



Get the Most Out Of Your Google Account

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Chrome



- Browse the web on a computer or mobile device.
- Sync settings, bookmarks, and history across devices.
- On a computer, quickly access Google's other apps by opening a new tab.

Gmail



- Check, send, and organize your email all in one place.
- Use both Gmail and non-Gmail addresses (Outlook, Yahoo Mail, or any other IMAP/POP email).
- Access your email from most platforms.

Calendar



- Organize all of your events in one place.
- Import calendars from any account including, Exchange accounts.
- Access your calendars and receive notifications across most platforms.

Drive



- Upload and store files in the cloud.
- Share these files with anyone across any platform or OS.
- Create new documents, sheets, and slideshows for free without paying for Microsoft Office.
- Access your files from most platforms.

Maps



- Get turn-by-turn directions, find a specific venue or address, and see user reviews of businesses.
- Get real time traffic updates while you drive.
- Access a location's hours, phone number and website.
- Access from most platforms.
- Save locations for quick navigation or to keep track of the places you visit.

Photos



- Backup, store, and share all of your photos from your Mac, Windows, Android, or iOS device.
- Use free, unlimited cloud storage for all of your devices (high quality).
- Edit photos with built-in tools.
- Create animations, slideshows, and albums.

Keep



- Take notes on the web or on a mobile device.
- Create checklists, voice memos, and snap photos.
- Sort notes with labels and colors.
- Set up reminders for important notes.

YouTube



- Get recommendations based on videos you've watched and liked.
- Create playlists and share with others.
- Follow channels and get notifications when new videos are released.
- Upload your own videos to share with the world.

News & Weather



- Get a comprehensive and personalized view of headline stories, local news, and weather.
- Choose from 75,000 different publications
- Customize and manage the way you view news topics and top stories.

Hangouts



- Chat via text, voice, or video on a computer or mobile device.
- Integrate with Gmail for instant messaging with contacts.
- Send SMS messages on a cell phone.

Allo / Duo



- Talk to anyone on Android or iPhone, even if they don't have a Google account.

Allo

- Send messages, images, videos, and animations on a mobile device.
- Use Google Assistant in conversations to suggest restaurants, movie times, and more.

Duo

- Video chat on a mobile device.
- See a preview of who is calling before answering.

Translate



- Translate between:
 - **103** different languages by **typing**,
 - **93** different languages by **handwriting**, &
 - **37** different languages by **taking a picture of the text**.
- Get text translations without data connection.
- Save translations for future reference in any language.
- Use speech recognition to translate audible words and phrases.

Trips



- Easily plan and organize your travel.
- Get personalized activity suggestions & ratings based on the time, place, and weather.
- Access travel reservations and confirmation info.

Flights



- Save and share flights to easily compare by locations and airfares.
- Book, change, or cancel flights.
- Find your current flight reservations and track its status.

Wallet



- Transfer money instantly and without fees between bank accounts using an email or phone number.
- Send or request money from anyone even if they don't have Wallet.
- Choose to keep received funds in Wallet Balance or cash out to your bank account or debit card.
- Add memos to transactions.

Google Play Services



Play Movies



Play Music



Play Books













Play Newsstand

- **Play Movies:** Rent or purchase videos and TV shows to stream on demand.
- **Play Music:** Upload and stream up to 50,000 of your own tracks at no cost. Listen to curated playlists. Pay for unlimited access to millions of songs.
- **Play Books:** Purchase, download and rent books from over 5 million e-books. Upload up to 1,000 of your own e-books and sync between devices.
- **Play Newsstand:** Read magazines, web feeds, and other publications on your devices.

A Closer Look



Breakout Session Activities

-  **Drive** - Create a Google Doc.
-  **Calendar** - Create and edit an event.
-  **Gmail** - Organize inbox using labels and folders.
-  **Maps** - Look up directions and reviews for a local business.
-  **Photos** - Set up a backup and create an album.
-  **Youtube** - Sign in and subscribe to a channel.
-  **Keep** - Create a simple grocery list and share it.
-  **Flights (Browser)** - Search and track a flight.
-  **Trips** - Create and edit a trip.
-  **News & Weather (mobile)** - Customize interests for news feed.