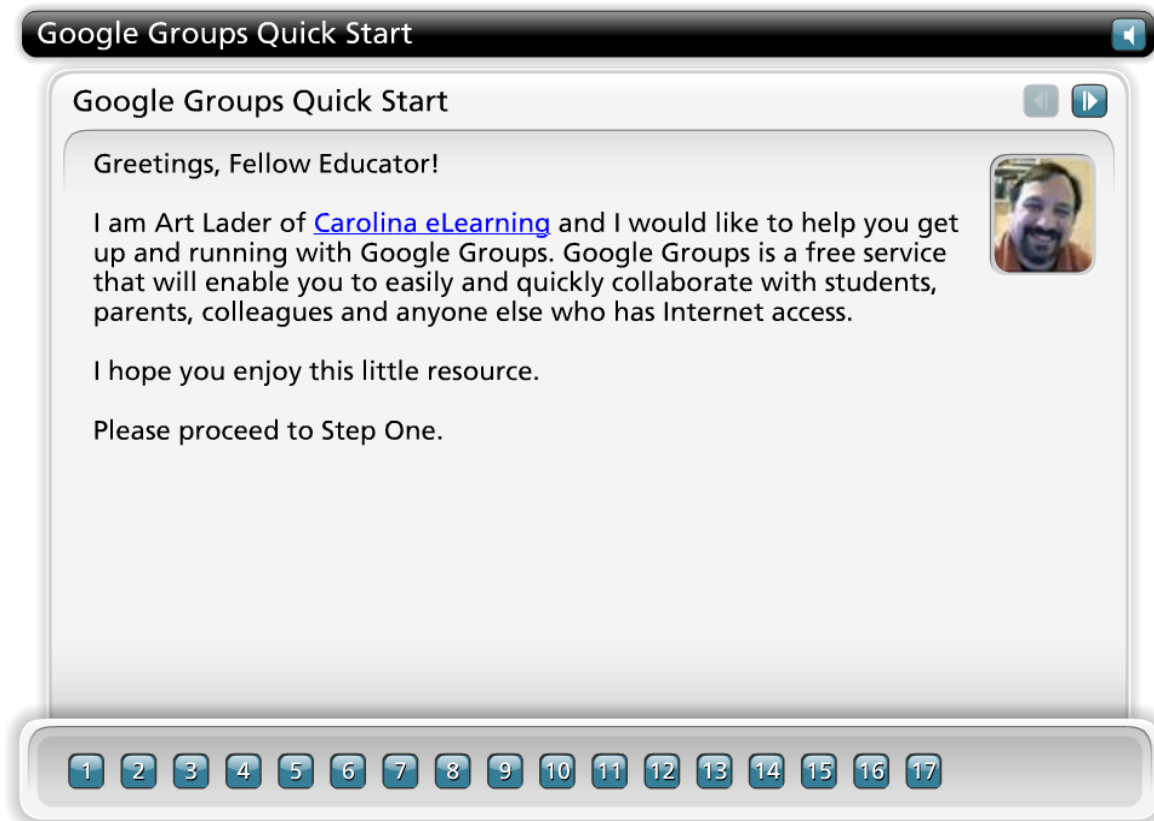


Google Groups Quick Start



Step Text

Greetings, Fellow Educator!

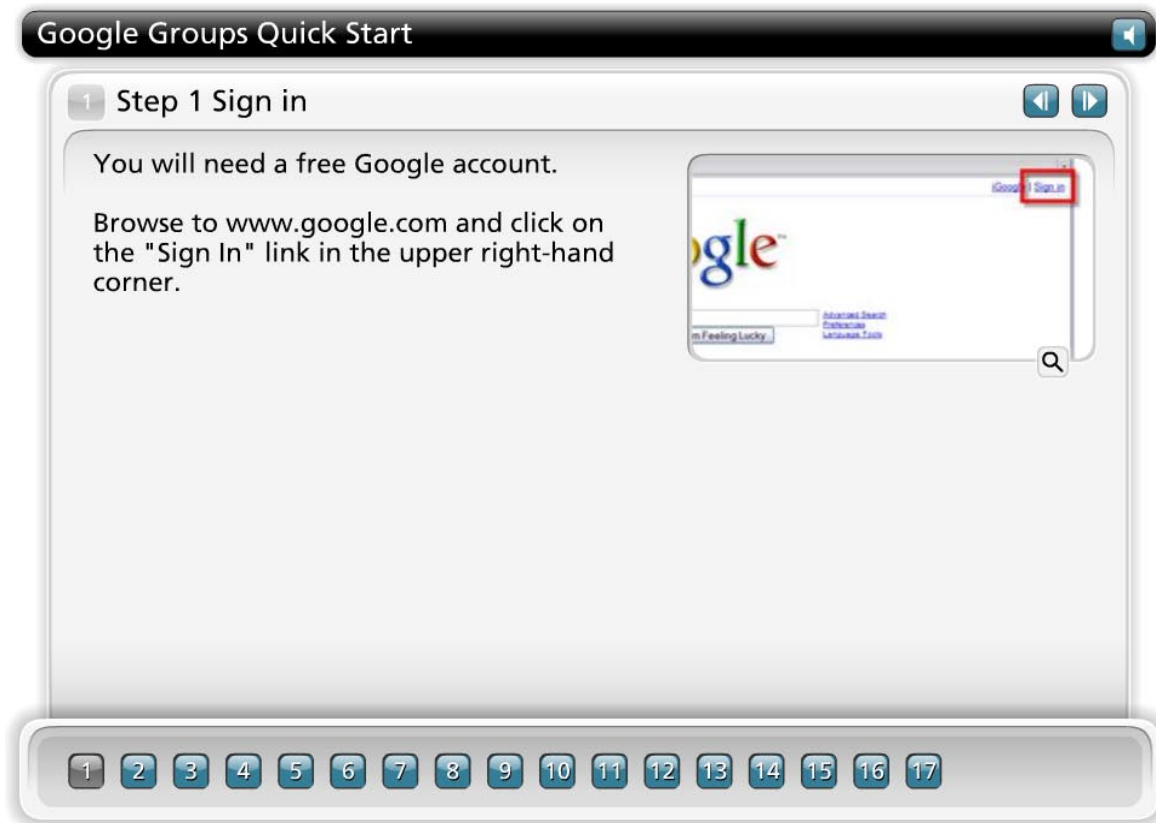
I am Art Lader of [Carolina eLearning](#) and I would like to help you get up and running with Google Groups. Google Groups is a free service that will enable you to easily and quickly collaborate with students, parents, colleagues and anyone else who has Internet access.

