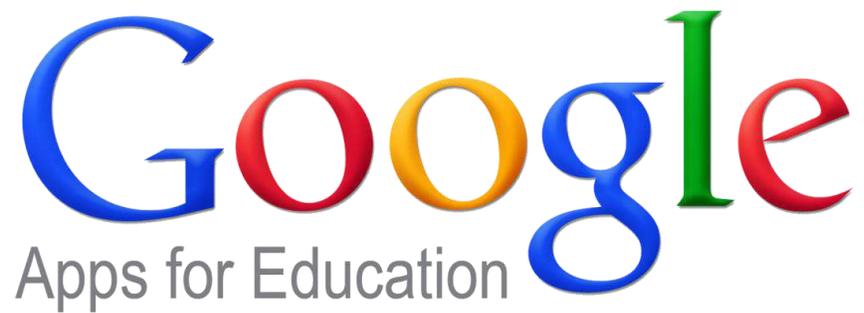


**Tech-Tip – Google Apps for Education**



**[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](#)**

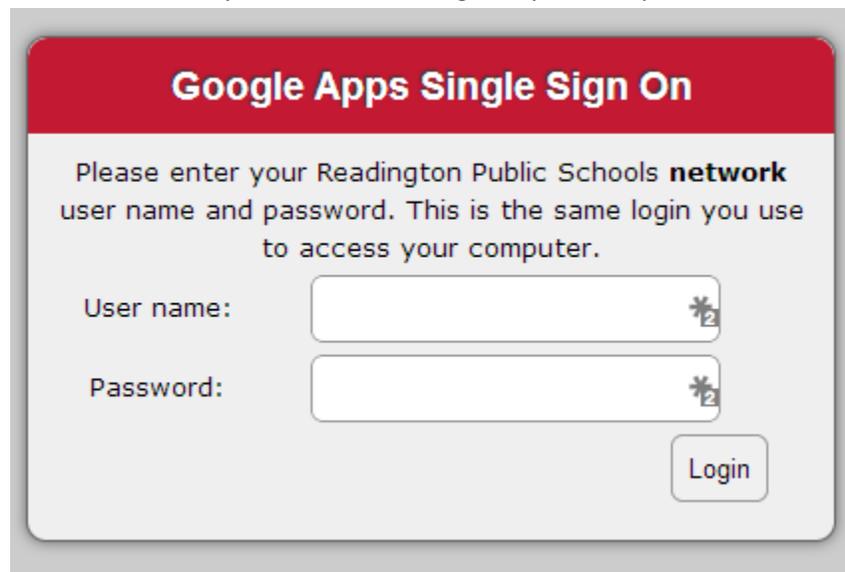
## Accessing Google Mail through Single Sign-On

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



The screenshot shows the Readington Township Public Schools homepage. At the top, there is a red banner with the text "Readington Township Public Schools" in white. Below the banner, there is a link: "Click here for External Readington Homepage". Underneath, there are three links: "District Contact information", "District Staff Directory and Phone List", and "District Policy Regarding Use of Technology". The "Internet Search:" section contains logos for Google and YAHOO! KIDS. The "Google Apps for Education:" section contains logos for Gmail and Google Drive. The "Email:" section contains a link for "Office Outlook Web Access". At the bottom, there is a note: "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.



The screenshot shows the "Google Apps Single Sign On" page. The title is "Google Apps Single Sign On". Below the title, there is a message: "Please enter your Readington Public Schools **network** user name and password. This is the same login you use to access your computer." There are two input fields: "User name:" and "Password:". Each field has a small icon of a person and a lock. Below the input fields, there is a "Login" button.

3. Click Login.

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

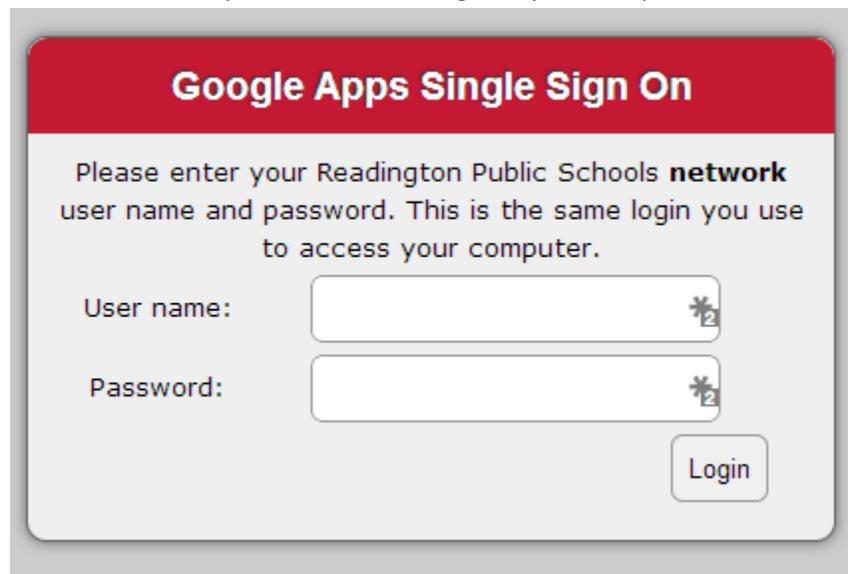
## Accessing Google Drive through Single Sign-On

