

**Tech-Tip – Getting Started with Google Apps for Education**



**[Accessing Google Mail through Single Sign-On](#)**

**[Google Apps Migration for Microsoft Outlook](#)**

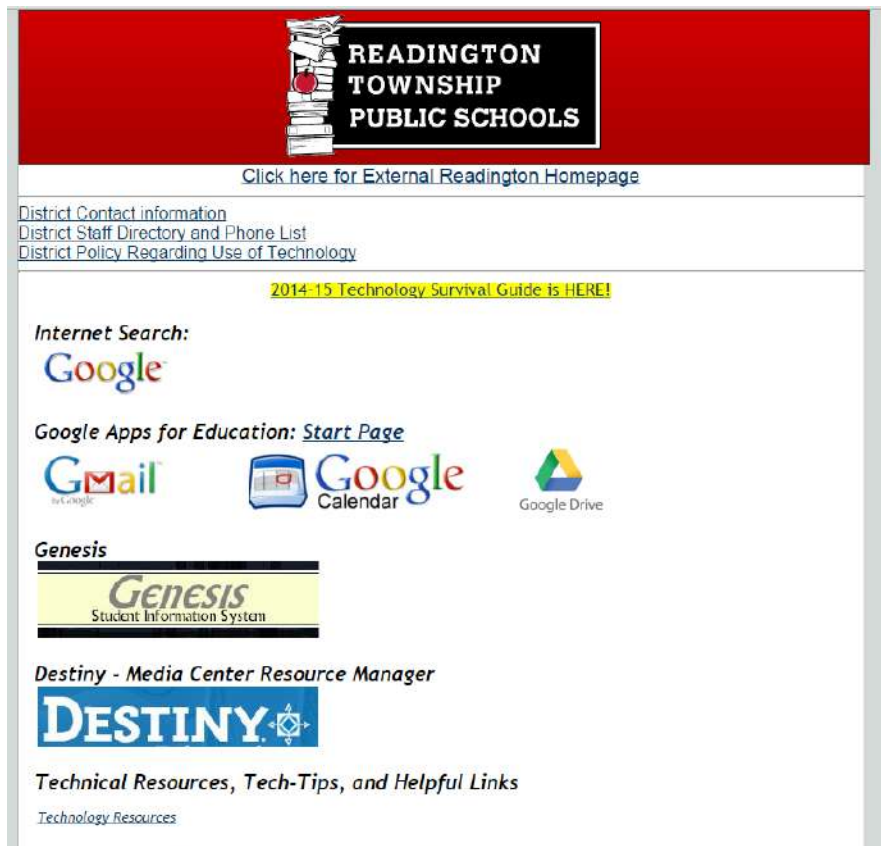
**[Accessing Google Drive through Single Sign-On](#)**

**[Installing and using Google Drive Application](#)**

**[Additional Notes and Best Practices](#)**

## Accessing Google Mail through Single Sign-On

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



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.

