

Unlocking the power of Google

A guide to creating and using your Google account



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September 2024

Agenda

- What is a Google Account?
- Creating a Google Account
- Overview of Key Google Services
- Video calls through Google Meet
- Managing Events with Google Calendar
- Conclusions



Creating a Google Account

www.google.com → Sign In → Create account → For my personal use



Sign in

Use your Google Account

[Forgot email?](#)

Not your computer? Use a private browsing window to sign in.

[Learn more about using Guest mode](#)

Create account

Next

English (United States) ▾

Terms

For my personal use

For my child

For work or my business

Creating a Google Account

1



Create a Google Account

Enter your name

First name

Last name (optional)

Next

2



Basic information

Enter your birthday and gender

Month Day Year

Gender

Why we ask for birthday and gender

Next

3



How you'll sign in

Create a Gmail address for signing in to your Google Account

Username @gmail.com

You can use letters, numbers & periods

[Use your existing email](#)

Next

4



Create a strong password

Create a strong password with a mix of letters, numbers and symbols

Password

Confirm

Show password

Next

Creating a Google Account



Confirm your settings

You can change your settings anytime in your Google Account

- Web & App Activity
This setting will be on
- YouTube History
This setting will be on
- Personalized ads
This setting will be on

About cookies and similar technologies

We rely on cookies and similar technologies ("cookies") to remember your settings and other preferences across your signed-in devices. We also use cookies to collect data so we can


- deliver and maintain services, like tracking outages and protecting against spam, fraud, and abuse
- measure audience engagement and site statistics to understand how our services are used

If you agree, we'll also use cookies to collect data to

- improve the quality of our services and develop new ones
- deliver and measure the effectiveness of ads
- show personalized content, depending on your settings
- show personalized or generic ads, depending on your settings, on Google and across the web

For non-personalized content and ads, what you see may be influenced by things like the content you're currently viewing and your location (ad serving is based on general location). Personalized content and ads can be based on those things and your activity like Google searches and videos you watch on YouTube. Personalized content and ads include things like more relevant results and recommendations, a customized YouTube homepage, and ads that are tailored to your interests.

You can change your browser settings to reject some or all cookies.

-  **Privacy reminder**
We'll send you a reminder to review these settings in a couple of weeks

[Back](#)

[Confirm](#)



Privacy and Terms

We publish the [Google Terms of Service](#) and the [YouTube Terms of Service](#) (both of which include information about your 14-day withdrawal right) so that you know what to expect as you use Google services, including YouTube. By choosing "I agree" you agree to these terms.

A Google Account allows you to access a range of Google services, such as Gmail and Google Drive. An account also offers access to some additional features that require signing in. For example, when you sign in to Google Maps, you can save your "Home" and "Work" addresses. And when you sign in to YouTube, you can like videos, subscribe to channels, and create your own YouTube channel. Google's Terms of Service apply to [this list of services](#), a list that also provides links to service-specific additional terms and policies that explain what you can expect from using Google services, and what we expect from you.

And remember, [Google's Privacy Policy](#) describes how Google handles information generated as you use Google services.

It also includes information about why we process data, such as when we are pursuing legitimate interests while applying appropriate safeguards that protect your privacy. This means that we process your information for things like:

- Providing, maintaining, and improving our services to meet the needs of our users
- Developing new products and features that are useful for our users
- Understanding how people use our services to ensure and improve the performance of our services
- Customizing our services to provide you with a better user experience (and, if relevant, adapting the experience to be age-appropriate)
- Marketing to inform users about our services
- Providing advertising, which allows us to offer many of our services at no cost (and when ads are personalized, we ask for your consent)
- Detecting, preventing, or otherwise addressing fraud, abuse, security, or technical issues with our services
- Protecting against harm to the rights, property or safety of Google, our users, or the public as required or permitted by law, including disclosing information to government authorities
- Performing research that improves our services for our users and benefits the public
- Fulfilling obligations to our partners like developers and rights holders
- Enforcing legal claims, including investigation of potential violations of applicable Terms of Service

