

Using Google Docs

- ▶ Free – part of Google Apps with NPC e-mail
- ▶ Create, save, download and upload documents
- ▶ Always available – no thumb drive needed
- ▶ Convert documents to Word format



- Must log in to NPC student email account
- Not necessary to log in to MyNPC
- My NPC homepage gives instructions

The screenshot shows the MyNPC homepage with the following elements:

- Header:** Northland Pioneer College logo, "Welcome to MyNPC", and login fields for "NPC User Name:" and "Password:" with a "Login" button.
- Navigation:** A menu bar with "Home", "MyRegistration", "MyEmail" (circled in red), and "Help". Below it, a breadcrumb trail reads "You are here: MyEmail > Student MyEmail Help".
- Left Sidebar:**
 - MyEmail:** Student Email Help, Student Email Help, Printable Instructions, Computer Login Help.
 - Quick Links:** Sustainability Committee, Library, Online Bookstore, Moodle online classes login, Alternate Moodle Link, MyNPC online classes (LOG IN FIRST), Math Department, Net Price Calculator.
- Main Content Area:**
 - MyEmail Student Email Help** (Printer Friendly icon)
 - Logging in to student email**
 - Instructions:**
 - To log into student email, go to <http://web.mail.npc.edu> and click on the "Email" link on the top left of the page.
 - Your username for student email is in the format JStudent for a student named Joe Student, i.e. the first initial of your first name and your full last name combined make up your user name.
 - Your default password for student email is in the format dd-Mmm-yy, i.e. 05-Jan-87 for a student with a birth date of January 5, 1987.
 - Refer to the [FAQ](#) for more information on how your password and user name are formatted and where you can use them.
 - Your email is hosted by Google, and you have access to the full GoogleApps suite. You can store files, edit files simultaneously with someone else on the Internet, publish web pages, IM (chat), and many more tasks within GoogleApps from anywhere you have Internet access. Go to <http://google.com/support/a/users/?hl=en> for more help with GoogleApps.
- Inset Browser Window:** A screenshot of a Windows Internet Explorer browser window showing the URL <http://web.mail.npc.edu>. A red arrow points to the "Email" link in the top left corner of the page content. Red text annotations read: "Access your email at <http://web.mail.npc.edu>" and "Click the 'Email' link to go to your Inbox".



Student email can also be accessed while logged in to MyNPC.

Home MyRegistration MyCourses MyResources **MyEmail** Help Employee Tech Support MyPages

You are here: [MyEmail](#) > [NPC E-Mail](#)

MyEmail

- NPC E-Mail**
- Access Your NPC E-mail
- To report problems with E-Mail
- Student Email Help
- Computer Login Help
- Student Email and Login FAQ

Quick Links

- My Pages
- My Groups
 - [Sustainability Committee](#)
 - [Library](#)
 - [Online Bookstore](#)
 - [Moodle online classes login](#)
 - [Alternate Moodle Link](#)
 - [MyNPC online classes \(LOG IN FIRST\)](#)
 - [Math Department](#)
 - [Net Price Calculator](#)

MyEmail Printer Friendly

[Access Your NPC E-mail](#)

Faculty and staff email instructions:

To access your employee (faculty, adjunct faculty and staff) click here: [NPC Employee Web access](#)

If you have forgotten your user name and/or password, please contact the Support Center at 928-524-7447 or extension 7447.

Student email

Your email and user name may take TWO BUSINESS days after you register to activate.

To access your student email click here: [NPC Student Email and Apps](#)

If you forgot your email address and/or password, please contact the support center at 928-524-7447 or extension 7447.

Please note that email and user names may take TWO BUSINESS days after you register to activate.

Your NPC User Name (and your email login) is NOT `firstname.lastname` (see help pages on the left for more info).

To report problems with E-Mail

Please type a detailed message in the box below describing the issue you are having.

Please be sure your name is correct if it has been auto-filled; also, please make sure that the email address points to a current operational email account that you can access.

For all issues, please include your STUDENT (NPC) ID NUMBER; if you do not know your Student (NPC) ID Number, please contact Records & Registration at 1-800-266-7845 ext. 7459 before you submit this help request. The Support Center must have your Student (NPC) ID Number to look up your accounts.