I hope you enjoy this little resource.

Please proceed to Step One.

Step 1 Sign in

15 seconds



The screenshot shows a tutorial window titled "Google Groups Quick Start". Inside, a sub-window titled "Step 1 Sign in" contains the following text:

You will need a free Google account.

Browse to www.google.com and click on the "Sign In" link in the upper right-hand corner.

To the right of the text is a small screenshot of the Google homepage. A red box highlights the "Sign In" link in the top right corner of the page. Below the main text area is a navigation bar with 17 numbered buttons, where button 1 is highlighted.

Step Text

You will need a free Google account.

Browse to www.google.com and click on the "Sign In" link in the upper right-hand corner.

Step 2 Create an account

5 seconds

Google Groups Quick Start

2 Step 2 Create an account

Click on the "Create an account now" link.

Remember me on this computer.
Sign in
[I cannot access my account](#)

Don't have a Google Account?
[Create an account now](#)

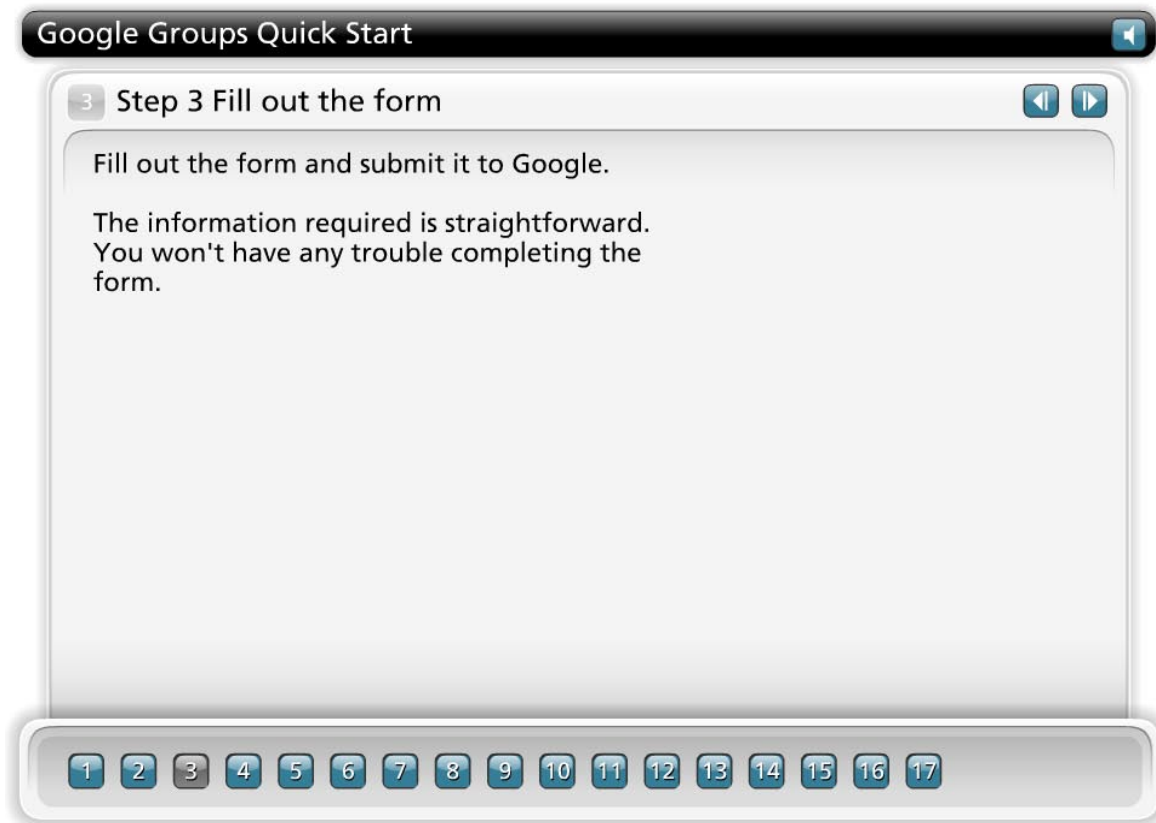
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

Step Text

Click on the "Create an account now" link.

Step 3 Fill out the form

12 seconds



The screenshot shows a software window titled "Google Groups Quick Start". Inside the window, there is a sub-window titled "3 Step 3 Fill out the form". The sub-window contains the following text:

Fill out the form and submit it to Google.

The information required is straightforward. You won't have any trouble completing the form.

At the bottom of the window, there is a navigation bar with 17 numbered buttons. The button labeled "3" is highlighted, indicating the current step.

