

SETA G Suite Training Outline

(Introduction Class)

1. Brief Product Overview

- a. G Suite Products
- b. [Rebranding G Suite to Workspace](#)

2. SETA's G Suite Infrastructure

- a. [SETA Collaboration](#)
- b. [SETA G Suite Training page](#)
- c. SETA Toolbar (IT Services, G Suite Help)

3. Installation

- a. [Account Registration](#)
- b. [PC/MAC/Linux Chrome Configuration](#) (*Complete FIRST*)
- c. [Mobile Device Configuration](#)
 - i. Chrome (*Complete SECOND*)
 - ii. G Suite Products

4. Training/Support Resources

- a. [Google Learning Center](#)
- b. [YouTube \(single videos / channels\)](#)
- c. [SETA \(Training page, Bookmarks bar\)](#)
- d. [Google Support Center](#)
- e. www.google.com
- f. [SETA Support \(IT-Admin@aa-seta.org\)](mailto:IT-Admin@aa-seta.org)

5. Useful Functionality

- a. [SETA G Suite Registered Accounts](#)
- b. [Sharing Files / Editing Collaboration](#)
- c. [Instant collaboration w/Meet](#)
- d. [Translating Content](#) (Docs, Sheets, Slides)
- e. [Change Language Settings](#)
- f. [Google Translate Tool](#)
- g. [Translate subtitles in Meet](#)
- h. [SETA Calendars](#) (Main SETA, Groups, etc.)

6. Future Plans

- a. Collaborative - Inbox and Forum (*2nd Training Class*)
- b. Groups - Distributed Administration (*2nd Training Class*)
- c. Calendars - SETA and Collaborative (*2nd Training Class*)
- d. Integration with SETA website (*2nd Training Class*)
- e. SETA Support Resources
 - i. SETA training videos
 - ii. Complete User's Guide (w/FAQ's)
 - iii. SETA training videos
 - iv. Recruits and Rotation