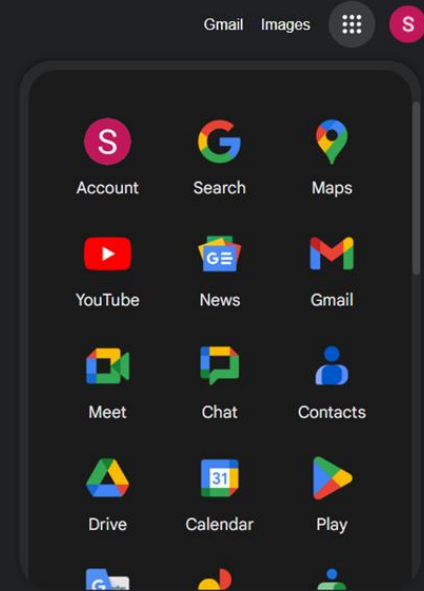
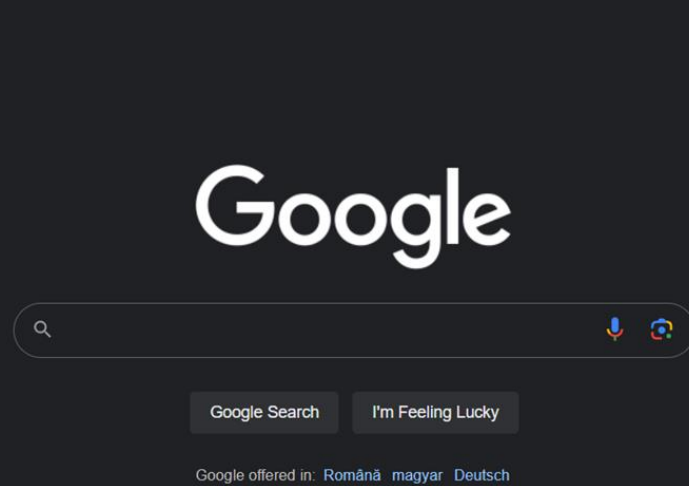
You can visit your Google Account ([account.google.com](#)) to take a Privacy Checkup or to adjust your privacy controls.

Have questions? [Contact us](#)

[Cancel](#)

[I agree](#)

Key Google Services



Key Google Services – Gmail



Gmail

The screenshot displays the Gmail web interface. On the left, a navigation sidebar includes a 'Compose' button, an 'Inbox' section with a notification for 1 email, and other folders like 'Starred', 'Snoozed', 'Sent', 'Drafts', and 'More'. Below these are 'Labels' and a storage indicator showing '0 GB of 15 GB used'. The main content area features a search bar, filter icons, and a list of mail folders: 'Primary' (selected), 'Promotions', and 'Social'. A single email is visible in the Primary folder, titled 'The Google Account . Information about your new Google Account', with a timestamp of 12:07 PM. The email preview shows the start of a message: 'Hi Smith, Welcome to Google. Your new account comes with a...'. The right sidebar contains various utility icons for calendar, notifications, and user profile.

Key Google Services – Maps



The screenshot displays the Google Maps interface with a route from Cluj-Napoca to Zvolen, Slovakia. The left sidebar shows the route details, including the fastest route via DN1/E60 (7 hr 13 min, 516 km) and an alternative route via DN1/E60 and M35 (7 hr 18 min, 507 km). A third option is a public transport route (2:30 PM–1:55 AM Saturday, 12 hr 25 min) using FlixBus N910 and N911. The main map area shows the route in blue, passing through Budapest, Debrecen, and Oradea. The top navigation bar includes search, hotels, gas, EV charging, things to do, and campgrounds. The bottom right corner shows map controls like zoom, street view, and layers.

Route Details:

- via DN1/E60**: 7 hr 13 min, 516 km. Fastest route now, avoids congestion on DN1. This route has tolls. This route crosses through Hungary. Your destination is in a different time zone.
- via DN1/E60 and M35**: 7 hr 18 min, 507 km.
- 2:30 PM–1:55 AM (Saturday)**: 12 hr 25 min. Includes FlixBus N910 and FlixBus N911.

Map Features:

- Search along the route
- Hotels, Gas, EV charging, Things to do, Campgrounds
- Map controls: Layers, Street View, Zoom, Show hidden icons

Key Google Services – Meet



Meet

The screenshot displays a Google Meet interface with four video thumbnails and a 'People' sidebar. The thumbnails show participants: Joe Carlson (top-left), Erin Kirkpatrick (top-right), Alexander Pitt (bottom-left, using a virtual background of a yellow creature flying in a blue sky), and Amy Lui (You) (bottom-right). The 'People' sidebar on the right lists the participants with their names, roles, and status icons (mute, video off, etc.). A context menu is open over the sidebar, showing options: Pin, Don't watch, Remove from the call, Report abuse, and Remove as co-host.