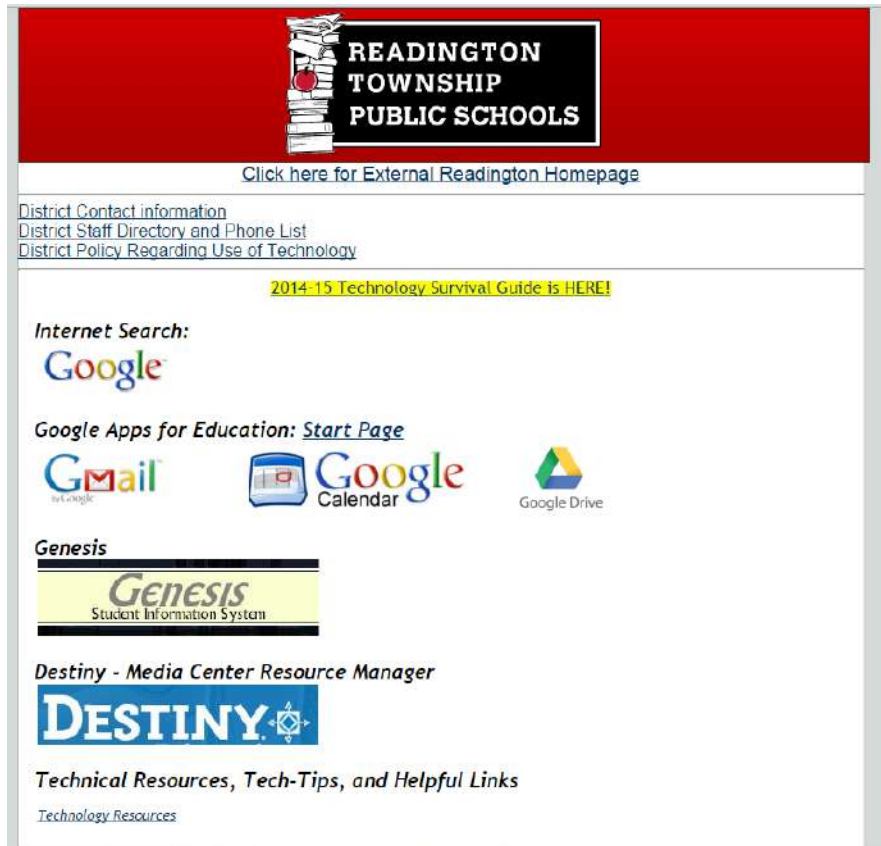
The screenshot shows the Google Apps Single Sign On login page. It has a red header with the title "Google Apps Single Sign On". Below the header, there is a text prompt: "Please enter your Readington Public Schools **network** user name and password. This is the same login you use to access your computer." There are two input fields: "User name:" and "Password:", each with a small icon to its right. A "Login" button is located at the bottom right of the form.

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-fp>, click on the Google Drive link to bring you to the Single Sign-On page. Alternatively, you can access via <http://drive.readington.k12.nj.us>.



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.

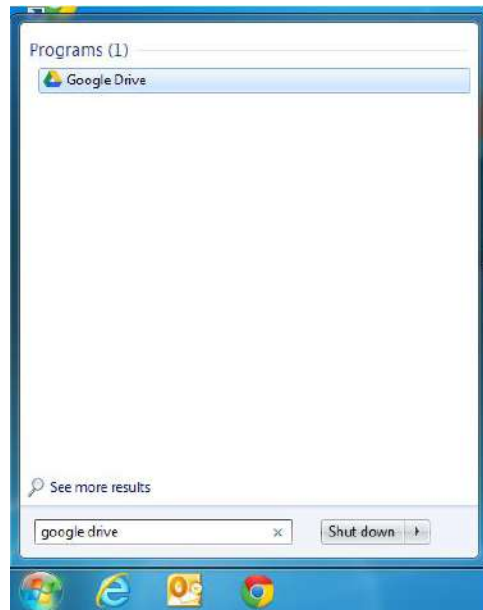
The screenshot shows the Google Apps Single Sign On login page. It has a red header with the title "Google Apps Single Sign On". Below the header is a text prompt: "Please enter your Readington Public Schools **network** user name and password. This is the same login you use to access your computer." There are two input fields: "User name:" and "Password:". Each field has a small icon of a person and a number 2 to its right. A "Login" button is located at the bottom right of the form.

