Getting Started with
CME G Suite

The Christian Methodist Episcopal Church has an enterprise G Suite for the denomination. Local Churches, Presiding Elder’s Districts, and Episcopal Districts may have accounts set up on CME G Suite.

G Suite is a suite of web applications created by Google. G Suite gives you professional email, online storage, shared calendars, video meetings, and more. Google Apps makes collaboration simple and effective. You will have the ability to share spreadsheets and documents, create video conferences with Hangouts, and use instant messaging. You can also share calendars with others, making meetings easy to plan.

G Suite will provide many tools. One benefit is that G Suite includes some great mobile tools. All of the apps are available on mobile phones and tablets (iOS or Android), as well as Windows, Mac, or Linux computers.

Your CME G Suite account will give you access to Gmail on <thecmechurch.org> and 30GB of Google Drive storage per user. Through G Suite, you will also have access to a number of powerful Google applications: Calendar, Docs, Sheets, Slides, Forms, Sites, Hangouts, and Plus.

If you are interested in a shared drive for your congregation and email address on <thecmechurch.org> domain, please email cit@thecmechurch.org. The church/District will be sent a form for local churches to fill out with the pertinent information to set up an account on G Suite.

- Google Mail
- Google Calendar
- Google Contacts
- Google Drive
- Google Docs
- Google Sheets
- Google Slides
- Google Forms
- Google +
- Google Hangout Chat
Gmail

Your Gmail account is not limited in storage. Many preferences can be changed to make Gmail function very much like Outlook or to make it more productive for you in other ways.

Google Resources:

- Compare With Outlook (also has instructions)
- Google’s Gmail Cheat Sheet
- How To Optimize Your Inbox
- Focus On Important Messages With Priority Inbox
- Adding Google Mail to Your Windows 10 Mail App
- How to Set up Delegation (video)
- Keep Your eMail Attachments In One Place By Saving Them To Drive
- Setting Up The Undo Send Option
- Set Gmail As Your Default Email Application (Works in Chrome Only)
- How To Add A Block Quote In An eMail
- Labels … They’re Similar To Folders
- 7 Ways to Identify And Protect Against Phishing Emails in Google Apps
- Automate Responses To Common Types of Messages
- How To Create An Automated Vacation Response eMail (video)
- How To Attach An eMail (video)
- Run Common Searches With A Single Click
- Advanced Searches
- View Your Calendar From Your Inbox
- Schedule Events Right From Your Inbox
- Keep Track Of Your Tasks In Gmail
- Keyboard Shortcuts For Gmail
Important Note: Messages remain in Trash or Spam for 30 days. After that, Google mail permanently deletes them.

Google Calendar

Google Calendar is a multi-faceted tool. You can create multiple calendars, share those calendars with others, find common times for scheduling an event with co-workers or others, or change your preferences so people can only invite you to events during work hours. There are calendars that you can add (e.g., Holidays) and you can tailor your calendar to look the way you work best.

Google Resources:

- Calendar Basics
- Switching from MS Outlook
- View Your Calendar From Your Inbox
- Schedule Events Right From Your Inbox
- Add or Edit Your Event Reminders
- Create a Team Calendar
- Sharing Calendars
- Customize Your Calendar
- Submit Request for Dept. Resource Calendar
- Google Contacts

Google Contacts

Contacts are part of Google mail. You can import your contacts from another contact/address program, but if you have attachments within your address book you will lose this on import. There is not an attachment feature in Google Contacts.

Google Resources:
Google Drive

CME Episcopal Districts, Presiding Elders, and Local Churches can request a free Google Drive Account.

Our Google Drive allows you to store, synchronize and share your files.

You can keep all your work in one place and it’s automatically backed up by Google.

By downloading Google Apps from your pertinent mobile device store (Apple App Store, Android App store, etc.), you can access, view and edit your documents from many mobile devices.

Microsoft Office documents (Word, Excel, PowerPoint) documents can be uploaded to Google Drive to share with other people or they can be converted to Google format for editing or collaborating.

With Google Apps for the CME Church, you are provided 30 GB of storage.

**Important Note:** Also, Google does not empty the Drive trash by default. So, if you move something to the Trash in your Drive, it’s going to stay there until you delete forever from inside the Trash.

Also, if anyone in your shared Google Drive leaves your department or local church, he/she should change the ownership of all shared documents to someone else.
That person can change ownership of any/all documents to someone in your department by highlighting the document in the drive (or an entire folder) and going up to the sharing icon. When you single click on the icon, it opens the sharing window. Here, the document ownership can be changed to anyone within the @thecmchurch.org domain.