People [Close]

- Add people
- Amy Lui (You) Moderator
- Erin Kirkpatrick [Mute] [Video Off]
- Joe Carlson [Mute] [Video Off]
- Alexander Pitt [Mute] [Video Off]

[Pin] Pin

[Don't Watch] Don't watch

[Remove] Remove from the call

[Report Abuse] Report abuse

[Remove as Co-Host] Remove as co-host

Key Google Services – Calendar

The screenshot shows the Google Calendar interface for July 2024. The main view is a weekly grid from Sunday, July 21st, to Saturday, July 27th. The time slots range from 8 AM to 7 PM. Several events are visible:

- Anna's birthday - call her**: A blue event block on Wednesday, July 24th, from 9:30 AM to 10:30 AM.
- Doctor appointment**: A blue event block on Tuesday, July 23rd, from 12 PM to 1 PM.
- Day off**: A tall blue event block on Friday, July 26th, from 8 AM to 6 PM.

The interface includes a top navigation bar with 'Calendar', 'Today', and navigation arrows. A search bar and settings icons are also present. On the left, there is a 'Create' button, a monthly calendar overview for July 2024, and a list of calendars under 'My calendars' (Smith John, Birthdays, Tasks) and 'Other calendars' (Holidays in Romania). A 'Terms - Privacy' link is at the bottom left.

Video calls through Google Meet



Meet

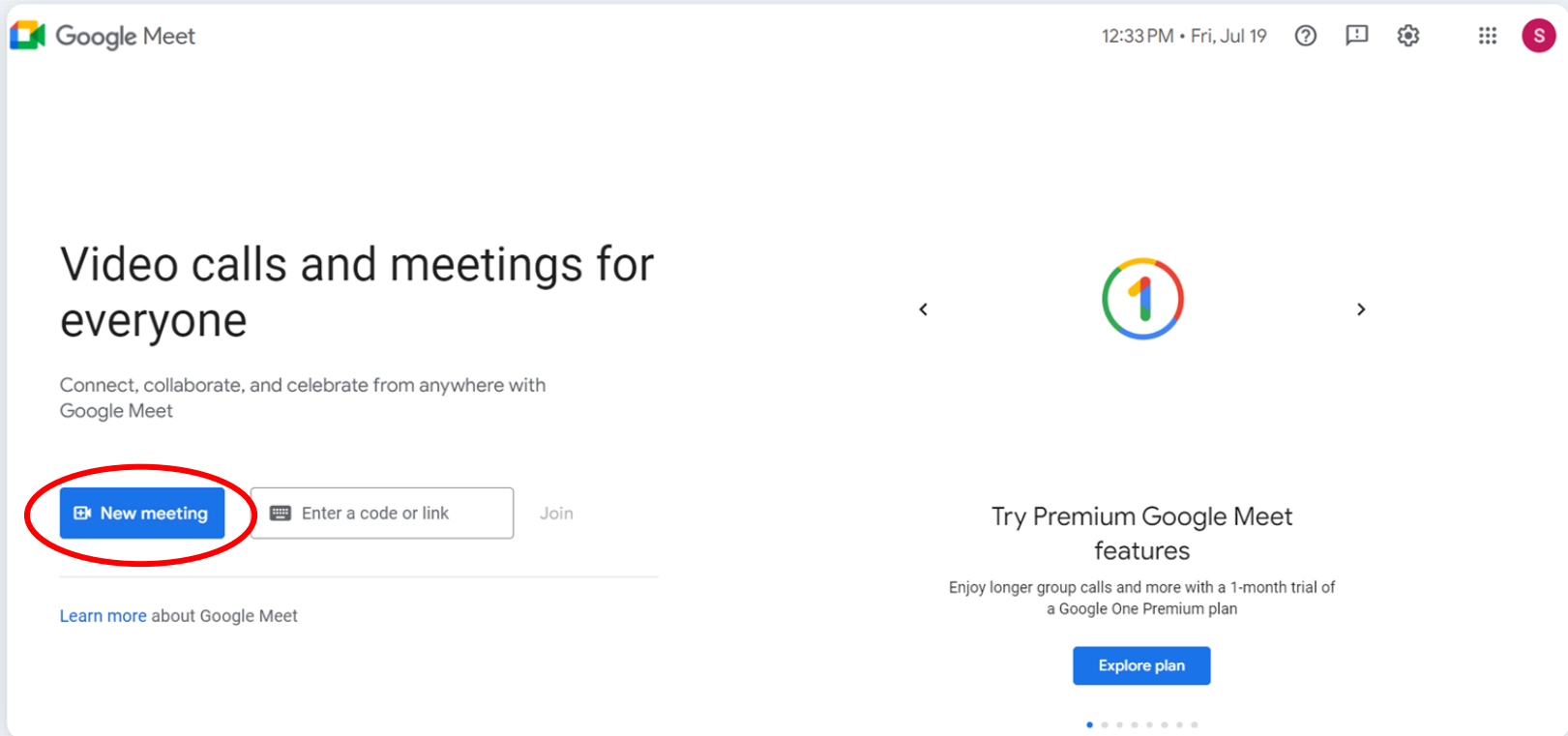
- Most used for virtual meetings
- With features such as
 - Video calls
 - Screen sharing
 - Real time captions



