



De La Salle University

Information Technology Services Office

# Google Workspace User Guide for Improved Office Communications

## (For Computer)

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

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## 1. Using DLSU Email

### Signing in to DLSU email

[Video tutorial for signing in to the DLSU email](#)

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.

Note: If you're signing in using a public computer, make sure to sign out before leaving the computer. Learn more about [securely signing in](#).

5. To sign out, in the upper right corner, click your profile picture.
6. Click **Sign out**.

### Creating and managing signature

#### Adding a signature

You can put up to 10,000 characters in your signature.

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. At the top right, click **Settings** , then click **See all settings**.
6. In the **General** tab, go to the **Signature** section, then click **Create new**.
7. Enter the name of the new signature, then click **Create**.
8. Add your signature text in the box at the right. If you want, you can format your message by adding an image or changing the text style.
9. At the bottom of the page, click **Save Changes**.

Tip: You can add multiple signatures for your emails.



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#### Managing multiple signatures

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. At the top right, click **Settings** , then click **See all settings**.
6. In the **General** tab, go to the **Signature** section, then select the email address you want to set a signature default.
7. Set your preferred signatures for new emails use and/or on reply/forward use.
8. At the bottom of the page, click **Save Changes**.

Tip: If you want to change your signature while you write an email, at the bottom of the window, click Insert signature  .

#### Editing signatures

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. At the top right, click **Settings** , then click **See all settings**.
6. In the **General** tab, go to the **Signature** section, then select the signature you want to edit.
7. Use the text box to make your changes.
8. To change the signature name, click Edit  .
9. At the bottom, click **Save Changes**.



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#### Removing signatures

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. At the top right, click **Settings** , then click **See all settings**.
6. In the **General** tab, go to the **Signature** section, then select the signature you want to remove.
7. Click **Delete** , then click **Delete**.
8. At the bottom, click **Save Changes**.

#### Creating and using templates

Save and send common messages using templates in Gmail.

#### Enabling templates

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. At the top right, click **Settings**  then click **See all settings**.
6. At the top, click **Advanced**.
7. In the Templates section, tick **enable**.
8. Click **Save Changes**.

#### Creating or changing templates

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.



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4. Type your DLSU email password. Click **Next**.
5. Click **Compose**, enter your email template.
6. Click More  then click **Templates**.
7. Choose an option:
  - To create a new template, click **Save draft as template**. Click **Save as new template** then **enter a new template name**. Click **Save**.
  - To change a previously saved template, click **Save draft as template** and then choose an existing template and click **Save** to overwrite it.

### Inserting templates

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. In the Compose window or in the reply section, click More  to insert a template.
6. Click **Templates**, then choose a saved template.
7. Finalize the rest of your message and click **Send**.

### Creating and managing labels

You can create labels that store your emails. Add as many labels as you want to an email.

Note: Labels are different from folders. If you delete a message, it will be erased from every label that it's attached to and your entire inbox.

#### Creating a label

Tip: Your labels only show in your inbox, not your recipient's inbox.

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.



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5. On the left, scroll down to the bottom, then click **Create new label**.
6. Enter a new label name.
7. Click **Create**.

### Labeling messages in your inbox

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. Select the messages.
6. At the top, click Labels .
7. To label, choose an option:
  - Select an existing label, then click **Apply** or
  - Click **Create new**, then Enter a new label name. Click **Create**.

### Labeling a message you're writing

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. Click Compose.
6. In the bottom right, click More .
7. Click Label, choose an option:
  - Select an existing label, then click **Apply** or
  - Click **Create new**, then Enter a new label name. Click **Create**.

### Moving a message to another label

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. Select the message.



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6. At the top, click **Labels** .
7. Uncheck the current label, then select a new one.
8. Click **Apply**.