If you are having an issue with your STUDENT EMAIL ACCOUNT, please include an alternate email address or your phone number so the Support Center staff may contact you.

The Support Center will respond to your request in the order received and as soon as possible.

The Support Center hours of operation are:

Monday - Thursday 7:30 am - 9:30 pm

Friday 7:30 am - 4:00 pm

You may also contact the Support Center at 1-800-266-7845 ext. 7447 or at supportcenter@npc.edu

Name:



- Type username – not entire email address.
- Password is case sensitive, must be exact.



Google Apps for Northland Pioneer College

Sign in to manage
Northland Pioneer College

Username:
@mail.npc.edu

Password:

Stay signed in

[Can't access your account?](#)

Powerful communication and collaboration tools for your organization

The right tools can make projects faster and easier. Whether you're working with colleagues, doing a school project, or coordinating with your group, Google Apps saves you time and trouble.

- Collaborate more effectively with shared calendar and documents
- Access your data from anywhere, even from mobile devices
- No software or hardware to install and maintain

If you are a **Google Apps administrator**, sign in here for the control panel

New! One-stop information sharing with [Google Sites](#)

Building a site is as simple as editing a document, and you don't need anyone's help to get started.

Check out these example sites: [Company intranet](#), [Team project](#), [Employee profile](#), [Classroom](#)



- Google Apps page will appear.
- Click on Docs.

Google Apps

Google Apps for Northland Pioneer College






bolaughlin@mail.npc.edu

Hello, Bethann Olaughlin. Welcome to Google Apps.

To start using your services, just click on the links to the right. Easily share and collaborate with others in your organization by using Google Apps.

Your IT administrator is managing user accounts. To invite additional users to Google Apps, please contact your IT administrator.

Your services

-  [Sites](#)
Quickly create and publish collaborative sites
-  [Docs](#)
Publish and collaborate in real-time on documents, spreadsheets, and presentations
-  [Calendar](#)
Organize schedules and share events and calendars with others
-  [Contacts](#)
A contact manager to help your users find and organize the contacts and groups they collaborate with.
-  [Email](#)
Improve your existing mail account with Gmail's powerful search, SPAM filtering, and chat in the browser



Create a new document.

The screenshot shows the Google Docs web interface. At the top, the browser tab is labeled 'Google Docs - Home'. The navigation bar includes 'Mail', 'Calendar', 'Documents', 'Sites', 'Video', 'Groups', and 'more'. The user's email address 'bolaughlin@mail.npc.edu' is visible in the top right. The main header features the Northland Pioneer College logo and a search bar with 'Home' and 'Search Docs' tabs. Below the header, there are tabs for 'Documents', 'Images & videos', and 'More options'. A 'Create new' dropdown menu is open on the left, with 'Document' highlighted. The main content area shows a list of documents under the heading 'MODIFIED YESTERDAY' and 'MODIFIED EARLIER THIS YEAR'. The 'Untitled document' is listed under 'MODIFIED YESTERDAY', and 'new test doc' and '10 cents a page.docx' are listed under 'MODIFIED EARLIER THIS YEAR'. A 'No item selected' message is displayed on the right side of the document list.

Google Docs - Home

Mail Calendar Documents Sites Video Groups more

bolaughlin@mail.npc.edu

Home x Search Docs

Take our survey!

Northland Pioneer College

Browse template gallery

Create new Upload

Document Presentation Spreadsheet Form Drawing Collection

From template...