Video calls through Google Meet



Meet



The screenshot shows the Google Meet homepage. At the top left is the Google Meet logo. At the top right, it displays the time '12:33 PM • Fri, Jul 19' and several utility icons: a help icon, a chat icon, a settings icon, a grid icon, and a profile icon with the letter 'S'. The main heading reads 'Video calls and meetings for everyone'. Below this is the tagline 'Connect, collaborate, and celebrate from anywhere with Google Meet'. There are two primary buttons: a blue 'New meeting' button with a camera icon, which is circled in red, and a white 'Enter a code or link' input field with a 'Join' button to its right. Below the input field is a link that says 'Learn more about Google Meet'. On the right side of the page, there is a carousel with a central '1' icon in a circle, flanked by left and right navigation arrows. Below the carousel is a promotional section for 'Try Premium Google Meet features' with the text 'Enjoy longer group calls and more with a 1-month trial of a Google One Premium plan' and an 'Explore plan' button. At the bottom right, there are five small dots representing a progress indicator.

Video calls through Google Meet – Instant Meet

A screenshot of the Google Meet homepage. The page features a header with the Google Meet logo, the time "12:35 PM • Fri, Jul 19", and several utility icons. The main heading reads "Video calls and meetings for everyone". Below this is a sub-heading "Connect, collaborate, and celebrate from anywhere with Google Meet". A central graphic shows a large number "1" inside a colorful circle. To the right, there is a promotional section for "Try Premium Google Meet features" with a blue "Explore plan" button. In the bottom left, a dropdown menu is open, showing three options: "Create a meeting for later", "Start an instant meeting" (which is circled in red), and "Schedule in Google Calendar".

Google Meet

12:35 PM • Fri, Jul 19

Video calls and meetings for everyone

Connect, collaborate, and celebrate from anywhere with Google Meet

- Create a meeting for later
- Start an instant meeting**
- Schedule in Google Calendar

Try Premium Google Meet features

Enjoy longer group calls and more with a 1-month trial of a Google One Premium plan

Explore plan

Video calls through Google Meet – Instant Meet



A screenshot of a web browser displaying the Google Meet interface. The browser's address bar shows the URL "https://meet.google.com/dcu-keet-vyz". A permission dialog box is open, asking "Allow meet.google.com to use your camera and microphone?". The dialog lists "Integrated Camera" and "Microphone Array (AMD Audio Device)" as available devices. There are "Allow" and "Block" buttons. A white callout box with a microphone and camera icon and the text "Click Allow" is overlaid on the dialog. The background shows the "Ready to join?" screen with a "Present" button and "Other joining options" section. A system tray icon for "System Defau..." is visible at the bottom.