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



The screenshot shows the Readington Township Public Schools homepage. At the top, there is a red banner with the text "Readington Township Public Schools" in white. Below the banner, there is a link: "Click here for External Readington Homepage". Underneath, there are three links: "District Contact information", "District Staff Directory and Phone List", and "District Policy Regarding Use of Technology". The "Internet Search:" section contains logos for "Google" and "YAHOO! KIDS". The "Google Apps for Education:" section contains logos for "Gmail" and "Google Drive". The "Email:" section contains a link for "Office Outlook Web Access". At the bottom, there is a note: "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.



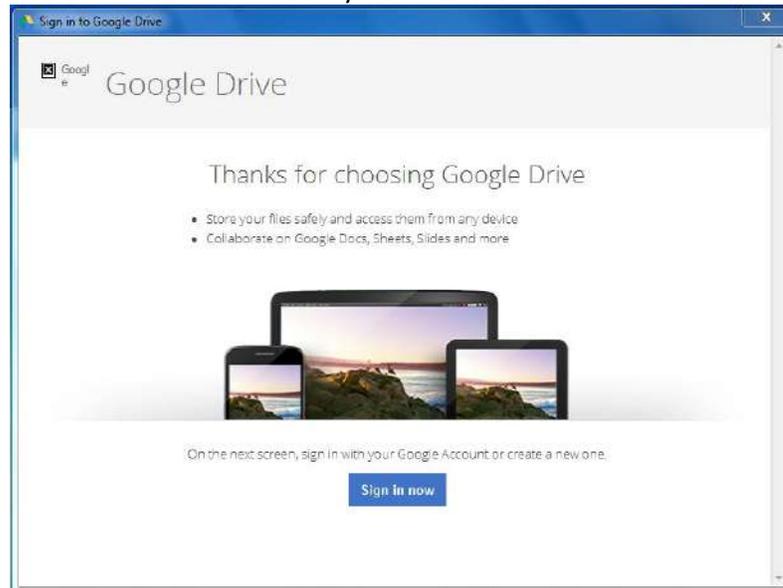
The screenshot shows the "Google Apps Single Sign On" page. The title is "Google Apps Single Sign On". Below the title, there is a message: "Please enter your Readington Public Schools **network** user name and password. This is the same login you use to access your computer." There are two input fields: "User name:" and "Password:". Both fields have a small icon of a person and a number 2 next to them. Below the input fields, there is a "Login" button.

3. Click Login.

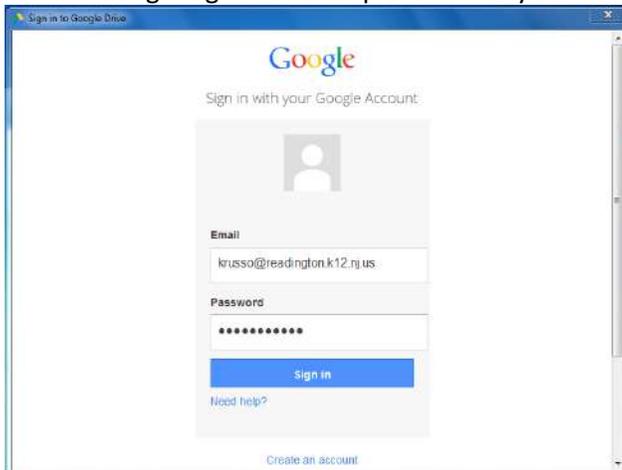
4. You will then be redirected to your Google Drive.