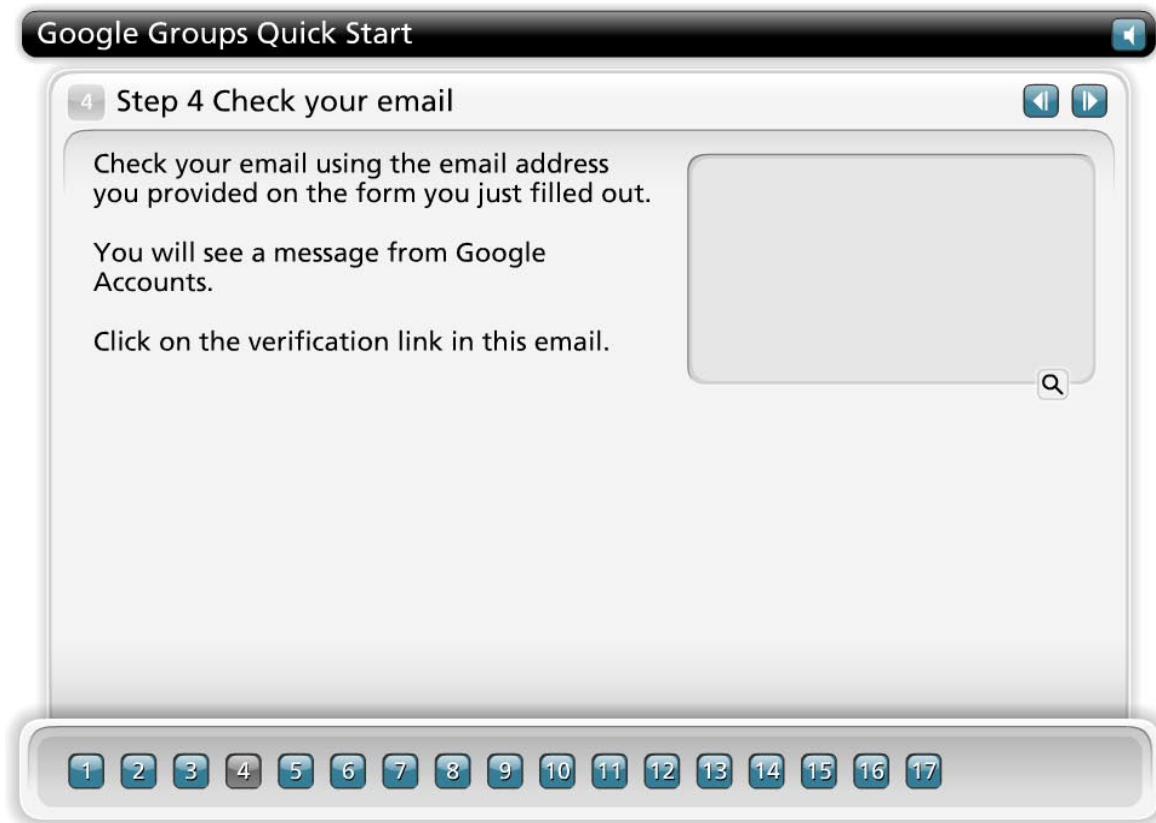
Step Text

Fill out the form and submit it to Google.

The information required is straightforward. You won't have any trouble completing the form.

Step 4 Check your email

16 seconds



The screenshot shows a window titled "Google Groups Quick Start" with a sub-header "Step 4 Check your email". The main content area contains the following text:

Check your email using the email address you provided on the form you just filled out.

You will see a message from Google Accounts.

Click on the verification link in this email.

To the right of the text is a large, empty rectangular box with a magnifying glass icon in the bottom right corner, representing a missing image or video placeholder.

At the bottom of the window is a navigation bar with 17 numbered buttons. Button 4 is highlighted, indicating the current step.

Step Text

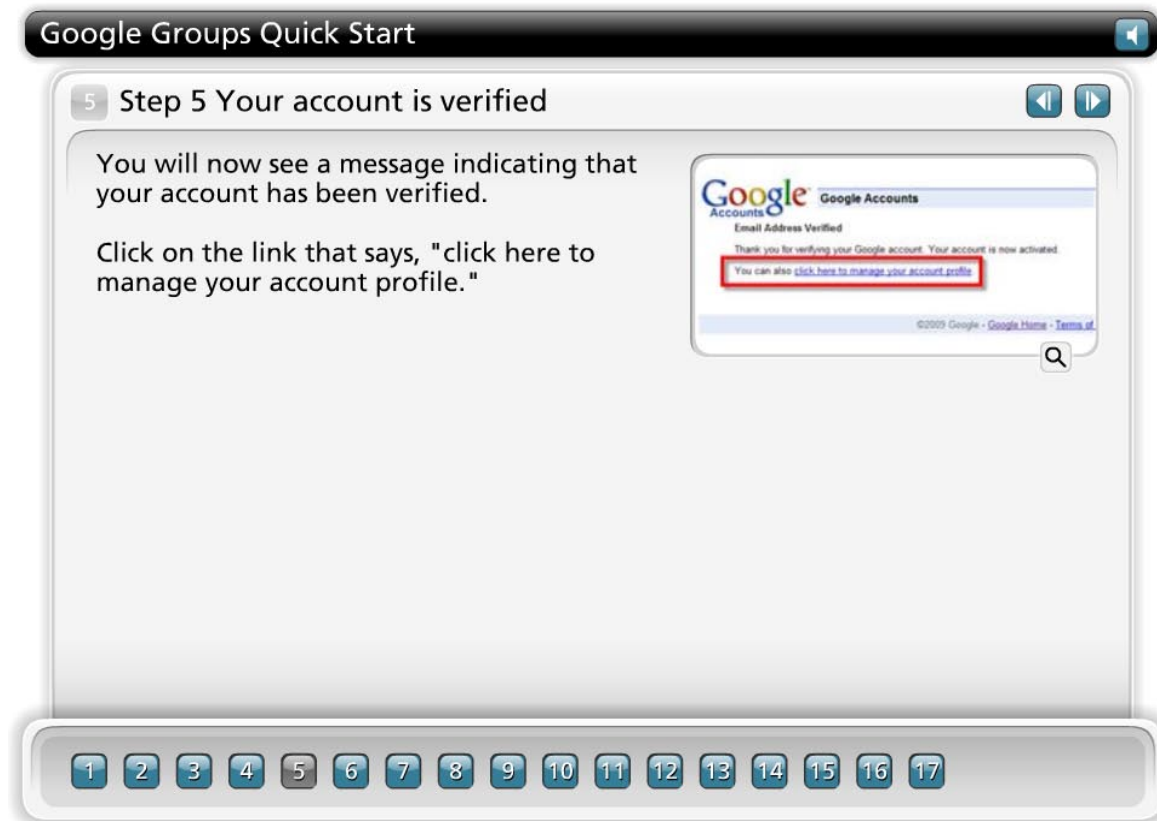
Check your email using the email address you provided on the form you just filled out.

