Google Apps for Education

G Suite (formerly Google Apps for Education) is Union College's environment for e-mail, calendar and collaboration services.

Google Mail, Google Calendar and Google Drive

To login to your Union College Google account, go to [http://www.google.com](http://www.google.com)[1] and use your FULL E-MAIL ADDRESS as your username (username@union.edu)[2] and your Union College password.

Google Team Drive

Google Team Drives are shared spaces where teams can easily store, search, and access their files anywhere, from any device. Unlike files in My Drive, files in Team Drive belong to the team instead of an individual. Google has provided information on [how to use Team Drives][3] and [how to share files with Team Drive][4].

Google Additional Services

A number of Google Additional Services (also referred to as "consumer apps") are available for faculty and staff and student* Union College accounts. Because these services have a different terms of service, you are required to [request to opt-in][5] to gain access.

*Students have access effective December 11, 2017.

Google Training Videos on Lynda.com

To help get you started on using Google Apps for Education, there are several training videos available on Lynda.com. ITS has created a page with links to "essential" and "advanced" training videos for Gmail, Google Calendar and Google Drive on Lynda.com. You can view previews of this training but must login in order to gain full access.

To learn how to get started with Lynda.com, please go to our Training-Lynda.com page on the ITS website.

Source URL: [https://its.union.edu/google-apps-for-education](https://its.union.edu/google-apps-for-education)

Links: