

Google Overview Videos

<http://learn.googleapps.com/training-videos>

Google has a very easy to watch set of videos that cover the basic programs in GAFE. You can make it through all of the overview videos in less than 10 minutes!

Google Gmail Videos

<http://learn.googleapps.com/training-videos/gmail>

When you are ready, click the link above and then look for the link that says "Transitioning to Gmail". This is a great overview meant for users of Outlook/Exchange moving to Gmail.

Then, go to the "Creating and Sending Messages" video. You maybe be surprised to find out that you can do just about everything in Gmail using keyboard shortcuts!

Finally, watch the "Drag and Drop Labels" and the "Gmail Search" videos. There are others, but these 4 will be all you need to have a very successful migration.

Google Calendar Videos

<http://learn.googleapps.com/training-videos/calendar>

Ready for Calendar? Click the link above and find "New Look for Google Calendar". While mostly a user experience video, there is a good overview of Calendar.

Then, go to the "Creating Events in Google Calendar", "Print Calendar and Events", and "Google Calendar Notifications and Reminders".

Finally, watch the "Share a Google Calenedar" and "Setting Up Google Calendar Delegation" for some more advanced features.

Google Drive Videos

<http://learn.googleapps.com/training-videos/docs>

To round out your video training session, click the link above to learn a little about Google Drive (also known by it's older name, Docs).

Click the link above and find "Create a New Google Document", "Create a New Google Spreadsheet", and "Create a new Google Presentation."

Finally, find the "Using Forms in Google Docs" and "Create a Form in Google Docs" to learn some of the advanced features of Docs.

These videos should give you all a pretty good understanding of Google. There are a lot of other videos on the site, but these should give you a pretty good start.