You will see a message from Google Accounts.

Click on the verification link in this email.

Step 5 Your account is verified

12 seconds



Google Groups Quick Start

5 Step 5 Your account is verified

You will now see a message indicating that your account has been verified.

Click on the link that says, "click here to manage your account profile."

Google Accounts
Email Address Verified
Thank you for verifying your Google account. Your account is now activated.
You can also [click here to manage your account profile](#).

©2009 Google - [Google Home](#) - [Terms of Service](#)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

Step Text

You will now see a message indicating that your account has been verified.

Click on the link that says, "click here to manage your account profile."


Step 6 Tweak your profile

5 seconds

Google Groups Quick Start

6 Step 6 Tweak your profile

You can do a lot of tweaking from this dashboard.



The screenshot shows a Google Account dashboard for 'astg's Google Account'. The 'Profile' link is highlighted with a red box. The 'Personal Settings' link is also highlighted with a red box. Below the profile information, there is a 'Try something new' button, which is highlighted with a red box. The dashboard includes sections for 'My products' and 'Email addresses'. The 'Profile' section contains a message: 'You don't yet have a public profile. Learn more.' and a 'Create a profile or edit your personal info without creating a public profile.' link. The 'Personal Settings' section includes links for 'Security', 'Change all', and 'Change all'. The 'Email addresses' section shows 'astg@gmail.com' with an 'Edit' link. The 'My products' section includes links for 'Email', 'Alerts', 'AdSense', and 'Groups'. A search icon is located at the bottom right of the dashboard.

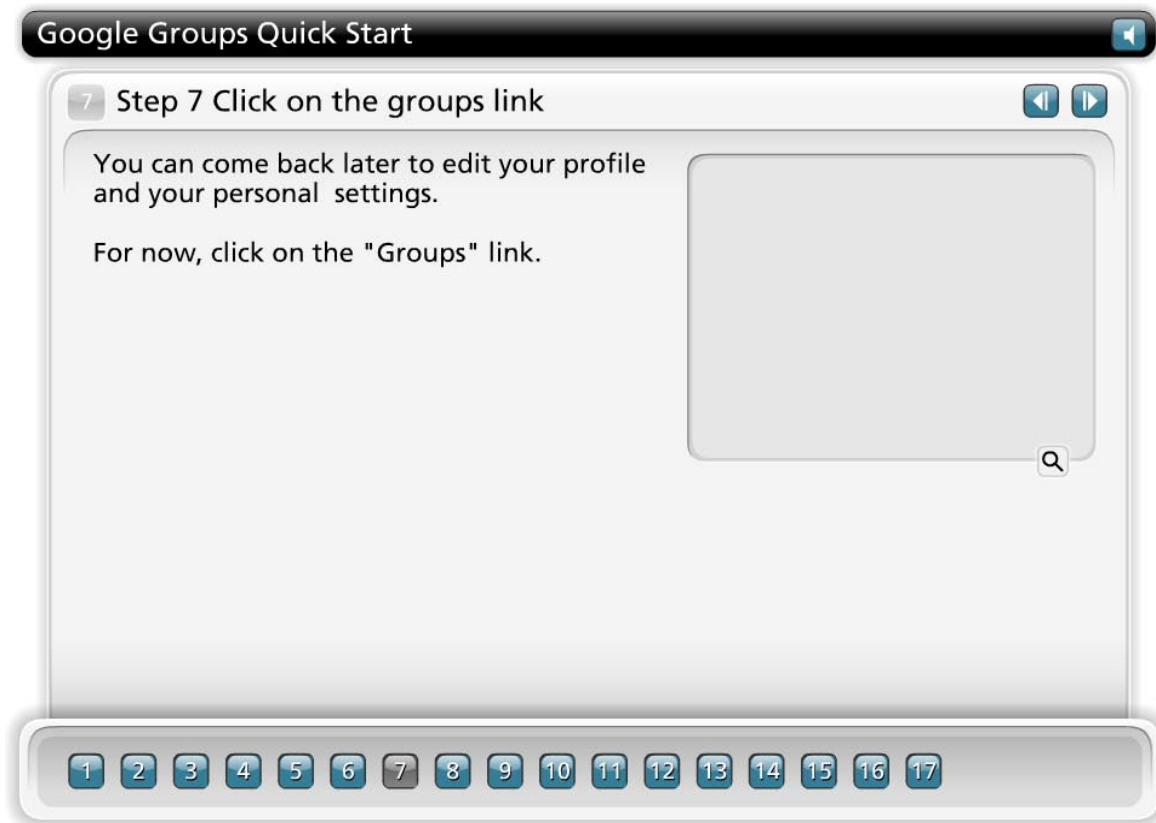
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

Step Text

You can do a lot of tweaking from this dashboard.

Step 7 Click on the groups link

10 seconds



Step Text

You can come back later to edit your profile and your personal settings.

For now, click on the "Groups" link.

Step 8 Click on the "Create a group" button

6 seconds

The screenshot shows a window titled "Google Groups Quick Start" with a sub-header "8 Step 8 Click on the 'Create a group' button". The main content area contains the text: "It's time to set up your group. Click on the 'Create a group' button." To the right is a screenshot of the Google Groups interface. The "My groups" section lists three steps: "1 Create an account", "2 Setup your group", and "3 Invite people". Below these steps is a button labeled "Create a group..." which is highlighted with a red rectangular box. Below the "My groups" section is the "My profile & stats" section, which shows the email address "aatg@mailinator.com" and "Your 7-day activity None". At the bottom of the window is a navigation bar with 17 numbered buttons, where button 8 is highlighted.

