Google Apps for Getty Users

This one-hour demo teaches Getty staff how to work more confidently and efficiently in Google Apps. Feel free to follow along in your own account, and reference the recording after to review.

Prerequisites

Request a Google account from Getty Digital Help and make sure you can log in.

Course Length

1 hour

Course Highlights

In this course, you will learn how to:

- Organize your Google Drive into folders
- Upload existing files into Google Drive
- Save new files into Drive
- Delete and restore files
- Open files from your Drive into the Google apps (Docs, Sheets and Slides)
- Edit files online
- Learn how to safely share your files by inviting others to edit with you, collaborating in real-time