Collections shared with me

Documents Images & videos More options

Actions Sort by Last modified View List

MODIFIED YESTERDAY

Untitled document

MODIFIED EARLIER THIS YEAR

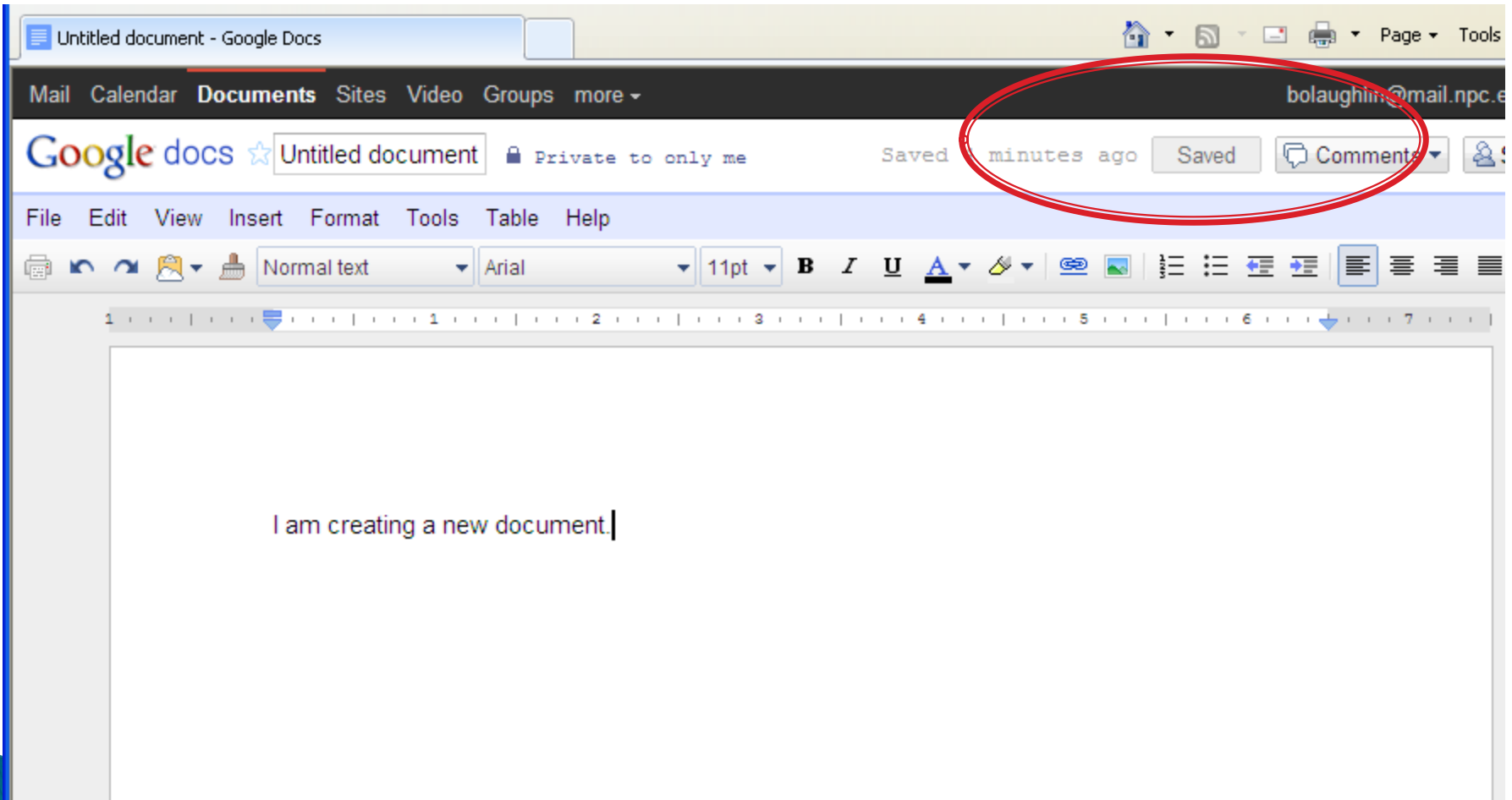
new test doc

10 cents a page.docx

No item selected



Document is automatically saved periodically in GoogleDocs.



Click on Documents tab to see and select documents.

The screenshot displays the Google Docs web interface. At the top, the browser address bar shows "Google Docs - Home". Below it, a navigation bar includes "Mail", "Calendar", "Documents", "Sites", "Video", "Groups", and "more". The user's email address "bolaughlin@mail.npc.edu" is visible on the right. The main content area features the Northland Pioneer College logo and a search bar. A red circle highlights the "Documents" tab in the navigation bar, which is currently selected. Below the navigation bar, the "Actions" menu is open, showing options like "Home", "Starred", "All items", "Trash", "Owned by me", "My collections", and "Collections shared with me". The main document list is organized by modification date, with sections for "MODIFIED TODAY", "MODIFIED YESTERDAY", and "MODIFIED EARLIER THIS YEAR". Each document entry includes a checkbox, a star icon, and the document name. The "Documents" tab and its associated menu are circled in red.