Step Text

It's time to set up your group.

Click on the "Create a group" button.

Step 9 Fill out the "Set up group" form


11 seconds

Google Groups Quick Start

9 Step 9 Fill out the "Set up group" form

Fill out the "Set up group" form and submit the information to Google.

Don't worry. This form is self-explanatory.



1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

Step Text

Fill out the "Set up group" form and submit the information to Google.

Don't worry. This form is self-explanatory.

Step 10 Invite members

15 seconds


Google Groups Quick Start

10 Step 10 Invite members

Now it is time to invite people to join your group.

Once again, just fill out the form and submit it to Google.

Isn't it great that Google makes this process so user-friendly?



1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

Step Text

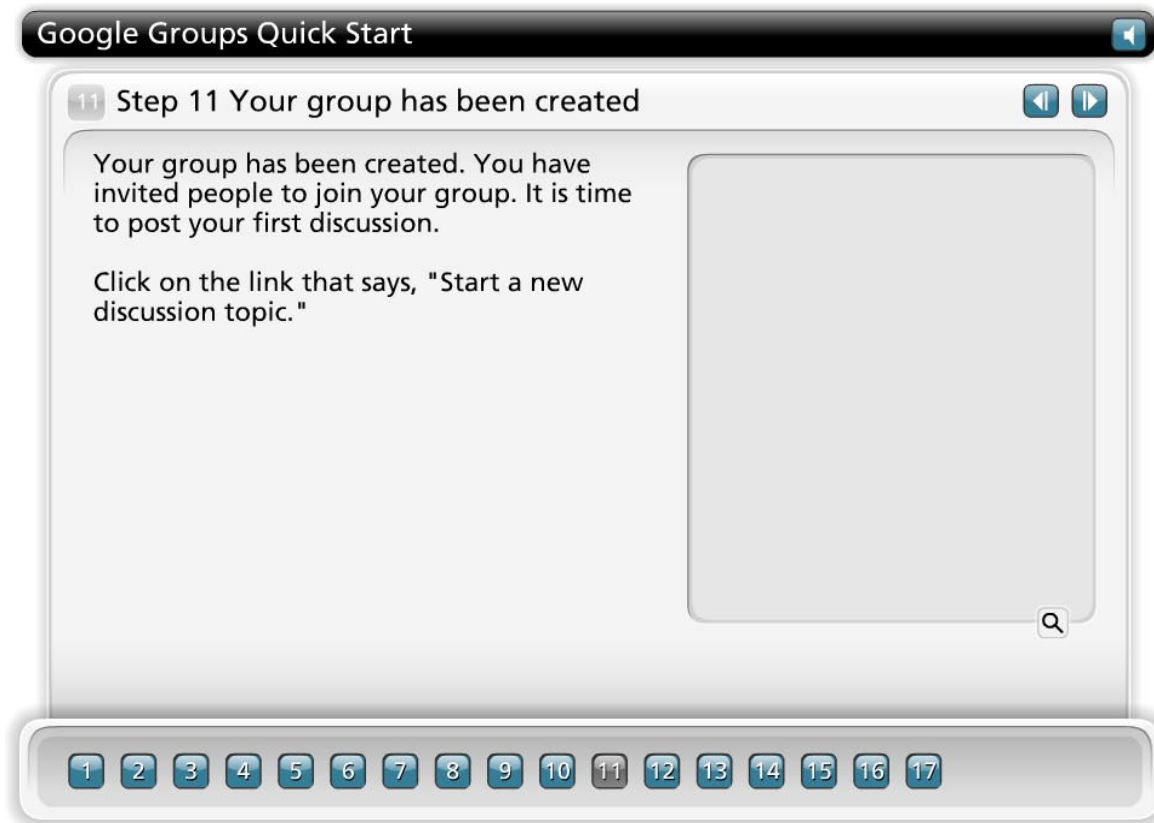
Now it is time to invite people to join your group.

Once again, just fill out the form and submit it to Google.

Isn't it great that Google makes this process so user-friendly?

Step 11 Your group has been created

15 seconds



Step Text

Your group has been created. You have invited people to join your group. It is time to post your first discussion.

Click on the link that says, "Start a new discussion topic."

Step 12 Start a discussion

8 seconds

Google Groups Quick Start

12 Step 12 Start a discussion

Guess what you have to do now.

That's right, just fill out the form and submit it.

Start a new discussion

From: me <aatg@mailinator.com> - change nickname
To: AATGSC
Cc:
Subject: Our April 18th meeting
Message:
Greetings!
I just want to touch base with you briefly about our upcoming meeting.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

