

# Gmail and Google Drive Workshops

Goodwill presents workshops on Gmail and Google Drive every Tuesday!

**These workshops are free to attend and don't require any registration.**

## Gmail

Every Tuesday 10-11 a.m.

Learn to create, or better utilize, a Google Email (Gmail) account. This course offers students the opportunity to create an email account to assist in learning additional skills offered in our other Google Suite classes. The Gmail class will guide learners through the process of account creation and help them navigate the use of categories within their inbox, along with advanced features, such as creating professional signatures and utilizing filters and tools to enhance email productivity.

## Google Drive

Every Tuesday 11-12 a.m.

Gain a greater understanding of the power and use cases for Cloud Storage through the lens of Google Drive. Building upon the Gmail class, the Google Drive class offers students an introduction to the integration of the Google ecosystem. Students will learn the benefits of using cloud storage, allowing them to further understand how to upload, create, and interact with file storage. This class also introduces students to Google Drive for Businesses, reviewing the differences between Shared Drives and cloud file sharing.