## Logging in to Google Drive for PC

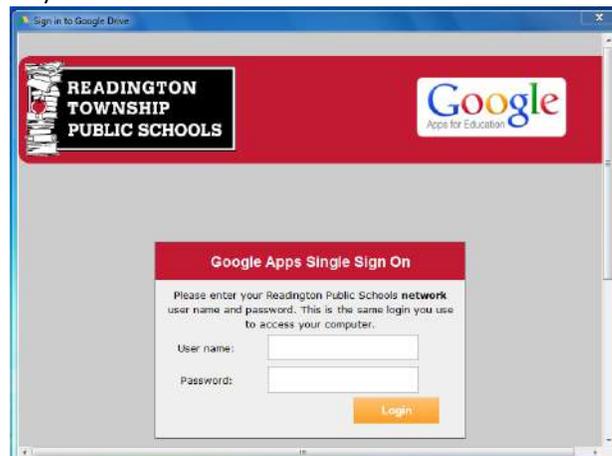
1. Go to <https://tools.google.com/dlpage/drive/index.html?hl=en> to download Google Drive for PC.
2. The program will download and install automatically. You will then see the Welcome screen of Google Drive.



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.



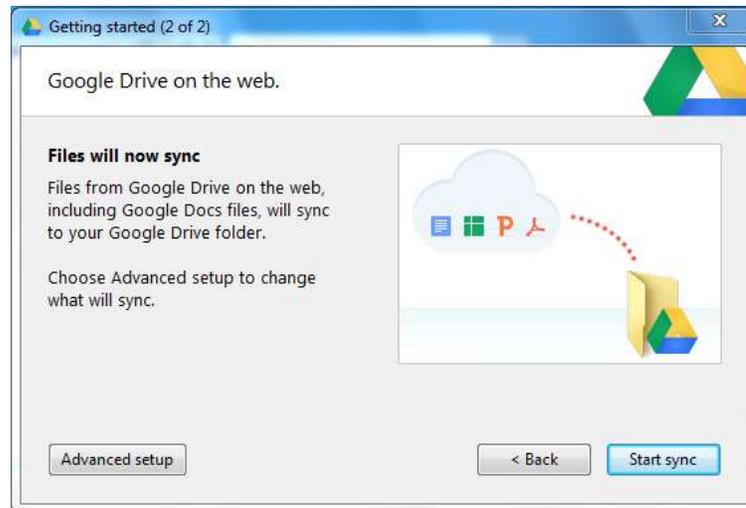
- b. For the Readington SSO sign in screen (if you are prompted for it): only your network account is needed (no @readington....)



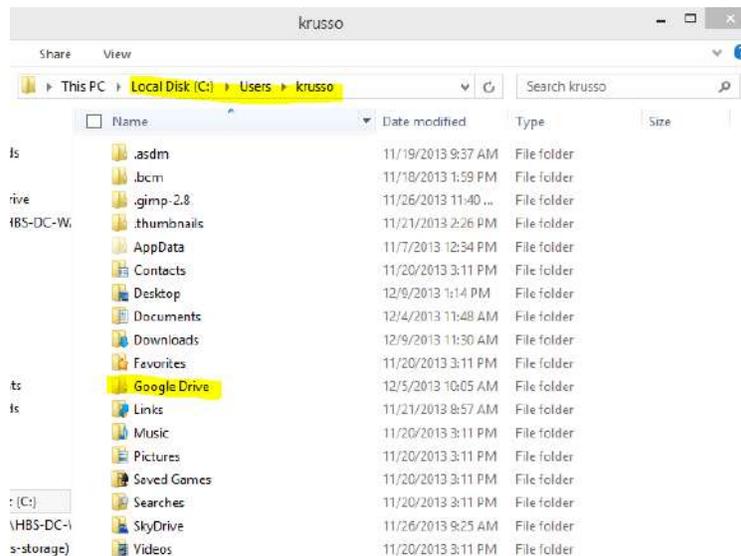


C.