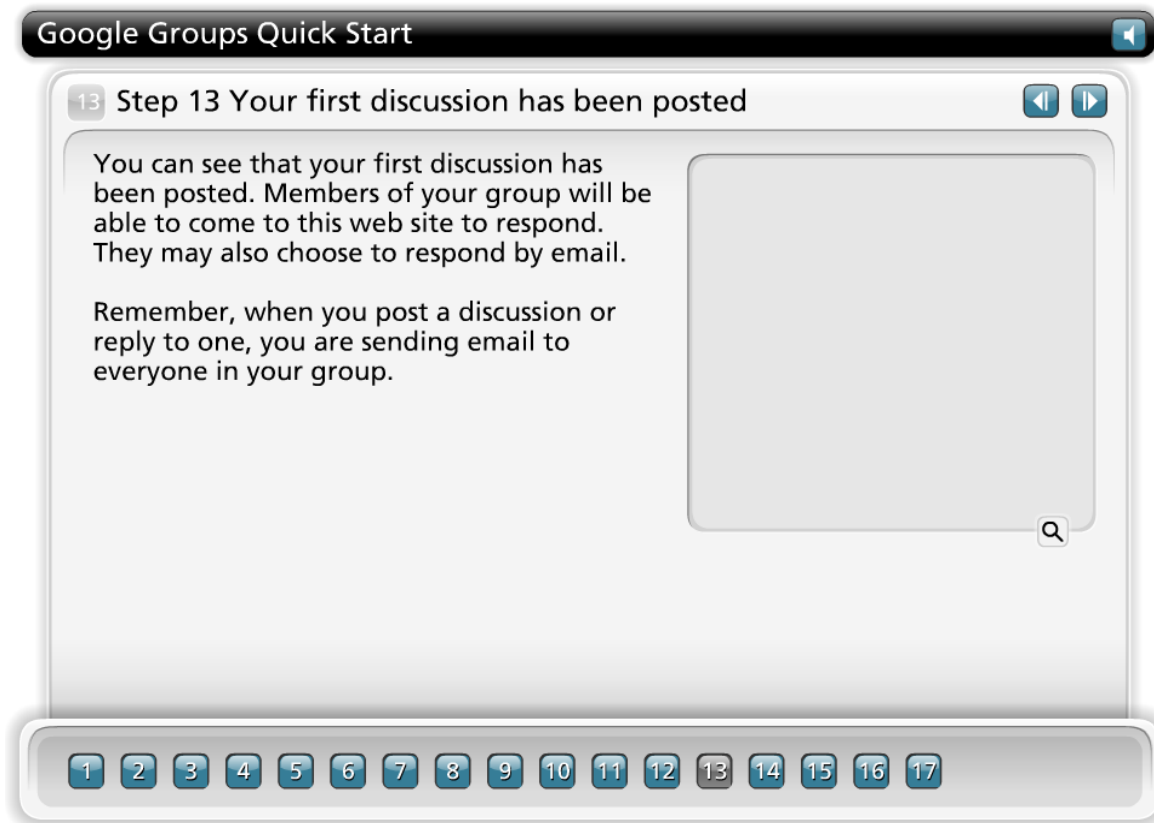
Step Text

Guess what you have to do now.

That's right, just fill out the form and submit it.

Step 13 Your first discussion has been posted

22 seconds



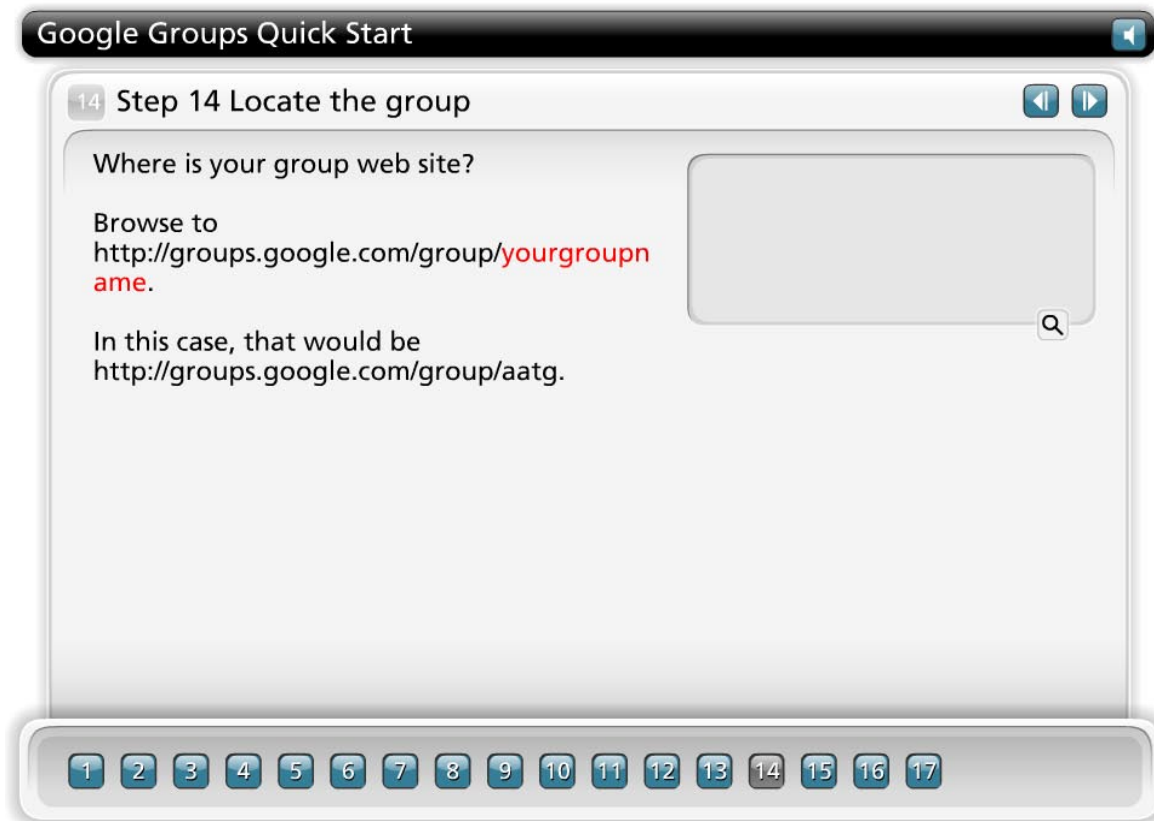
Step Text

You can see that your first discussion has been posted. Members of your group will be able to come to this web site to respond. They may also choose to respond by email.

Remember, when you post a discussion or reply to one, you are sending email to everyone in your group.

Step 14 Locate the group

25 seconds



Google Groups Quick Start

14 Step 14 Locate the group

Where is your group web site?

Browse to
<http://groups.google.com/group/yourgroupname>.