### Editing a label

1. Open your web browser (preferably Google Chrome).
  1. Go to <http://mail.dlsu.edu.ph>.
  2. Type your DLSU email address. Click **Next**.
  3. Type your DLSU email password. Click **Next**.
  4. On the left side of the page, hover over the label's name.
  5. Click More .
  6. Click **Edit**, then edit your label.
  7. Click **Save**.

### Deleting a label

1. Open your web browser (preferably Google Chrome).
  2. Go to <http://mail.dlsu.edu.ph>.
  3. Type your DLSU email address. Click **Next**.
  4. Type your DLSU email password. Click **Next**.
  5. On the left side of the page, hover over the label's name.
  6. Click More , then click **Remove label**.
  7. Click **Delete**.

## Creating and managing filters

You can manage your incoming mail using Gmail's filters to send email to a label, or archive, delete, star, or automatically forward your mail.

### Creating a filter

1. Open your web browser (preferably Google Chrome).
  2. Go to <http://mail.dlsu.edu.ph>.
  3. Type your DLSU email address. Click **Next**.



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4. Type your DLSU email password. Click **Next**.
5. In the search box at the top, click Show search options  .
6. Enter your preferred search criteria (e.g. From, To, Subject).
7. Click **Create filter**. Click **OK**.
8. Select filter option/s.
9. Click **Create filter**.

Note: When you create a filter to forward messages, only new messages will be affected. Additionally, when someone replies to a message you've filtered, the reply will only be filtered if it meets the same search criteria.

### Using a particular message to create a filter

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. Check the checkbox next to the email you want.
6. Click More  .
7. Click **Filter messages like these**.
8. Enter your preferred search criteria (e.g. From, To, Subject). .
9. Click **Create filter**.
10. Select filter option/s.
11. Click **Create filter**.

### Editing or deleting filters

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.



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5. At the top right, click **Settings** , then click **See all settings**.
6. Click **Filters and Blocked Addresses**.
7. Find the filter you'd like to edit or delete.
  - To edit the filter criteria, click **edit** then click **Continue**. Select filter option/s then click **Update filter**.
  - To remove the filter, click **delete** then click **OK**.

### Adding Tasks

You can add and track tasks or subtasks from Gmail, Calendar, Drive, Docs, Sheets, and Slides.

Note: As a member of a space in Google Chat, you can create and manage group tasks and assign tasks to other members in the space. To learn more, see [Create and assign a task in a space](#).

### Adding task/s and subtask/s using the side panel

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. On the right, click **Tasks** .
6. At the top, click **Add a task** .
7. Enter the task title and details.
8. To add a date and time, click **Date/time**.

Tips: To repeat a task, next to "Date/time," click Repeat . Tasks with subtasks can't repeat.

9. To add a subtask, click **More**  and select **Add a subtask**.
10. Enter the task title, details, and date/time.

Tips: To make a subtask a main task, right-click the subtask and click Unindent.



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#### Creating a task from an email

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. On the right, click **Tasks** .
6. Find the email you want to save as a task.
7. Drag and drop the email to the side panel.
8. To add a date and time, click **Date/time**.

Tips: To repeat a task, next to "Date/time," click Repeat . Tasks with subtasks can't repeat.

#### Creating a task from Calendar

You can also edit, delete, and complete tasks from your calendar.

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. Click **Google Apps** icon. Select **Calendar**.
6. To create a task, choose an option:
  - In your calendar, click an empty slot on your calendar.
  - In the top left, click **Create**.
7. Click **Task**.
8. Enter your task details.
9. Click **Save**.

Tips: Any tasks with dates you create in the Tasks app appear on Google Calendar. A list of all uncompleted tasks from the last 30 days is available in your current day on Google Calendar.



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#### Editing a task

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. On the right, click Tasks .
6. Click the task you want to edit.
7. Change the task info.

#### Creating a list

In Tasks, each task goes into a list. There's a default list that you can add tasks to, or you can create your own lists.

