



# Army Google Workspace (Army GWS) Day 1 Guide

## Set up Chrome Browser

To access your usa.army.mil email and calendar, you'll use a web browser instead of a desktop app. Note that Gmail works best in the newest and most recent version of these browsers:

- Google Chrome
- Microsoft Edge

**To get the best experience we recommend using Chrome.** To login, follow the instructions on the next page.

## Set up Calendar

Google Calendar is your tool for scheduling and responding to meetings. Navigate to [calendar.google.com](https://calendar.google.com) to complete the steps below

- Set **Calendar Notifications**
- Subscribe** to another person's calendar
  - Learn how to **create an event**
  - Learn how to **respond** to an event

All of the features above are explained via the Google Workspace Learning Center which can be accessed at [support.google.com/a/users](https://support.google.com/a/users)

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## Set up your Gmail inbox

Before you start working in gmail, be sure to complete these tasks:

- Set your **email signature**
- Familiarize yourself with **Undo Send**
- Try sending an email in **Confidential Mode**
- Turn on **Desktop Notifications**
- Understand the difference between **Archive** and **Delete**
- Create **labels** to organize your mail
- Set up **filters** using the toggle icon in the search bar

## Next Steps

Once you've got the basics under your belt, you're ready to move on to additional tools in Google Workspace. Next steps include:

- Send a message on Google Chat
- If you have a Defense Enterprise Email (DEE) @mail.mil account, forward any email you want to retain to your Gmail @usa.army.mil account. All DEE accounts will be deleted 15 November 2022**
- Review recorded videos in Google Drive and check out additional resources
- Check out a virtual drop in Q&A





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# Set up Chrome Browser and Login

## What's my Gmail address?

- ❑ Your Gmail address username is [username]@usa.army.mil
- ❑ This [username] follows the same naming conventions as DEE and Army 365

If you do not know your username, visit <https://portal.apps.deas.mil/>

- Login with CAC
- Go to 'My Self Service' on the left side of page
- Select 'Account Info'
- Your username is the field 'Current Email'

Your username is also listed in all Global Address Lists (GALs)

## How do I create a Chrome profile and Sign In?

1. Open a new Chrome window.
2. You may receive a Chrome Sign In screen automatically. If you do, click **Sign In**.
3. If you do not see the option to Sign In to Chrome then, in the upper right corner, find and click on the person icon (head and shoulders) and select **Sign in to Chrome**, or, click **Add** at the bottom of the list
4. Type in your @usa.army.mil email address, then follow the authentication prompts.
5. Alternatively you can navigate to mail.google.com
6. After entering your username you will be redirected to the Global Federated User Directory (GFUD) for authentication (Doggles).

The image displays three screenshots illustrating the Chrome sign-in process. The first screenshot on the left shows the Chrome browser interface with the text "Take Chrome everywhere" and a "Sign in" button. The middle screenshot shows the Google sign-in page with the text "Sign in to continue to Gmail" and a text input field for "Email or phone". The right screenshot shows the "GLOBAL DIRECTORY" sign-in page for the U.S. Department of Defense, featuring a dog wearing goggles and a sign-in form with fields for "username@domain.mil" and "Password", and a "Sign in" button.



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## Set up your Gmail inbox

### Setup your email signature:

1. Open Google Chrome, and navigate to **mail.google.com**
2. Log in with your **@usa.army.mil** email address
3. Click the **settings gear icon** on the upper right
4. Click **See all settings**
5. Scroll down to the **signature** box
6. **Compose** your signature in the format and style appropriate for your role
7. If your signature requires an image:
  1. Click the "Insert Image" button on the signature toolbar
  2. Choose the appropriate option
  3. (optional) Click the logo you just inserted, and choose Medium from the size options
8. **Check** to make sure your signature matches the format and style appropriate to your role
9. Scroll down and click **Save Changes** at the bottom of the screen




## Set up your Gmail inbox

### Setup Undo Send


**Send an email:** At the bottom of the compose window, click Send.

**Undo send:** After sending an email, at the bottom left, click **Undo**.


**Change the send cancellation period:**

1. Click Settings  > **See All Settings**.
2. In the General tab, scroll to the Undo Send section and choose a time (we recommend 30 seconds to give yourself the most time).
3. At the bottom, click **Save Changes**.

### Set Email notifications

1. Click Settings  > **See All Settings**.
2. Scroll down to the **Desktop notifications** section.
3. Click **Click here to enable desktop notifications** for your AGWS account.
4. Select New mail notifications on or Important mail notifications on.
5. At the bottom of the page, click **Save Changes**.


### Understand Archive vs Delete

**Archive**  all messages you're not using now but might need later. Archiving moves email out of your inbox. You can find them later in All Mail or through Gmail search.

**Delete** messages you will never need to see again. Deleted email are moved to Trash and then **permanently deleted** after 30 days.

**Note:** If you don't see All Mail or Trash, scroll to the bottom of the left sidebar and click More.


### Set up Filters to automatically organize messages

1. In the **search** box at the top, click the **toggle icon** .
2. Enter your **search criteria**.
3. At the bottom of the search window, click **Create filter**.
4. **Select the actions** you wish to take. We like automatically adding **labels** and skipping the inbox for newsletters and other clutter.
5. Click **Create filter**.



## Set up Calendar

### Set Calendar notifications

1. Navigate to [calendar.google.com](https://calendar.google.com)
2. Click Settings  > **See All Settings.**
3. On the left under General, click **Event Settings.**
4. Click **Notifications** and select an option:
  - Off
  - Desktop notifications (recommended)
  - Alerts
5. (Optional) To set up a sound for your incoming notifications, check the Play notification sounds box.

### Subscribe to another person's Calendar

1. On the left, click **+Add Calendar.**
2. **Enter** your co-worker's email address. Their calendar appears under Other calendars on the left, and their events appear on your calendar page.
3. **Note:** To hide the events from another calendar, uncheck the box next to the calendar. You can click the checkbox again at any time to show it.

### Learn how to create an event

1. **Type the name** of the people you'd like to meet with in the **Meet With** section on the left, then select an empty time slot
2. **Add** an event title, date, and time.
3. Click **Save.**

### Learn how to reply to an event

1. Click on an **event** you've been invited to
2. Select **Yes, No, or Maybe** from the list of options
3. Your response will be automatically sent to the meeting organizer



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## Next Steps

Once you've got the basics under your belt, you're ready to move on to additional tools in Google Workspace. Some next steps that are recommended based on your role could be:

- ❑ Review available [training videos](#) and [FAQs](#)
- ❑ [Check out a virtual drop in Q&A](#)
- ❑ Practice sending a chat message
- ❑ **If you have a Defense Enterprise Email (DEE) @mail.mil account, forward any email you want to retain to your Gmail @usa.army.mil account. All DEE accounts will be deleted 15 November 2022**
  - Automated transfer of mailbox contents is not available
  - PST files can't be uploaded to Gmail
  - After your DEE / @mail.mil account is deleted it will auto-forward email to your new Gmail prior to the 31 December 2022 deadline
  - You must update any sites sending email to your DEE to use your new @usa.army.mil address prior to the 31 December 2022 deadline