

What is a G Suite?

G Suite or Google Suite contains various tools hosted and maintained by Google Inc. G Suite is strictly for businesses and/or educational institutes and offers FERPA protection and security. What makes G Suite stand out is the ability to access, edit and save all email, calendars, communication and collaboration online from anywhere.

How do I access G Suite?

Every active CCHS student has access to G Suite. If you have a *First.Last@cchsmail.org* email address, you have access to G Suite. To access G Suite and utilize the applications your students have access to:

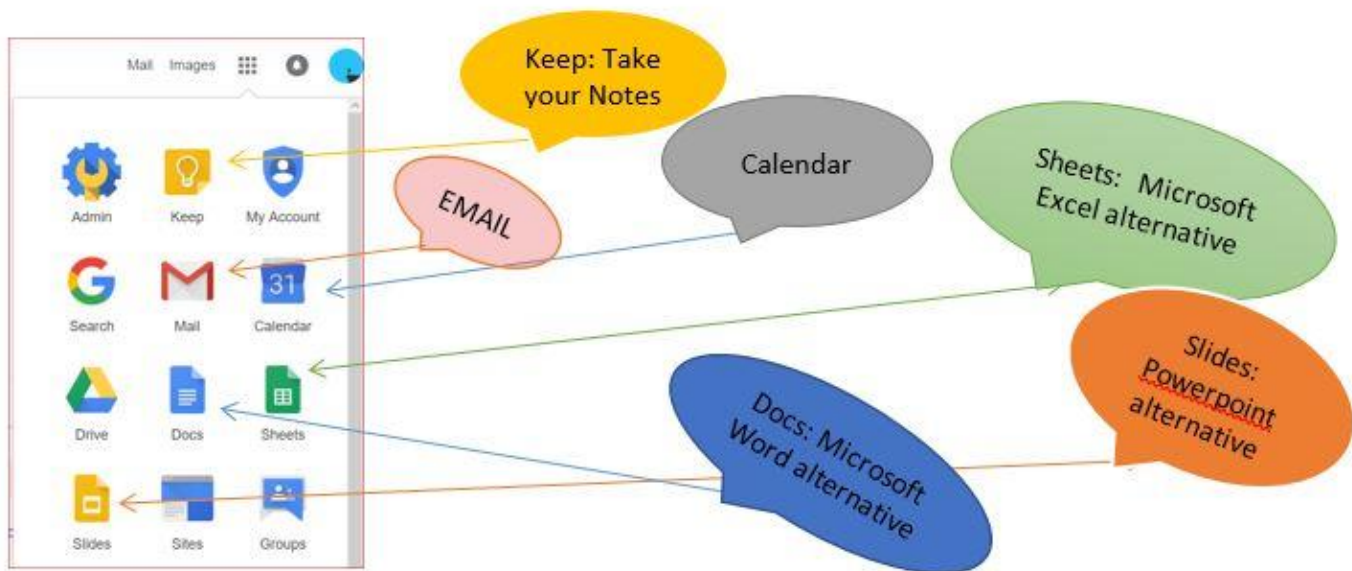
1. Send a [Help Ticket](#) requesting a CCHSmail account for your course. (*One request per course please*)
2. Once you have your account, navigate to the [Information Portal](#) > CCHS Quick Links and select "CCHSmail".
3. Log in with your new CCHSmail email account and password.
4. In the upper right corner on your Inbox page, click the "waffle". This will open up to all the G Suite tools available to you.



Procedure and/or Tips to use in the G Suite package.

G Suite does not have a save button- It's not needed! That's right. Cloud computing means every keystroke made to the document or file is saved automatically. As long as you have an active internet connection, you can edit a document and immediately open it somewhere else fully updated to your last key press.

Here is a sneak peek at the apps found in the G Suite package. Popular ones include **Drive** for saving and sharing files, **Docs** for creating and collaborating documents, **Calendar** for organization and invitations, **Forms** for creating assignments and evaluations, **Keep** for taking notes, and **Sheets** for creating and sharing data.




Additional Resources for G Suite:

- Reserve a Training session with your CCHS Tech Team member: [HelpDesk Ticket](#)



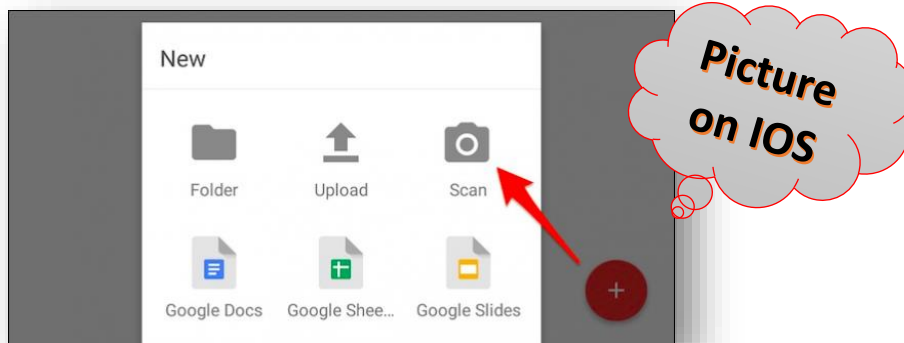
Google Drive: G Suite members are granted unlimited storage as long as their administrators approve. Once you upload a document, program, app or picture into Google Drive, you can log in to any device and access that document by signing into Drive.

Did you know you can scan a document straight into Google Drive with your phone? The document will save as a PDF and can be opened on a computer.

- On your IOS or Android phone, go to your devices store and search for Google Drive and install it
- Sign in with your CCHSMail address
- Open the app and click on the blue Plus symbol → 

IOS (Apple) users: your icon will say “Picture” instead of Scan as shown Below

- Take the picture and verify its clarity. Hit the check mark to upload it to Google Drive
- From a computer, log in to your G Suite account and click the Drive Icon.



- Now access G Suite from a computer and open Google Drive.
- Click on Recent and the document you just scanned will be located at the top and in PDF format.