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. On the right, click Tasks .
6. At the top of the Tasks window, click the Down arrow .
7. Click **Create new list**.
8. Enter the name of the new list and click **Done**.

#### Renaming a list

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. On the right, click Tasks .
6. At the top of the Tasks window, click the Down arrow  and select a list.
7. Click **More** , click **Rename list**.
8. Enter the new name and click **Done**.



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## Setting-up Snooze

Postpone email to a future date or time that's more convenient for you.

Your email will come back to the top of your inbox when you want it to, whether that's tomorrow, next week, or this evening. You can find your snoozed items under Snoozed in the Menu ☰.

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. Select the email you want to snooze.
6. At the top, click **Snooze** ⌚.
7. Set a later date and time to get the email.

The email automatically snoozes and moves out of your inbox. You will get a reminder about the snoozed email after the specified time.

Tips:

- To snooze multiple messages, select the messages. At the top, click Snooze ⌚.
- To see all snoozed email, click Snoozed in the left sidebar.
- You can also search in:snoozed.

## Archiving and muting messages



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If you want to clean up your inbox without deleting your emails, you can archive or mute them. Your emails are moved to a label called "All Mail."

**When you archive a message:** The message will come back to your inbox when someone replies to it.

**When you mute a message:** Any replies stay out of your inbox. You can search for the conversation if you want to find it again.

### Archiving an email

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. Point to the message.
6. On the right, click **Archive** .

### Muting or ignoring messages

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. Open or select the conversation.
6. At the top, click **More**   **Mute**.



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## Setting-up Confidential Mode

You can send messages and attachments with Gmail's confidential mode to help protect sensitive information from unauthorized access. You can use confidential mode to set an expiration date for messages or revoke access at any time. Recipients of the confidential message will have options to forward, copy, print, and download disabled.

Note: Although confidential mode helps prevent the recipients from accidentally sharing your email, it doesn't prevent recipients from taking screenshots or photos of your messages or attachments. Recipients who have malicious programs on their computer may still be able to copy or download your messages or attachments.

## Sending messages & attachments confidentially

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. Click  **Compose**.
6. In the bottom right of the window, click **Toggle confidential mode** .
7. Set an expiration date.

Note: These settings impact both the message text and any attachments.

8. Choose **No SMS passcode**.

Note: Recipients using the Gmail app will be able to open it directly. Recipients who don't use Gmail will be emailed a passcode to open the email.

**SMS passcode** option is not yet available to Philippine contact numbers.

9. Click **Save**.
10. Click **Send**.

## Removing access early



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You can stop your recipient from viewing the email before the expiration date.

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. On the left, click **Sent**.
6. Open the confidential email.
7. Click **Remove access**.

## 2. Using Google Chat

### Opening Google Chat

[Video tutorial for opening Google Chat](#)

#### From Gmail

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. Click **Google Apps** icon.
6. Select **Chat**.

#### From a web browser

1. Open web browser (preferably Google Chrome).
2. Go to <http://chat.google.com>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.

Note: You can also Install the [Google Chat standalone app](#). Learn how to [turn on Chat in Gmail](#) and [Use Google Chat in Gmail](#).



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## Creating a space from Chat or Gmail

Before you create a discoverable space, we recommend doing the following as you prepare to create a discoverable space:

- Think about how many people would be included in your space.
  - Note: Currently, up to 8,000 people can be in a space organized by grouped messages.
- Choose an access level appropriate for the space. Make it closed ('Restricted') for teams, projects, and groups, or open for all of your organization ('Discoverable') for topic-based discussions and collaboration.
- Create a clear description of what the space is for.
- Space managers can edit a space's name, description, and add or remove users from a space. [Learn more about space managers.](#)

1. Open web browser (preferably Google Chrome).
2. Go to <http://chat.google.com> .
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. In Spaces section, click **Create or find a space** + and click **Create space**.
6. Enter a space name.