In this case, that would be
<http://groups.google.com/group/aatg>.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

Step Text

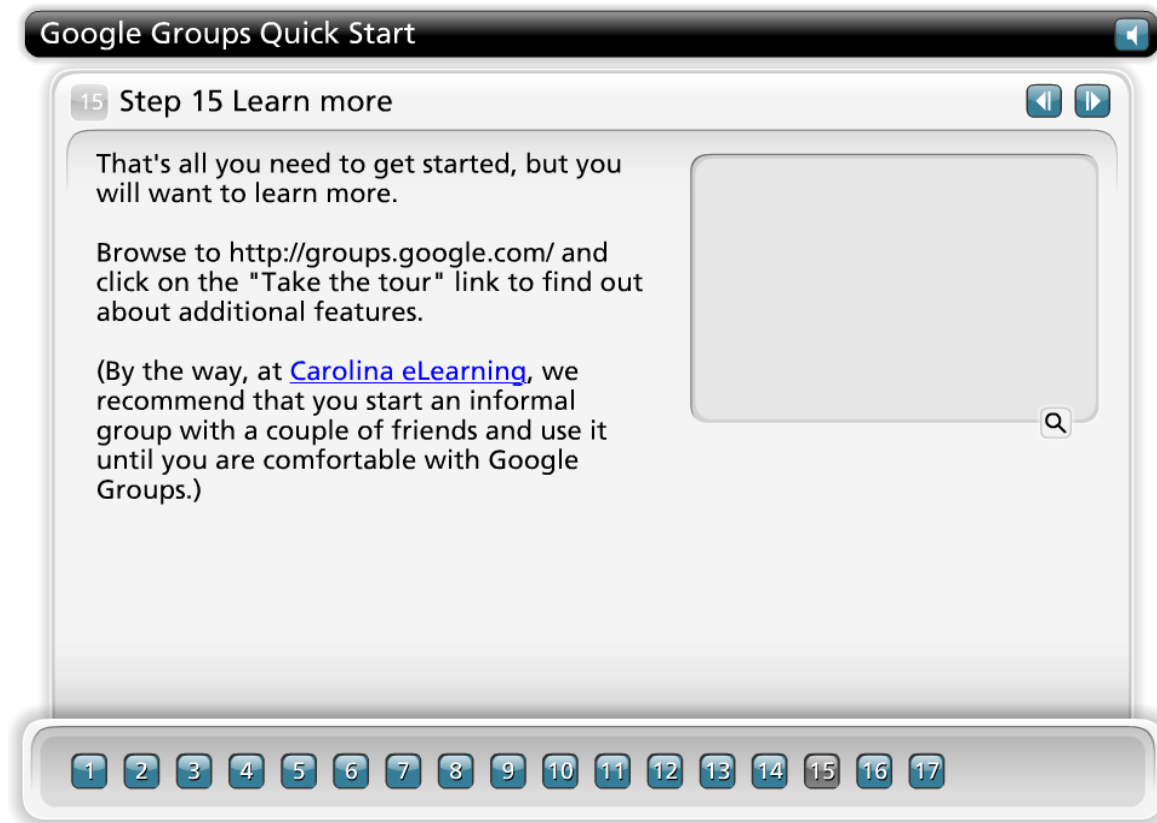
Where is your group web site?

Browse to <http://groups.google.com/group/yourgroupname>.

In this case, that would be <http://groups.google.com/group/aatg>.

Step 15 Learn more

30 seconds



The screenshot shows a window titled "Google Groups Quick Start" with a sub-window titled "15 Step 15 Learn more". The sub-window contains the following text:

That's all you need to get started, but you will want to learn more.

Browse to <http://groups.google.com/> and click on the "Take the tour" link to find out about additional features.

(By the way, at [Carolina eLearning](#), we recommend that you start an informal group with a couple of friends and use it until you are comfortable with Google Groups.)

At the bottom of the sub-window is a navigation bar with 17 numbered buttons. Button 15 is highlighted, indicating the current step.

Step Text

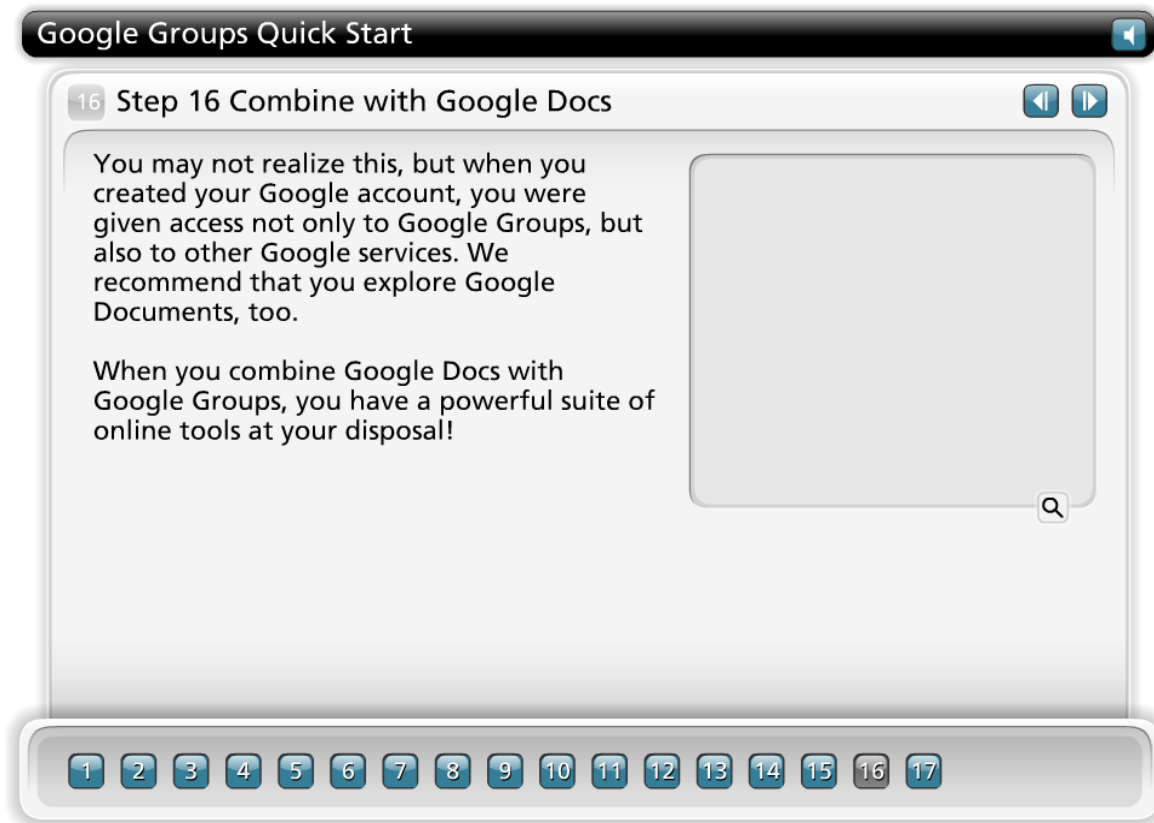
That's all you need to get started, but you will want to learn more.

