Introduction to Google Apps

Purpose

This document will get you quickly up to speed on how to access the Google Apps that are available here at the University of Michigan, what information can be stored on Google, and how to find more in-depth training/information on the Google products.

Brief Overview

Google Apps at Michigan offers a variety of Internet based tools to help the University collaborate with others; most tools are available to all University of Michigan staff, faculty, and students. To understand what items are offered the Google Apps team has put together a great website that goes over this. (see Figure 1)

**FIGURE 1** List of services

How to Get There

1. The easiest way to access is to open a web browser and navigate to this webpage: [http://www.google.com](http://www.google.com) and select “Sign in” in the upper right corner (see Figure 2)

**FIGURE 2** Sign in button
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a. On the next screen please enter your University email address (uniqname@umich.edu) but leave the password field blank (see Figure 3)

\[\text{FIGURE 3 Sign in screen}\]

b. If this is the first time you are signing in you will see a message from Google saying “Welcome to your new account.” Follow the prompts on the screen and select “I accept. Continue to my account.”

2. On the next screen log into the U-M Weblogin system by entering your uniqname and UMICH Kerberos password, and click “Log In.” (see Figure 4)

\[\text{FIGURE 4 (U-M Weblogin system)}\]

3. Use the black navigation bar (see Figure 5) at the top in any Google application to open additional Google apps.

\[\text{FIGURE 5 Navigation bar for Google Apps}\]
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What to put into Google Apps and other University services

1. The University’s main information security team lists what data can and cannot be stored in Google Apps (see example in Figure 5 for a small selection). Please visit the site listed below for this information: http://cio.umich.edu/policy/sensitive-regulated-data.php#references

<table>
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<th>DATA TYPE</th>
<th>NO U-M AGREEMENT/PERSONAL ACCOUNT</th>
<th>U-M APPROVED CL</th>
<th>U-M Google Email and Calendar (Core Services)</th>
<th>U-M Google Docs, Gdrive (Core Services)</th>
<th>U-M Google Sites, T (Group Tasks)</th>
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<tr>
<td>Student Educational Records (FERPA)</td>
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<td>✓</td>
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<tr>
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</tr>
</tbody>
</table>

FIGURE 5 Permitted & Restricted Uses of Sensitive Regulated Data

More in-depth training info

1. Here are selections of University websites that will assist with more in-depth training with the Google products:
   a. Docs: https://sites.google.com/a/umich.edu/going-google/docs
   b. Other apps: https://sites.google.com/a/umich.edu/going-google/other-google-apps
2. For further information regarding Google Resources that are outside of the University please see:
   a. Google Resources (external to University of Michigan):
      https://sites.google.com/a/umich.edu/going-google/google-resources