Optional: At the top left, click **Choose an emoji** + . If you don't select an emoji, a default avatar is used.

7. Enter names or email addresses of people and groups you want to add. You can also select from suggestions.

Note: To allow external people to join the space, check **Allow people outside your organization to join**.

8. Choose an access level between **Restricted** or **All of De La Salle University**
  - **Restricted** - Only directly added and invited users have access to the space. This is the default option.
  - **All of De La Salle University** - All members of the DLSU domain have access to the space and can join if they have the spaces' link.



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To make your space discoverable, choose **All of De La Salle University**.

Tip: If you selected All of De La Salle University, you won't be able to allow people outside of your organization to join the space.

9. Optional: To allow threaded replies, check **Use threaded replies**.
10. Click **Create**.

Optional: To add more people and bots to the space, click **Add people & bots**. Enter names or emails. Click **Send**.

Note: Once you create the space, you currently can't change these settings.

### Adding new members to a discoverable space

1. Open web browser (preferably Google Chrome).
2. Go to <http://chat.google.com>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. From the **Spaces** panel, find and click the space you want to add new members.
6. At the top, next to the space name, click the Down arrow  $\nabla$  and select an option;
  - Click **Add people & bots** then enter the name or email of person. Click **Send**.
  - Click **Copy link to this space** and share it with others to invite them to the space.

### Turning a group chat into a space

If you created a group chat, you can turn it into a space. When you use a space, you can name the space, share files, and assign tasks with other people in the space.

1. Open web browser (preferably Google Chrome).
2. Go to <http://chat.google.com>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. From the Chat panel, find and click the group chat you want to change to a space.



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6. At the top, next to the group chat name, click the Down arrow  and click **Turn this chat into a space** .
7. Add a space name. To add an optional space icon, click **Add** .
8. Click **Done**. A notification confirms your chat is now a space, and notifies members in the group of the change.

After you make the change, you can find chat, files, and tasks tabs in your space.

Tip: You can add and remove people from a space at any time.

## 3. Setting Google Vacation Responder

### [Video tutorial for setting Google vacation responder](#)

This will 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.

### Turning on vacation responder

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. In the top right, click **Settings** . Click **See all settings**.
6. Click the **General** tab. Scroll down to the "Vacation responder" section.
7. Select **Vacation responder on**.
8. Fill in the date range, subject, and message.

Note: Under your message, check the box if you only want your contacts to see your vacation reply.

9. Click **Save Changes**.



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Note: If you have a [Gmail signature](#), it will be shown at the bottom of your vacation response.

## Turning off vacation responder

### From Settings view

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. In the top right, click **Settings** . Click **See all settings**.
6. Click the **General** tab. Scroll down to the "Vacation responder" section.
7. Select **Vacation responder off**.
8. Click **Save Changes**.

### From Email view

When your vacation reply is on, you'll see a banner across the top of your inbox that shows the subject of your vacation response.

1. To turn off your vacation response, click **End now**.

## 4. Showing when you're out of office

### [Video tutorial for showing when you're out of office](#)

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. Click **Google Apps** icon.



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6. Select **Calendar**.
7. Click the first date you'll be out of the office.
8. Click **Out of office**.
9. Select the dates that you'll be out of the office. You can also specify a time.
10. For recurring events, click the drop down menu next to **Does not repeat** and choose the frequency.
11. 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.
12. Click **Save** when done.
13. Click **Save & decline**.

*Here's how you can find the out-of-office statuses in Gmail.*

- If someone is away from the office, Gmail shows their out of office status when you compose an email to them. You can still send the email, but they might not reply until they return.
- And if you have Chat enabled in Gmail, you'll also get their out of office status when you send a direct message.
- Gmail will not show the out of office status to you if you don't have permission to view the out of office event.

## 5. Scheduling a Meeting in Google Calendar

### Creating an event

[Video tutorial for creating an event](#)

### Creating an event from a Gmail message

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.