Video calls through Google Meet – Instant Meet



Meet

A screenshot of a Google Meet interface. In the background, a man with short grey hair and glasses is visible from the chest up, wearing a red shirt. He is looking directly at the camera. In the foreground, a white notification box is overlaid on the left side of the video feed. The notification box has a close button (an 'X') in the top right corner. Inside the box, the text reads: 'Your meeting's ready', followed by a blue button with a person icon and the text 'Add others'. Below this, it says 'Or share this meeting link with others you want in the meeting'. A text field contains the meeting link 'meet.google.com/zyh-bnqn-jfh' with a copy icon to its right. At the bottom of the notification, there is a lock icon and the text 'People who use this meeting link must get your permission before they can join.' and 'Joined as john.smith123ago2000@gmail.com'.

Video calls through Google Meet – Meet for Later






Google Meet

12:35 PM • Fri, Jul 19

Video calls and meetings for everyone

Connect, collaborate, and celebrate from anywhere with Google Meet

-  Create a meeting for later
-  Start an instant meeting
-  Schedule in Google Calendar

Join

Try Premium Google Meet features

Enjoy longer group calls and more with a 1-month trial of a Google One Premium plan

[Explore plan](#)

Video calls through Google Meet – Meet for Later



Google Meet

1:25 PM • Fri, Jul 19

Video calls and meetings for everyone

Connect, collaborate, and celebrate from anywhere with Google Meet

[New meeting](#) [Join](#)

[Learn more](#) about Google Meet

Try Premium Google Meet features

Enjoy longer group calls and more with a 1-month trial of a Google One Premium plan

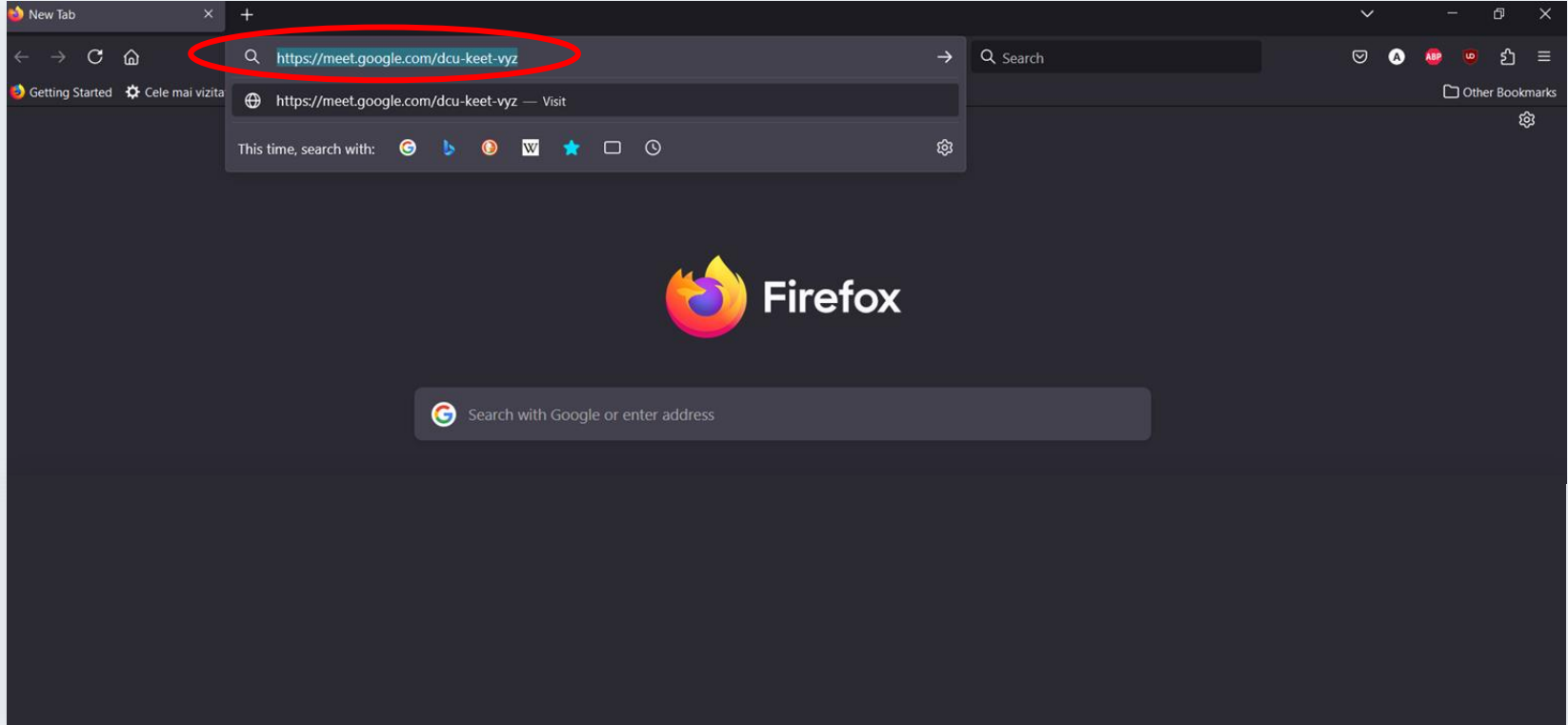
[Explore plan](#)