Browse to <http://groups.google.com/> and click on the "Take the tour" link to find out about additional features.

(By the way, at [Carolina eLearning](#) we recommend that you start an informal group with a couple of friends and use it until you are comfortable with Google Groups.)

Step 16 Combine with Google Docs

26 seconds



The screenshot shows a window titled "Google Groups Quick Start" with a sub-window titled "16 Step 16 Combine with Google Docs". The sub-window contains two paragraphs of text and a large empty rectangular area with a search icon in the bottom right corner. At the bottom of the window is a navigation bar with 17 numbered buttons, where button 16 is highlighted.

16 Step 16 Combine with Google Docs

You may not realize this, but when you created your Google account, you were given access not only to Google Groups, but also to other Google services. We recommend that you explore Google Documents, too.

When you combine Google Docs with Google Groups, you have a powerful suite of online tools at your disposal!

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

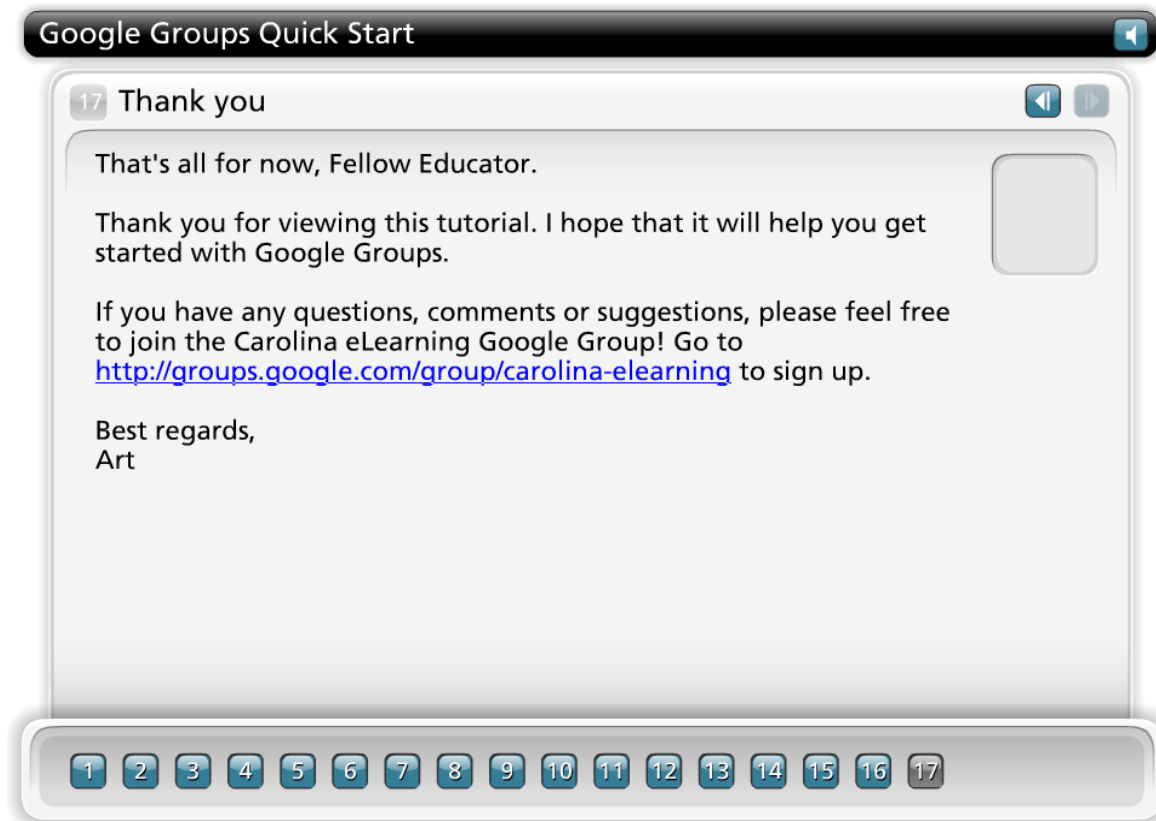
Step Text

You may not realize this, but when you created your Google account, you were given access not only to Google Groups, but also to other Google services. We recommend that you explore Google Documents, too.

When you combine Google Docs with Google Groups, you have a powerful suite of online tools at your disposal!

Thank you

34 seconds



Step Text

That's all for now, Fellow Educator.

Thank you for viewing this tutorial. I hope that it will help you get started with Google Groups.

If you have any questions, comments or suggestions, please feel free to join the Carolina eLearning Google Group! Go to <http://groups.google.com/group/carolina-elearning> to sign up.

Best regards,
Art