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5. Click **Google Apps** icon.
6. Select **Calendar**.
7. Click **Create** <sup>+</sup> in the top left corner or click *empty time in your calendar*.
8. Add a title to the event.
9. Set your preferred date and time.
10. Add guests to your event by typing the name of the person, and then choose from the displayed contacts. Next to the guest's name is a person's icon  to mark them as optional.
11. Click on the **Guest permissions** to edit the guest options by allowing to
  - Modify event
  - Invite others
  - See guest list
12. Click on the dropdown for video conferencing and choose from Google Meet  or Zoom Meeting  .
  - If you choose Zoom for the first time, click **Authorize**.
  - Choose your DLSU email account.
  - Click **Allow**.
  - Click **Login to sign to Zoom**.
    - Select **Sign in with Google**.
    - Choose your DLSU email account.
    - Check **Allow this app to use my shared access permissions**.
    - Click **Authorize**.
    - Click **Confirm**.
13. Then add other event details like rooms, locations, descriptions.
14. Click **Save**.
15. Click **Send** if you like to send invitation emails to new Google Calendar guests.

When they forward the invitation, the recipient can see meeting details and could select a response and change RSVP. And when the recipient responds to the invite, they'll be added to your guest list and they'll also be able to invite others.

Tip: You can use the keyboard shortcut Shift + C to quickly create an event in any view.



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#### Creating an event from a Gmail message

1. Open your web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. Open the message.
6. Click **More**  icon from the Gmail toolbar at the top-center, then click **Create event**.  
Take note that the calendar event automatically includes people on the Gmail message as guests and assigns the Gmail subject as the title of the event.
7. Add more people by entering their email address in the space provided under "Guests".  
Next to the guest's name is a person's icon  to mark them as optional. If you don't see the icon, hover over the guest's name.
8. Set the event date, time, and location.
9. Click on the dropdown for video conferencing and choose from Google Meet  or Zoom Meeting .
10. Click **Save**.
11. Click **Send** if you like to send invitation emails to new Google Calendar guests.

#### Adding people to your event

##### [Video tutorial for adding people to your event](#)

1. Open web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. Click **Google Apps** icon.
6. Select **Calendar**.
7. Click an event > **Edit event** .



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8. Add more people by entering their name or email address in the space provided under "Guests" then choose from your displayed contacts. Next to the guest's name is a person's icon , click to mark them as optional.
9. Click **Save**.
10. Click **Send** if you like to send invitation emails to new Google Calendar guests.

### Finding a meeting time

#### [Video tutorial for finding a meeting time](#)

#### By using Find a time

1. Open web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. Click **Google Apps** icon.
6. Select **Calendar**.
7. Click your preferred date on the calendar.
8. Add a title to the event.
9. Click **Find a time**.
10. Add guests to your event by typing the name of the person. You'll see their available time if they made their calendar available to DLSU.
11. Select your common available time.
12. Add other event details.
13. Click **Save**.
14. Click **Send** if you like to send invitation emails to new Google Calendar guests.

#### Based on Suggested times

1. Open web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. Click **Google Apps** icon.
6. Select **Calendar**.



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7. Search for people on the left side, under Meet with...
8. Start typing someone's name and choose the person you want to meet with from the displayed options.
9. At the top left, click **Create** + .
10. Add a title of the event.
11. Click **Suggested times**. You'll see their available time if they made their calendar available to DLSU.
12. Select your common available time.
13. Add other event details.
14. Click **Save**.
15. Click **Send** if you like to send invitation emails to new Google Calendar guests.

### Tracking responses to your event

#### [Video tutorial for tracking responses to your event](#)

1. Open web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. Click **Google Apps** icon.
6. Select **Calendar**.
7. Click the event on your calendar and you will see who's attending, their RSVP status, and other details.