Here's your joining info

Send this to people you want to meet with. Be sure to save it so you can use it later, too.

meet.google.com/dcu-keet-vyz

Video calls through Google Meet – Meet for Later



Video calls through Google Meet – Meet for Later



Google Meet

john.smith123ago2000@gmail.com
Switch account

1 Unlock more Google Workspace features. Enjoy longer group video calls, background noise cancellation, and more with a Google One Premium plan. [Explore plan](#)

Smith John

Ready to join?

None else is here

Join now Present

Other joining options

[Use Companion mode](#)

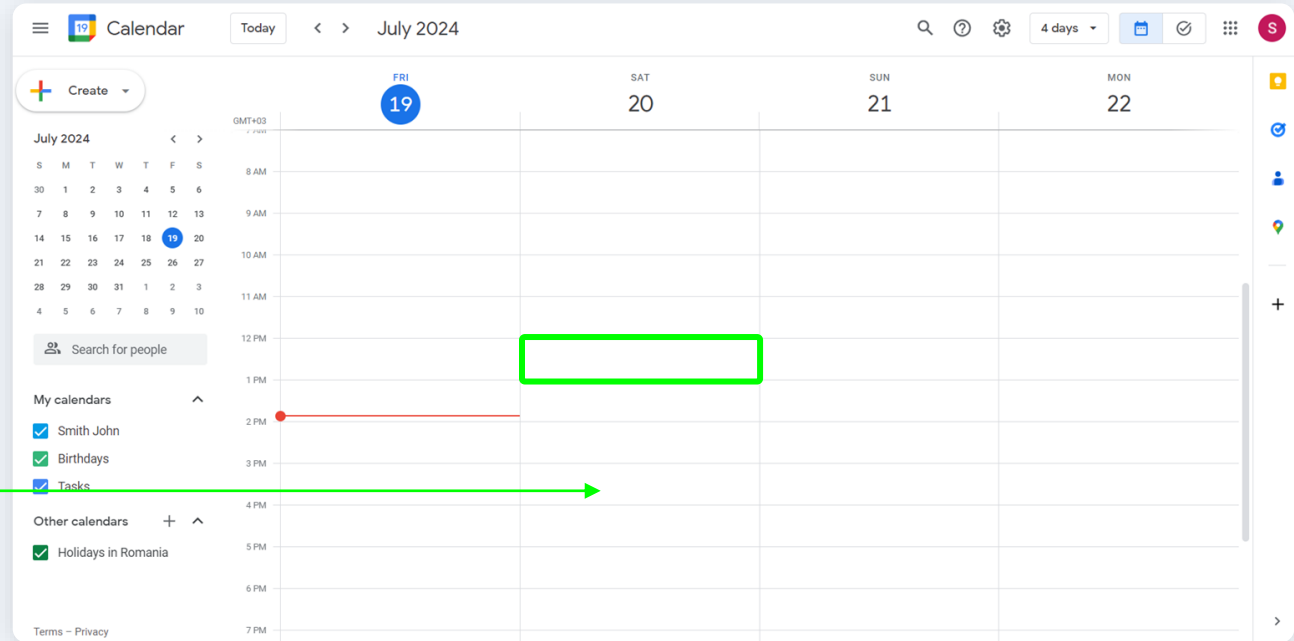
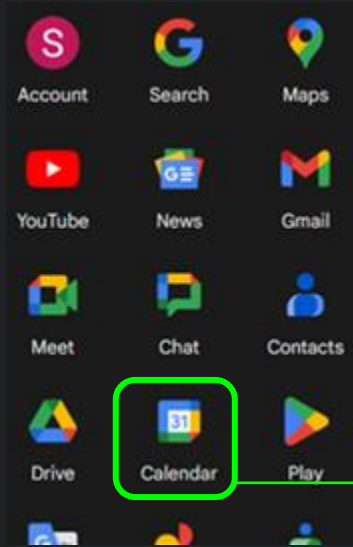
Microphone A... Speakers (Rea... Integrated Ca...