3. Click Login.

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

## Installing and using Google Drive Application (Optional on personal devices or districts assigned laptops only)

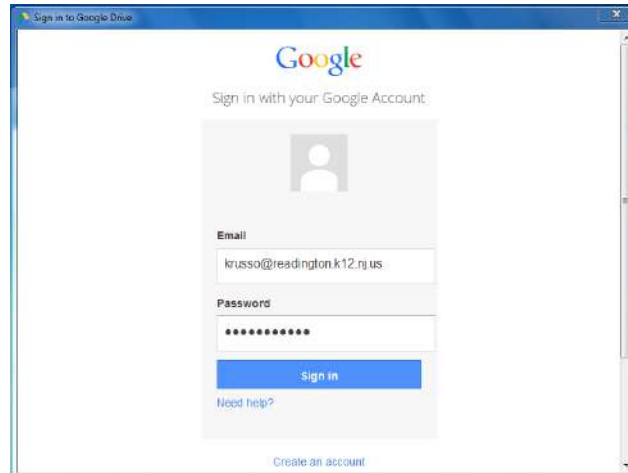
1. Go to <https://tools.google.com/dlpage/drive/index.html?hl=en> to download Google Drive for PC. The Google Drive application is available for Android and Apple products as well. Please search for “Google Drive” in the Google Play Store or Apple App Store.
2. The program will download and install automatically. To open Google Drive, click the Start button and type Google Drive.
  - a. Windows 7: Search results will appear in the start menu. Click Google Drive when it appears



- b. Windows 8: search results will appear on the right side. Click Google Drive when it appears

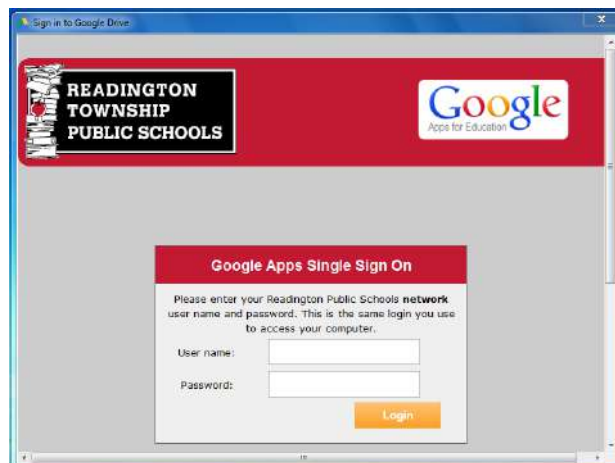


3. Follow the prompts on the pages to sign into your Google account (see the following images).
- For the Google sign in screen: please enter your full email address.




A screenshot of the Google sign-in window titled "Sign in to Google Drive". The window features the Google logo at the top, followed by the text "Sign in with your Google Account:". Below this is a placeholder for a profile picture. The main section contains two input fields: "Email" with the text "krusso@readington.k12.nj.us" and "Password" with masked characters. A blue "Sign in" button is positioned below the password field, with a "Need help?" link underneath. At the bottom, there is a "Create an account" link.

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

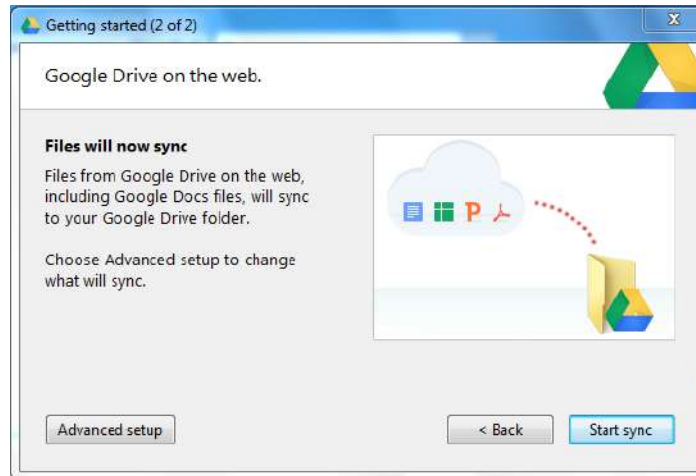


A screenshot of the Readington SSO sign-in window titled "Sign in to Google Drive". The header is red and contains the "READINGTON TOWNSHIP PUBLIC SCHOOLS" logo on the left and the "Google Apps for Education" logo on the right. The main content area has a red header "Google Apps Single Sign On" and a message: "Please enter your Readington Public Schools network user name and password. This is the same login you use to access your computer." Below the message are two input fields: "User name:" and "Password:". An orange "Login" button is located at the bottom right of the form.

