive.

Sign in to Google Drive		
ª Googi ≝ GOO	gle Drive	
	Thanks for choosing Google Drive	
	<ul> <li>Store your files safely and access them from any device</li> <li>Collaborate on Google Docs, Sheets, Sildes and more</li> </ul>	
	On the next screen, sign in with your Google Account or create a new one.	
	- Jign in HOW	

- 3. Follow the prompts on the pages to sign into your Google account (see the following images).
  - a. For the Google sign in screen: please enter your full email address.

Sign in to Google Drive		<u>×</u>
	Google	
	Sign in with your Google Account	
	Email	
	Password	
	Sign in Need help?	
	Create an account	

b. For the Readington SSO sign in screen (if you are prompted for it): only your network account is needed (no @readington....)

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	Google Apps	Single Sign On		
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	Google Apps Please enter your Readingt user name and password. T to access yo User name:	Single Sign On on Public Schools netw inis is the same login yo ur computer.	rork u use	



4. Choose Start sync to begin syncing your drive locally to your computer.

Google Drive on the web.	
Files will now sync Files from Google Drive on the web, including Google Docs files, will sync to your Google Drive folder.	
Choose Advanced setup to change what will sync.	

5. Your Google Drive folder will be located under your user profile (C:\Users\{your\_profile}\Google Drive. Any file you save to this folder will automatically be synced up to your Google Drive!

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IBS-DC-Wi	🅌 .thumbnails	11/21/2013 2:26 PM	File folder		
	AppData	11/7/2013 12:34 PM	File folder		
	📙 Contacts	11/20/2013 3:11 PM	File folder		
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	Documents	12/4/2013 11:48 AM	Filetolder		
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## Google Drive Migration from P Drive

1. Log in to Google Drive (see above <u>Accessing Google Drive</u>)

and choose Files.
My Drive
Files
Enable folder upload

3. On the left side, click Computer, and then double click on your P Drive.

Organize 🔻			
Favorites     Desktop     Downloads     Recent Places     SkyDrive      Libraries     Documents     Documents     Music     Pictures     Videos      Videos      Metwork	<ul> <li>Hard Disk Drives (1)         <ul> <li>Local Disk (C:)</li> <li>110 GB free of 232 GB</li> </ul> </li> <li>Devices with Removable Storage (1)         <ul> <li>OVD Drive (D:)</li> </ul> </li> <li>Network Location (1)         <ul> <li>KRusso</li> <li>(HBS-DC-W2K8\BOE_STAFF_PD</li> </ul> </li> </ul>		
Fil	e name:	✓ All Files (*.*)	

4. Hold the Ctrl key and click files that you wish to add to your Google Drive. When all of the files you want are highlighted, click Open. You will see a box appear on the bottom right side with a progress bar. When it says upload complete, your files are on Google Drive!

## Additional Notes and Best Practices

- It is important to not use the consumer (personal) Gmail or Google Drive websites. Please use the links in Step 1 for each app.
- Please do not bookmark the Readington Single Sign-On Page http://sso.readington.k12.nj.us. Instead, please bookmark <a href="http://mail.google.com/a/readington.k12.nj.us">http://mail.google.com/a/readington.k12.nj.us</a> and <a href="http://drive.google.com/a/readington.k12.nj.us">http://drive.google.com/a/readington.k12.nj.us</a> and <a href="http://drive.google.com/a/readington.k12.nj.us">http://drive.google.com/a/readington.k12.nj.us</a> and <a href="http://drive.google.com/a/readington.k12.nj.us">http://drive.google.com/a/readington.k12.nj.us</a> and <a href="http://drive.google.com/a/readington.k12.nj.us">http://drive.google.com/a/readington.k12.nj.us</a> instead.
- Please be sure to sign out of your Google Apps (Mail, Drive, etc) session when finished. To sign out, click on your email address in the top right corner of the page and select Sign Out.

this account is a	so@readington.k12.nj.us
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You will then see the Readington Single Sign-On Logout Page.