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



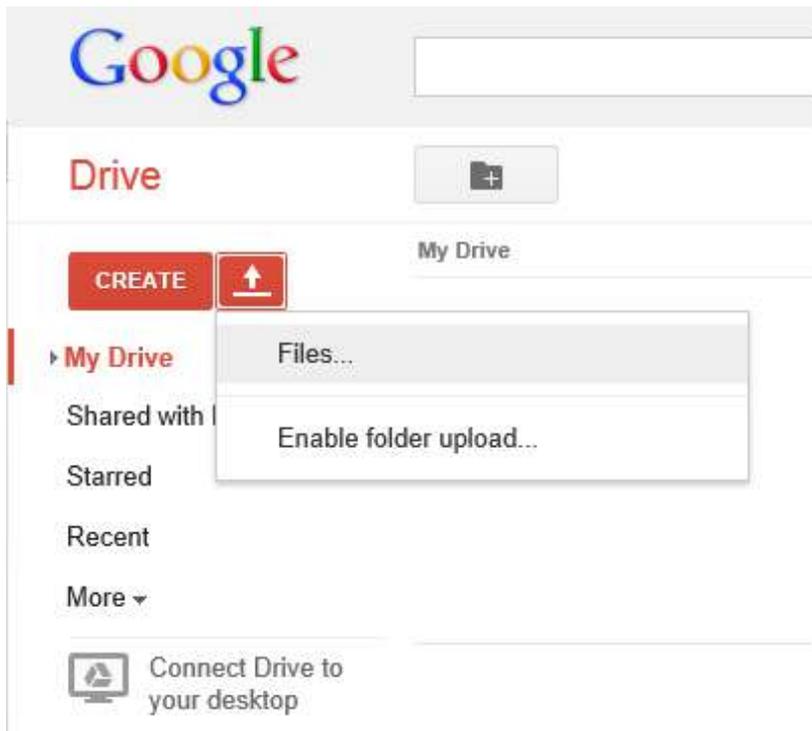
5. Your Google Drive folder will be located under your user profile (C:\Users\{your\_profile}\Google Drive). Any file you save to this folder will automatically be synced up to your Google Drive!



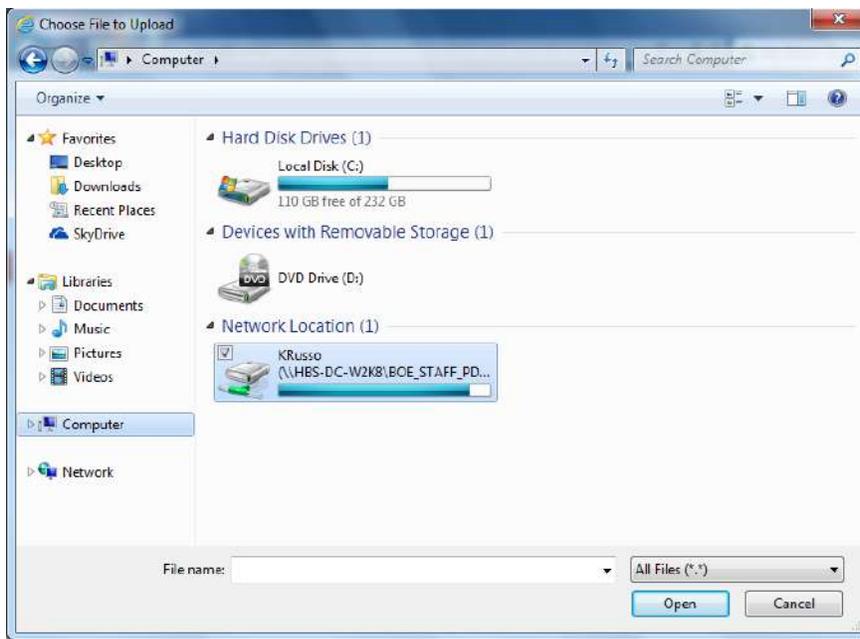
## Google Drive Migration from P Drive

1. Log in to Google Drive (see above [Accessing Google Drive](#))

2. Click the Upload Button  and choose Files.



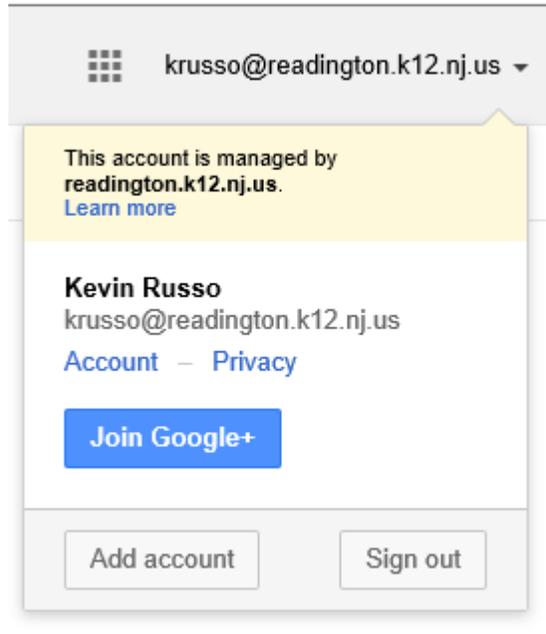
3. On the left side, click Computer, and then double click on your P Drive.



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 <http://mail.google.com/a/readington.k12.nj.us> and <http://drive.google.com/a/readington.k12.nj.us> 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.



You will then see the Readington Single Sign-On Logout Page.

