De La Salle University

Information Technology Services Office

Google Workspace User Guide for Improved Office Communications

(For Android)

The following topics are covered in this user guide. These are selected applications to guide for improved office communication

- Signing in to the DLSU email
- Opening Google Chat
- Setting Google Vacation Responder
- Showing when you're out of office
- Scheduling a Meeting in Google Calendar
  - Creating an event
  - Adding people to your event
  - Finding a meeting time
  - Tracking responses to your event
  - Emailing or chatting with invited guests
- Using Google Meet (or Zoom) for video conferencing

Signing in to DLSU Gmail

1. In the Google Play store, download the Gmail app.
2. Open Gmail app.
3. In the top right, tap your profile picture.
4. Tap **Add another account**.
5. Tap **Google**.
6. Type your DLSU email address. Click **Next**.
7. Type your DLSU email password. Click **Next**.
8. Add phone number? page will be displayed. Click Skip or Yes, I'm in if you like to add your phone number.
9. Click **I agree**.
10. In the top right, tap your profile picture. Tap your DLSU email account.

Opening Google Chat

1. In the Google Play Store, download Google Chat or the Gmail app.
2. Open the app.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.

   Note: If you are using the Gmail app, click the **Chat** tab at the bottom of your screen.

   Tip: Learn how to turn on Google Chat in Gmail.

Setting Google Vacation Responder

Set up a vacation responder to automatically notify people that you won't be able to get back to them right away. When people send you a message, they'll receive an email response containing what you've written in your vacation auto reply.

Turn your vacation reply on or off

1. On your Android phone or tablet, open the Gmail app.
2. In the top left, tap **Menu** ☰ .
3. Scroll to the bottom, then tap **Settings**.
4. Choose your account.
5. Tap **Vacation responde**r.
6. At the top, turn the "Vacation responder" switch **On** .
7. Fill in the date range, subject, and message.
8. Tap **Done**.

To turn off your vacation reply, switch "Vacation responder" to **Off** .

Showing when you're out of office

When you indicate that you're out of office, your calendar automatically declines all meetings during that time.

1. Open the Google Calendar app .
2. At the bottom right, tap **Create** + › **Out of office**.
3. Select the dates that you'll be out of the office. You can also specify a time.
4. For recurring events, tap **Does not repeat** and choose the frequency.
5. You may also change your decline settings and edit your decline message. Take note that when you indicate that you're out of office, your calendar will automatically decline all meetings during that time.
6. Tap **Save**.

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Scheduling a Meeting in Google Calendar

Creating an event

1. Open **Google Calendar** app .
2. Click your preferred date on the calendar.
3. Add a title to the event.
4. Add your preferred date and time.
5. Add other event details.
6. If you want to add guests to your event, click **Add people** and type the name of the person and choose from the displayed contacts.
7. To set a video conferencing, click on the dropdown and choose from **Google Meet** or **Zoom Meeting** .
8. Click **Save**.

Adding people to your event

1. On your Android phone or tablet, open the **Google Calendar** app .
2. Open the event you want to add people to.
3. Tap **Edit** .
4. Tap **Add people**.
5. Click on **Add people** and type the name or email address of the person you want to invite. You can also type an email address to invite people who aren't in your contacts list.
6. Click **Done**.

Note:

● When you save your event, you will be asked if an email invitation will be sent to your guests.
● You can invite a group to your event instead of inviting people one by one. Follow the steps above and add the email address of the distribution list.

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Finding a meeting time

Find a meeting time that works for everyone.

1. Open the **Google Calenda**r app .
2. In the bottom right, tap **Create** ⊕ .
3. Tap **Event**.
4. Add people to your event.
5. Tap **View schedules**.
6. Choose your common available time.

> I don't see the "Find a time" button
>
> > Make sure you've added guests to your event.
> > Make sure you're online.
> > Make sure the event isn't recurring.
> > Make sure the event doesn't last multiple days.
> > If you still don't see it, talk to your network administrator about your organization's calendar sharing settings. If calendars aren't shared on your network, you won't see the button.

Tracking responses to your event

When guests receive your invitation email, they can respond using the Yes, No, or Maybe links in the email.

To see who responded to your event:

1. Open the **Google Calendar** app .
2. Open the event.
3. In the "Guests" section, you'll see who is attending (with Check mark on profile picture).

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Emailing or chatting with invited guests

1. On your Android device, open the Google Calendar app 📅 .
2. Tap an event.
3. Next to the number of guests, select an option:

> Chat with guests ▢ : A new or existing chat opens.

> Email guests ✉ : A new email opens. All invited guests are included in the email.

Using Google Meet (or Zoom) for Video Conferencing

Take note that Zoom Meeting is an add-on to Google Apps and is an alternative platform to Google Meet for video conferencing. For initial use, you will be prompted to click Authorize Access, then follow the on-screen instructions to allow Zoom to access your Google account. To learn how to use Zoom Meeting, click here.

Get the Meet app

1. Go to the Play Store.
2. Download and install the Google Meet app 📹 .
3. On your device, to open the app, tap the **Google Meet** app 📹 .

Calls are synchronized so you can start a video call on one device and continue on another.

Starting a meeting in the Meet app

1. Open the **Meet** app 📹 .
2. Tap **New meeting**.
3. Select an option:

> 🔗 Get joining info to share: This generates a meeting link you can share to meet now or later. To invite others, tap **Share invite**. To join the meeting, copy the code into the "Join with a code" field.

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📹 Start an instant meeting: Create a meeting that you join now.

📅 Schedule in Google calendar: To schedule a meeting, you're directed to the Google Calendar app.

Starting a video call from Chat or Gmail

1. Open the **Chat** app 💬 or **Gmail** app M.
2. Tap **Chat** 🗨 or **Spaces** 👥.
3. Open a chat message and in the reply area, tap **Add video meeting** 📹 > **Send** ▷.
4. To join a video meeting, tap **Join video meeting** > **Join now**.

Scheduling a video meeting from the Google Calendar app

1. Open the **Google Calendar** app 📅.
2. Tap + **Event**.
3. Add **guests**.
4. Tap **Done** > **Save**.

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References:

Login to Gmail
https://support.google.com/mail/answer/8494?hl=en&co=GENIE.Platform%3DDesktop

Sign in to Google Chat
https://support.google.com/chat/answer/7653601?hl=en&co=GENIE.Platform%3DDesktop

Set Google Vacation Responder
https://support.google.com/mail/answer/25922?hl=en&co=GENIE.Platform%3DDesktop

Show when you're out of office
https://support.google.com/calendar/answer/7638168

Google Calendar
https://support.google.com/calendar/answer/72143?hl=en&co=GENIE.Platform%3DDesktop
https://support.google.com/calendar/answer/37161?hl=en&co=GENIE.Platform%3DDesktop&oco=1
https://support.google.com/a/users/answer/9308677

Google Meet
https://support.google.com/meet/answer/9302870?hl=en&co=GENIE.Platform%3DDesktop