Google Resources:

- Get Started with Google Drive
- Overview of Google Docs, Sheets, and Slides
- Edit Microsoft Office Documents Directly In Drive, Without Installing Office
- Sync your Files and Access From Any Device
- Organize and Search Your Files
- Share and Collaborate with Drive
- Keep Your Google Account Safe (video)
- Prevent Others from Downloading, Printing, and Copying Shared Drive Files
- You Won’t Believe This...Finding a Special Character in Docs, Slides, and Drawings (video)
- Set an Expiration Date on Your Google Drive, Docs, Sheets & Slides
- Have Multiple Google Accounts? How to Set Them Up in Chrome
- Google Drive Basics, Part 1, The Drive Environment
- Google Drive Basic, Part 2, Working with Folders
- Google Drive Basic, Part 3, Working with Files
- Google Drive Basic, Part 4, Moving Folders and Documents
Google Docs

Google Docs is an online word processing software. In Google Docs, you can create and format text documents (like in Microsoft Word). You can also collaborate with other people both in real time and asynchronously. In Google Docs you can upload and convert Word documents, adjust document and text formatting, view the revision history of the document and regress to an earlier version if needed, download a Google Doc in a number of formats, create your own or use stock templates available from Google, Optical Character Recognition (OCR) from picture files, and voice dictation.

Google Resources:

- How Is It Different From Microsoft Word?
- Get Started With Google Docs
- Collaborating With Google Docs
- Ok… Printing Is a Little Different
- Three Strange Things You Can Do With Google Docs That Are Super Useful
- Type With Your Voice
- Convert .pdfs and Images to Text
- Using a Docs Template
- Collaborating? See Who Made Changes to Your File and When
Google Sheets

You can use Google Sheets just like Microsoft Excel for spreadsheets and workbooks, but you can also create task lists, keep track of a project, analyze data with charts and filters, and much more.

With Google Sheets, you can create and edit spreadsheets right in your web browser—no special software is required. Even better, multiple people can work at the same time, you can see people’s changes as they make them, and every change is saved automatically.

Google Resources:

- Get Started With Sheets
- Adding Content and Changing Formatting
- Sharing and Collaborating
- Printing and Downloading as an Excel File
- Search for Specific Data in a Spreadsheet
- Great Idea: Track Attendance at an Event with a Digital sign-in Sheet
- Summarize Your Data With Charts and Graphs
- Get Instant Insights Into Your Data
- Create Dynamic Project Management with Google Sheets
- Highlight Changes to Your Data With Formatting Rules
- Keep Headings or Labels In place When Scrolling Through Large Spreadsheets
- Edit Sheets Stored in Drive With Microsoft Office Plug-in (Windows Only)
Google Slides

Google Slides is very much like Microsoft PowerPoint. The main difference is that all your presentations are automatically stored online, so you don’t need to bring a thumb drive to class or a conference anymore (if you are sure you’ll have an Internet connection).

**Google Resources:**

- [Getting Started With Google Slides](#)
- [Switching to Slides From Microsoft PowerPoint](#)
- [Present, Print, and Download](#)
- [Adding Content to Slides](#)
- [Do More With Slides](#)
- [Inserting Slide Numbers](#)
- [Copy Themes and Styles From Other Presentations](#)
- [Add or Edit Images Directly In Slides](#)
- [7 Quick Slides Tips](#)
- [Yes…Design a Newsletter in Google Slides!!](#)
- [NEW!!! Add captions automatically to your presentations](#)
Google Forms

Google Forms is a survey and assessment tool. You can create anonymous or identified participant surveys, assessment tools for in-class presentations, and event registrations.

**Google Resources:**

- Get Started with Google Forms
- Share and Collaborate with Google Forms
- Sending Your Form
- How Are Responses Displayed?
- Is It As Good As Survey Monkey? (Answer: It Really Depends What You Need It For)
- Share Content With Multiple People Using One Address and Google Groups
- Tailor Follow-up Questions in a Survey Based on Response
- Set up email notifications for new form responses
- Make Long Forms Easier to Fill Out With Page Breaks (#1)
- Let People Edit Their Responses After Submitting
- Quickly Grade Assignments Using a Google Forms Grading Rubric
- Using Google Forms for Online Event Registration
- Add Feedback Forms, Applications, and Other Surveys to Websites
- Limit the Number of Responses to a Form
Google +

The easiest way to define Google+ is to think about it as social media for work. Using Google+, you can create project groups, work groups, or committees that allow you to share insights, questions, and content with either your customers and team members.

**Google Resources:**

- Easily organize gatherings with Google+ Events
- Use Google+ to Onboard New Team Members
- Use Google+ to Build Virtual Teams
- Poll Your Team for Feedback On New Concepts

Google Hangout Chat

Google has combing Hangouts, their web conferencing feature with Chat their messaging platform which allows a dual synchronous communication platform for team members. Chat makes it quick and easy to send text or links. You can share documents, videos, links photos from directly within the chat tool. Google Hangouts also allows you call impromptu meetings, conduct virtual training, remote interviews, and much more.

**Google Resources:**

- Get Started With Hangout Chat
- How to Join a Videocall
- How to Share Your Screen or Add More People to Your Call

**Important Note:** Google stipulates that Hangouts are optimized for up to 15 people. That doesn’t mean that more cannot join—they just don’t guarantee it.