### Emailing or chatting with invited guests

#### [Video tutorial for emailing or chatting with invited guest](#)

1. Open web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. Click **Google Apps** icon



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6. Select **Calendar**.
7. Click an event.
8. You may select an option next to the number of guests:
  - One option is to click Chat with guests  : and a new or existing chat opens.
  - Another option is to click Email guests  : and a new email opens. All invited guests are automatically included in the email.

## 6. Using Google Meet (or Zoom) for Video Conferencing

### [Video tutorial 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](#).

### Starting a video meeting from Google Meet

1. Open web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. Click **Google Apps** icon.
6. Select **Google Meet**.
7. Click **New Meeting**.
8. Select an option:
  - a. **Create a meeting for later:**
    - i. Copy the meeting link and share with participants.
    - ii. To join the meeting with this link,
      - paste the link into a browser. Click **Join Now**.
      - or enter the link into the Enter a code or nickname field. Click **Join**. Click **Join Now**.
  - b. **Start an instant meeting** by creating a new meeting and join the meeting directly.



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#### c. Schedule in Google Calendar.

- i. Add details to the event like title, date and time, rooms, locations, descriptions and add guests.
- ii. Click **Save**.
- iii. Click **Send** if you like to send invitation emails to new Google Calendar guests.
- iv. In your Calendar, click the event.
- v. Click **Join with Google Meet**.
- vi. Click **Join Now**.

### Starting a video meeting from Chat

1. Open web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. Click **Google Apps** icon.
6. Select **Google Chat**.
7. Open a chat message.
8. Click **Add video meeting**  then click **Send**  in the reply area,
9. Click the **Video meeting**.
10. Make sure to allow permissions for your Microphone and Camera before joining your first meeting.
  - a. Click Microphone  to turn your microphone on or off.
  - b. Click Camera  to turn your camera on or off.
11. To join the call, click **Join now**.
12. Click **Leave call**  to end the call when you're done.



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## Starting a video meeting from Gmail

1. Open web browser (preferably Google Chrome).
2. Go to <http://mail.dlsu.edu.ph>.
3. Type your DLSU email address. Click **Next**.
4. Type your DLSU email password. Click **Next**.
5. On the left, click the **Meet** icon.
6. Click **New meeting**.
7. Click **Send invite** to send the meeting invite via link or email.
  - a. Click **Copy meeting invite** and send to your guests via Google Chat.
  - b. Or Click **Share via email** to send an email invite.
    - i. In the **To** field, type the email address of your guests.
    - ii. Click **Send**.
    - iii. Go to **Sent** mails and open Meet invitation.
    - iv. Click Google Meet link.
8. Make sure to allow permissions for your Microphone and Camera before joining your first meeting.

Click Microphone  to turn your microphone on or off.

Click Camera  to turn your camera on or off .
9. To join the call, click **Join now**.
10. Click **Leave call**  to end the call when you're done.



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References:

### Using Gmail

<https://support.google.com/mail/answer/8494?hl=en&co=GENIE.Platform%3DDesktop>  
<https://support.google.com/mail/answer/8395?hl=en&co=GENIE.Platform%3DDesktop>  
<https://support.google.com/a/users/answer/9308990?hl=en>  
<https://support.google.com/mail/answer/118708?hl=en#>  
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[https://support.google.com/mail/answer/7622010?hl=en&ref\\_topic=3394652](https://support.google.com/mail/answer/7622010?hl=en&ref_topic=3394652)  
<https://support.google.com/mail/answer/6576?hl=en>  
<https://support.google.com/mail/answer/7674059?hl=en>

### Using Google Chat

<https://support.google.com/chat/answer/7653601?hl=en&co=GENIE.Platform%3DDesktop>

### Setting Vacation Responder

<https://support.google.com/mail/answer/25922?hl=en&co=GENIE.Platform%3DDesktop>

### Showing when you're out of office

<https://support.google.com/calendar/answer/7638168>

### Scheduling a Meeting in 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>

### Using Google Meet

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