

The Wide World of Google: From Drive and Duo to Sheets and Photos...and More Tuesday Tech Talk - May 5, 2020

Google is integrated with Android devices but iPhone users can also utilize most of these apps and features. You do need a google/gmail account to use many of these apps. First, do a checkup on the information Google has about you.

My account

Personal Info

Your personal info – provided if you want people to find you on Gmail, Hangout, Maps
Choose what others see – how much information do you want available for others to see?

Data and Personalization

Take the privacy checkup – review your settings and choose what services are activated to record your Google history

View your Activity and Timeline – your phone knows where you take it.

Contacts – manage and search your contacts

Manage Google Activity – have you forgotten a link to a video or website you visited – check here!

Ad Personalization/Ad Settings – you can tell them what kind of ads you want to see – or not see.

Download, Delete or make a plan for your data – download your content anytime (like contacts) or assign an account trustee and set up a plan for who to contact and what happens to your data if you are unable to use your account for more than 3 months.

Reservations – if you have made reservations using Search, Maps or Assistant, they will be listed.

Accessibility – do you need a screen reader or high contrast colors?

Security

Security checkup – review your settings

Signing in – Set up 2-Step verification to enhance security

Device Activity - It recognizes your devices and notifies you of any new devices logging in to your account.

Apps with account access – check it to make sure odd apps don't have access to your account.

Find a lost device – use Google on your computer to find your phone by making it ring or showing you on a map where it is located.

Third part apps with account access – some apps require Google account data – make sure you know which apps are doing that.

Password Manager – let's you know if you should be improving your password management (don't reuse passwords)

People and Sharing

Contacts – how many contacts do you have stored? Do you need them all? You can create Labels to group your contacts.

Location sharing – you can let others see where you are (or where your phone is) by sharing real-time location information.

Payments and Subscriptions

Manage Google Pay

Manage Google One subscription – you get 15GB free for photos, documents, emails if you use Gmail. Can get 100GB of space for \$1.99/month using Google One.

Google Apps Demo

Drive

Store documents here that you want to save and be able to access anywhere and across all devices. You can also share documents with family or friends.

Duo and Hangouts and Chat

Duo - Phone call or video calling for computer or “smart phone.” Allows you to leave a video message if the person doesn’t pick up.

Hangouts – Phone call or video calling for computer or “smart phone.” Good for groups. Bumps you straight to Meet right now if you select Video Call.

Chat – Competitor to Slack and MS Teams – secure messaging between colleagues.

Google Meet

Like Zoom, you can set up meetings for groups. Free through September 30, 2020.

Google Pay

Pay at stores that accept Google Pay and your credit card number is protected since no card is handed over.

Make payment for any apps in Google Play. Pay friends for your share using your debit card information – all you need is their email or phone number. Check that your bank participates.

Photos

Store photos here and create albums. You can also create collages, photo books, movie. You can automatically backup and synch photos from computer, SD cards and cameras connected to the internet. Add Partner Accounts so other people can see what you upload.

Sheets, Docs and Slides

Create documents and slide presentations using their template gallery or just a blank document. Can be saved as Excel, Word or Power Point documents, as pdfs and other formats or just shared to Google Docs.

More Google Apps

Google Maps

Enter a destination and then click on Directions icon to initiate the process. Similar to Mapquest.com. Offers a satellite view.

YouTube

YouTube is owned by Google. Recommendations will be provided based on past viewing.

Google Play

Buy apps, buy or rent movies or tv shows, buy music, books, and newspapers and read on your devices. You can rent textbooks on here too.

Google News

Top stories, World News, US News, Tech, Entertainment, etc.

Gmail

Free email account, easy to manage.

Calendar

Create calendar items and then access your calendar from all devices.

Translate

Enter anything you want to translate and it will translate into 100 different languages. It will have speak the translation at a normal pace or more slowly.

Shopping

Google is happy to provide you with links to common items orderable online and multiple providers.

Finance

Watch the market, track your own stocks, articles on finance and business.

Books

Type in a subject and Google will search for books on the topic. The links will tell you whether it's available as an e-book, offer ideas on related books, and show how to order it online. The previews can be very lengthy and read online for free.

Blogger

Become a blogger! Purchase a domain name for your blog at a cost of about \$12/year.

Contacts

Manage your contact list. Look at "frequently contacted" for quick reference to people you email often.

Keep

Create notes and reminders for yourself. Create folders to keep the notes. Upcoming events shown on a big display on home page.

Classroom

Teachers can use this to organize materials for students and share documents. Can also use to set up a discussion or share documents for a group or club. Video chat is also available through Meet.

Earth

Visit anyplace on Earth through satellite imagery. Great for pre-visualizing trips and locations.

Music

Listen to music by favorite artists/genres for free with ads or subscribe with no ads. Just say “no thanks” when it asks you to try a free trial.

Google Voice

<https://www.google.com/googlevoice/about.html> - create a new Google Voice phone number that forwards to your cell phone (thereby “protecting” your cell phone number). Listen to messages online or read your messages as transcribed by Google. Can use it for video calls through Google Hangout. Can also text and chat in groups.

Express

Shopping app that allows you to search and order items online. You can also easily re-order since it remembers your past orders.

Google Fit

Tracker for fitness – track steps, rides, runs. Will aggregate data from other fitness apps to track nutrition, sleep, weight, activity.

Visit <https://www.google.com/intl/en/about/products/> to see all the Google apps.