Google Calendar – Events planner

- Most used for schedule management, events, appointments.
- Features such as:
 - Create event
 - Track recurrent event
 - Reminders



Google Calendar – Create event



Google Calendar – Create event

The screenshot displays the Google Calendar interface with the 'Create event' dialog box open. The dialog box is centered over the calendar view for July 2024. The calendar shows a blue event block for Saturday, July 20, from 1:00pm to 2:00pm, with the text '(No title) 1 - 2pm'.

The 'Create event' dialog box contains the following elements:

- Add title**: A text input field for the event title, highlighted with a green box.
- Event**: A tab selected for creating an event, with other options being 'Task' and 'Appointment schedule' (marked as 'New').
- Saturday, July 20 1:00pm - 2:00pm**: The event's date and time, with 'Time zone - Does not repeat' below it.
- Find a time**: A link to find a suitable time slot.
- Add guests**: A button to add guests to the event, highlighted with a green box.
- Add Google Meet video conferencing**: A button to add a Google Meet link to the event, highlighted with a green box.
- Add location**: A button to add a location to the event.
- Add description or attachments**: A button to add a description or attachments to the event.
- Smith John**: A button to add the event to a specific calendar, with 'Busy - Default visibility - Notify 30 minutes before' below it.
- More options**: A link to view more options for the event.
- Save**: A button to save the event, highlighted with a green box.

Google Calendar – Create event

The screenshot displays the Google Calendar interface for July 2024. The main view is a weekly calendar grid. The current date is Friday, July 19th, which is highlighted with a blue circle. A meeting event titled "Meeting with cousin Frank" is scheduled for 1 - 2pm on July 19th. The event is represented by a blue bar with a red dot on the left side, indicating its duration. The event title and time are displayed in a blue box with a green border. The interface includes a sidebar on the left with a "Create" button, a calendar view for July 2024, a search for people field, and a list of calendars (Smith John, Birthdays, Tasks, Holidays in Romania). The top bar shows the current date, navigation arrows, search, help, settings, and a 4-day view selector. The right sidebar contains various icons for sharing, location, and other features.

Calendar

Today < > July 2024

Search

4 days

GMT+03

FRI 19 SAT 20 SUN 21 MON 22

8 AM

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

Meeting with cousin Frank
1 - 2pm

My calendars

- Smith John
- Birthdays
- Tasks

Other calendars

- Holidays in Romania

Terms - Privacy

Google Calendar – Create event

The screenshot displays the Google Calendar interface for July 2024. A modal window is open for creating an event titled "Meeting with cousin Frank" on Saturday, July 20, from 1:00 to 2:00pm. The modal includes several key features:

- Event Details:** Title "Meeting with cousin Frank", date and time "Saturday, July 20 · 1:00 – 2:00pm".
- Invite Link:** A button labeled "Invite via link".
- Join with Google Meet:** A prominent blue button with the text "Join with Google Meet" and the URL "meet.google.com/dzo-zwnv-ksg".
- Guests:** "2 guests" with "1 yes, 1 awaiting". The organizer is "Smith John" (frank.smith@gmail.com).
- Notifications:** A bell icon next to "30 minutes before" is highlighted with a green box.
- Response Options:** "Going?" with buttons for "Yes", "No", and "Maybe".

In the background, the calendar grid shows a blue event block for "Meeting with cousin Frank" on Saturday, July 20, from 1 to 2pm. The interface also shows a sidebar with "My calendars" (Smith John, Birthdays, Tasks) and "Other calendars" (Holidays in Romania).

Conclusions

- Highly integrated systems
- Streamlined access
- Synchronized across platforms
- **Free service**
(up to 15 GB of storage - files, email, photos etc)

Thanks!