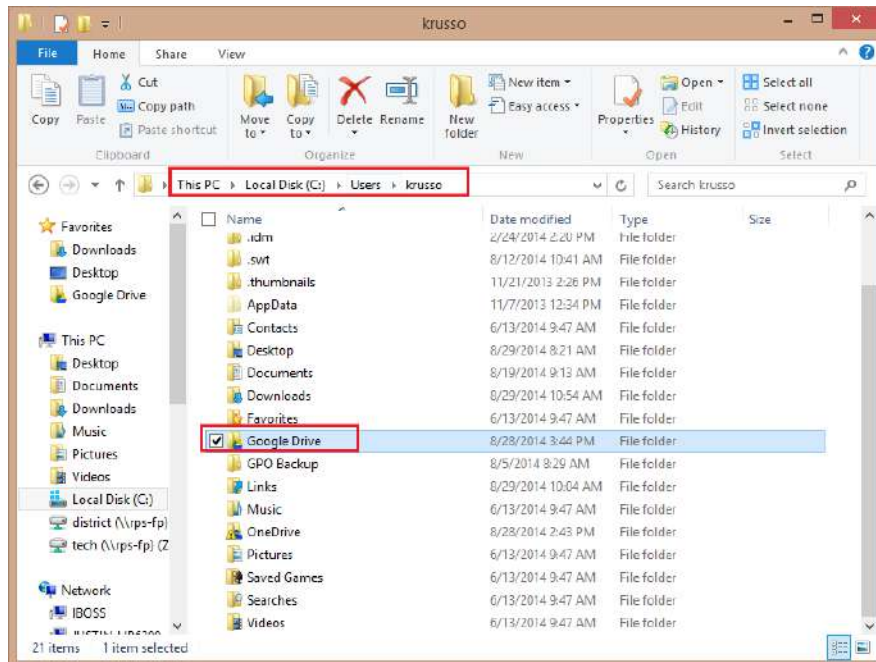


A screenshot of the "Getting started (1 of 2)" window for Google Drive. The title bar says "Getting started (1 of 2)". The main text says "Welcome to Google Drive!". Below this is a section titled "How it works" with the text: "A Google Drive folder will be created on your computer." and "Files in your Google Drive folder are available on all your devices." To the right of this text is a graphic of a yellow folder with a green and blue Google Drive logo. At the bottom left, there is a checkbox labeled "Send crash reports and usage statistics to Google". A "Next >" button is at the bottom right.

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



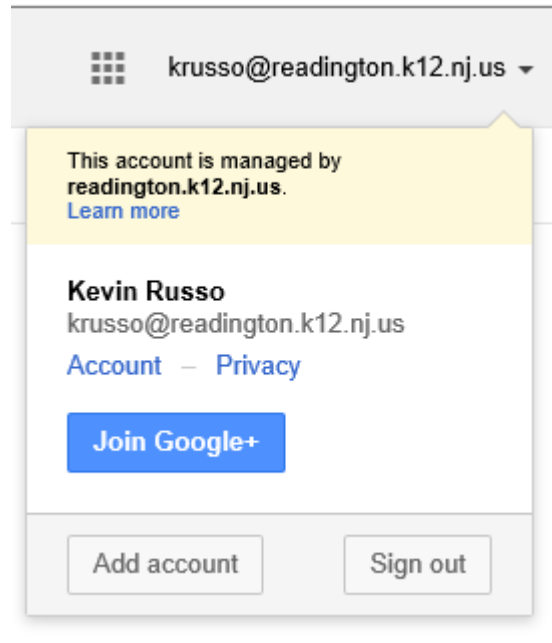
- 5) Your Google Drive folder will be located under your user profile (C:\Users\{your\_profile}\Google Drive). Any file you save to this folder will automatically be synced to your Google Drive!



- 6) You can verify that Google Drive is running by checking the notification icon near the time in the bottom right corner of Windows. If you see the Google Drive icon, then the program is open and actively syncing!

## 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.readington.k12.nj.us> and <http://drive.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.

