

Course : Gmail, setting up and using email for business

Google Workspace

Practical course - 1d - 7h00 - Ref. GUP

Price : 520 CHF E.T.

This training course will familiarize you with Gmail's advanced features. From e-mail management to the most advanced features, you'll learn how to master Gmail in your day-to-day use and configure it to suit your business needs.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Mastering the basics of Gmail for business needs
- ✓ Optimize e-mail management
- ✓ Mastering contact and calendar management
- ✓ Explore Gmail's advanced features
- ✓ Boost productivity with keyboard shortcuts

Intended audience

Anyone wishing to learn how to use Gmail professionally.

Prerequisites

Basic knowledge of the Windows environment.

Practical details

Hands-on work

Discussions, experience sharing, demonstrations, tutorials and case studies for practice throughout the course.

Course schedule

1 Introduction to Gmail and settings

- Introduction to Gmail for professionals.
- Create and customize your Gmail account.
- Inbox management.

Hands-on work

Initial configuration of the professional account.

PARTICIPANTS

Anyone wishing to learn how to use Gmail professionally.

PREREQUISITES

Basic knowledge of the Windows environment.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

2 E-mail management

- Advanced editing features.
- E-mail organization.
- Use of priority inboxes.
- Automatic response settings.

Hands-on work

Organize e-mails and set up automatic replies.

3 Contacts and calendar management

- Contact management.
- Google calendar integration.
- Manage reminders and invitations.
- Calendar sharing and authorization management.

Hands-on work

Calendar sharing and event editing.

4 Advanced features

- Using keyboard shortcuts.
- Integration with other Google Workspace tools.
- Security and confidentiality.

Hands-on work

Boost productivity with keyboard shortcuts.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.