Robert H. Smith School of Business Smoogle account

Smoogle

You can use this checklist below to make sure you can access your Smoogle account.
Obtain a PDF version with clickable links at smoogle.rhsmith.umd.edu/GettingStarted

You must perform these tasks	
Set up your University Directory ID and password	smoogle.rhsmith.umd.edu/DirectoryID
Set a Google password on your account	smoogle.rhsmith.umd.edu/GooglePassword
Login to Smoogle and start reading and sending emails	smoogle.rhsmith.umd.edu/HowToLogin
Login to ARES and forward your UMD email to Smoogle	smoogle.rhsmith.umd.edu/ARESForward

You can also perform these additional tasks if you want to set up Smoogle on your mobile device, or forward all your Smoogle emails to your own personal/work email account.

| Optional tasks	
Set up your mobile device with Smoogle	smoogle.rhsmith.umd.edu/iPhone smoogle.rhsmith.umd.edu/Android
You can forward your Smoogle email to a different address	smoogle.rhsmith.umd.edu/Forward

Gmail: Beyond ordinary mail

Gmail is always available wherever you are, from any device - desktop, laptop, phone or tablet. You can start a video call with a friend, ping a colleague and write an email – all without leaving your inbox. It's always easy to find what you're looking with the power of Google Search right in your inbox.

1. Explore your Inbox

Click through an interactive tour to learn about your new Inbox.
smoogle.rhsmith.umd.edu/Tour

2. Start sending mail
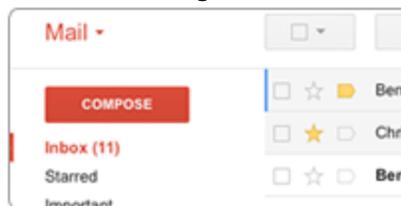
Compose messages, add attachments, reply and forward, and print.
smoogle.rhsmith.umd.edu/Basics

3. Set things up

Set up your signature, and organize messages with labels and filters.
smoogle.rhsmith.umd.edu/Setup

Learn more at smoogle.rhsmith.umd.edu/LearnGmail

Google Drive: Access and organize your files

Use **Google Drive** to store and access your files, folders, and Google Docs, Sheets, and Slides anywhere. Change a file on the web, your computer, tablet, or your mobile device, and it updates on every device where you've installed Google Drive. You'll always have the latest version of your files and Google Docs at your fingertips. Read, edit, share, and collaborate wherever you are!

Learn more at smoogle.rhsmith.umd.edu/LearnDrive

Google Sites: Publish, share and collaborate through websites

Google Sites is the easiest way to make information accessible to people who need quick, up-to-date access. People can work together on a Site to add file attachments, information from other Google applications (like Google Docs, Google Calendar, YouTube and Picasa), and new free-form content. Creating a site together is as easy as editing a document, and you always control who has access, whether it's just yourself, your team, or your whole organization. You can even publish Sites to the world. The Google Sites web application is accessible from any internet connected computer.

Learn more at smoogle.rhsmith.umd.edu/LearnSites

Google Groups: Lists and forums

Groups can be used as mailing lists, discussion forums, and to share calendars, docs, sites, and videos with co-workers. You do need to request new groups through Smith IT smoogle.rhsmith.umd.edu/RequestGroup

Learn more at smoogle.rhsmith.umd.edu/LearnGroups

Google Calendar: Schedule your life

With **Google Calendar**, you can schedule meetings and events with your fellow workers or others.

Learn more at smoogle.rhsmith.umd.edu/LearnCalendar

Google Talk: Stay in touch

Gmail has a built-in **Google Chat gadget** that lets you send instant messages to people in your domain, directly from your email application. We've also just announced the addition of Google+ which allows you to use the new Google Hangouts for video chats with up to 10 people (see below).

Learn more at smoogle.rhsmith.umd.edu/LearnChat

Google+: Social networking

Google+ for Google Apps is a social media platform that lets you share information and collaborate with others, both inside and outside the School. Users can post all sorts of content, such as text, links, photos, and videos to enhance communication and collaboration within your organization, as well as with customers and clients.

Learn more at smoogle.rhsmith.umd.edu/LearnGooglePlus

Google+ Hangouts: Group video messaging

Google+ Hangouts is a free video chat service from Google that enables both one-on-one chats and group chats with up to ten people at a time on computers, Android and Apple devices.

Learn more at smoogle.rhsmith.umd.edu/LearnHangouts

For more assistance, contact the Office of Smith IT Helpdesk via email at helpme@rhsmith.umd.edu, on 301 405 2269 or visit us in person in Suite 3520 at Van Munching Hall.