

GMAIL AND OTHER GOOGLE PROGRAMS

By Pat LeMay

GMAIL

FREE

WEB BASED

OVER 5 GB OF EMAIL STORAGE (and growing)

VIEW MESSAGES AS CONVERSATIONS

SUPERIOR SPAM PROTECTION (You can help)

NO VIRUSES (Scans attachments and does not send or receive any executable files. Attachments open on their server.)

GREAT HELP MENUS

EVERYTHING LINKS FROM GMAIL PAGE

EASY TO SET UP

HOW TO SIGN UP FOR A GMAIL ACCOUNT

Go to: <https://www.gmail.com>

OTHER PROGRAMS

GOOGLE DOCUMENTS, SPREADSHEETS & PRESENTATIONS

One of the most exciting features about Google Documents, Spreadsheets and Presentations is that you can create these files and save them on Google's website. Their secure, online website can be accessed from any computer once you sign in with your user name and password. In the event of a local hard drive crash, you won't lose your saved information.

Documents

- Each document can be up to 500K, plus up to 2MB per embedded image.
- Each user has a combined limit of 5000 documents and presentations and 5000 images.

Spreadsheets

- Each spreadsheet can be up to 10,000 rows, or up to 256 columns, or up to 100,000 cells, or up to 40 sheets -- whichever limit is reached first.
- Each user has a limit of 1000 spreadsheets.
- The limit on spreadsheets open at one time is 11.

Presentations

- Each user has a combined limit of 5000 documents and presentations and 5000 images.

PICASA WEB ALBUMS

Picasa Web Albums Program is Picasa's newest feature, designed to help members post and share their photos quickly and easily on the web.

1GB of free storage space to post and share approximately 4,000 photographs, with the option to upgrade to more space

High-quality photographs, automatically resized and optimized to fill available screen space

End-to-end photo management that makes it easy to download and uploaded photos back to your computer

Sign up for your own Web Albums, please visit
<http://picasaweb.google.com>