Google Docs - Home

Mail Calendar **Documents** Sites Video Groups more

Northland Pioneer College

Home x Search Docs

Browse template gallery

Create new Upload

Documents Images & Videos More options

Actions Sort by Last modified View List

No item selected

MODIFIED TODAY

Untitled document

MODIFIED YESTERDAY

Untitled document

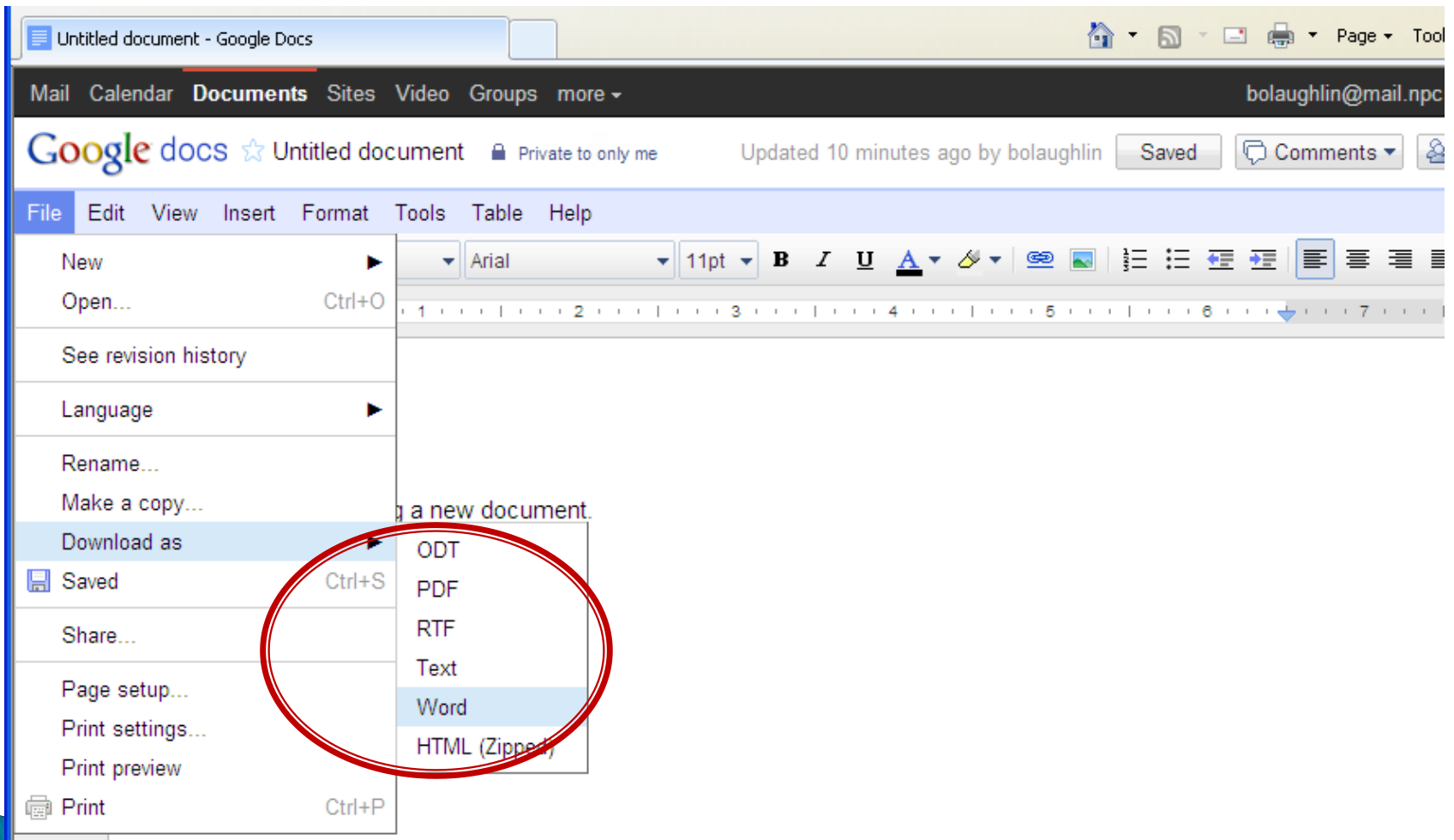
MODIFIED EARLIER THIS YEAR

new test doc

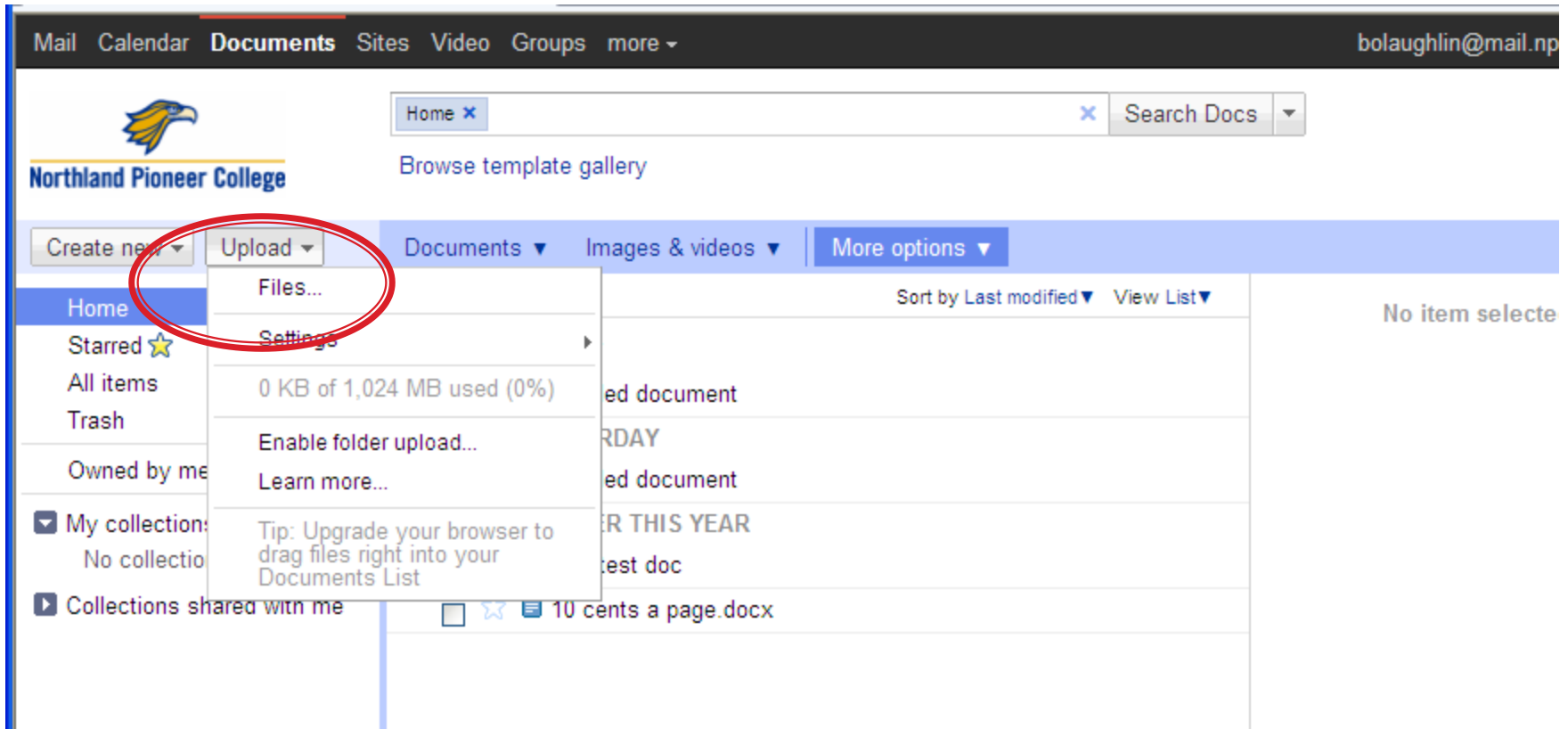
10 cents a page.docx



- Download documents to a device or computer.
- NPC requires that your documents have file extensions of **.doc (Word), .rtf, or .odt**



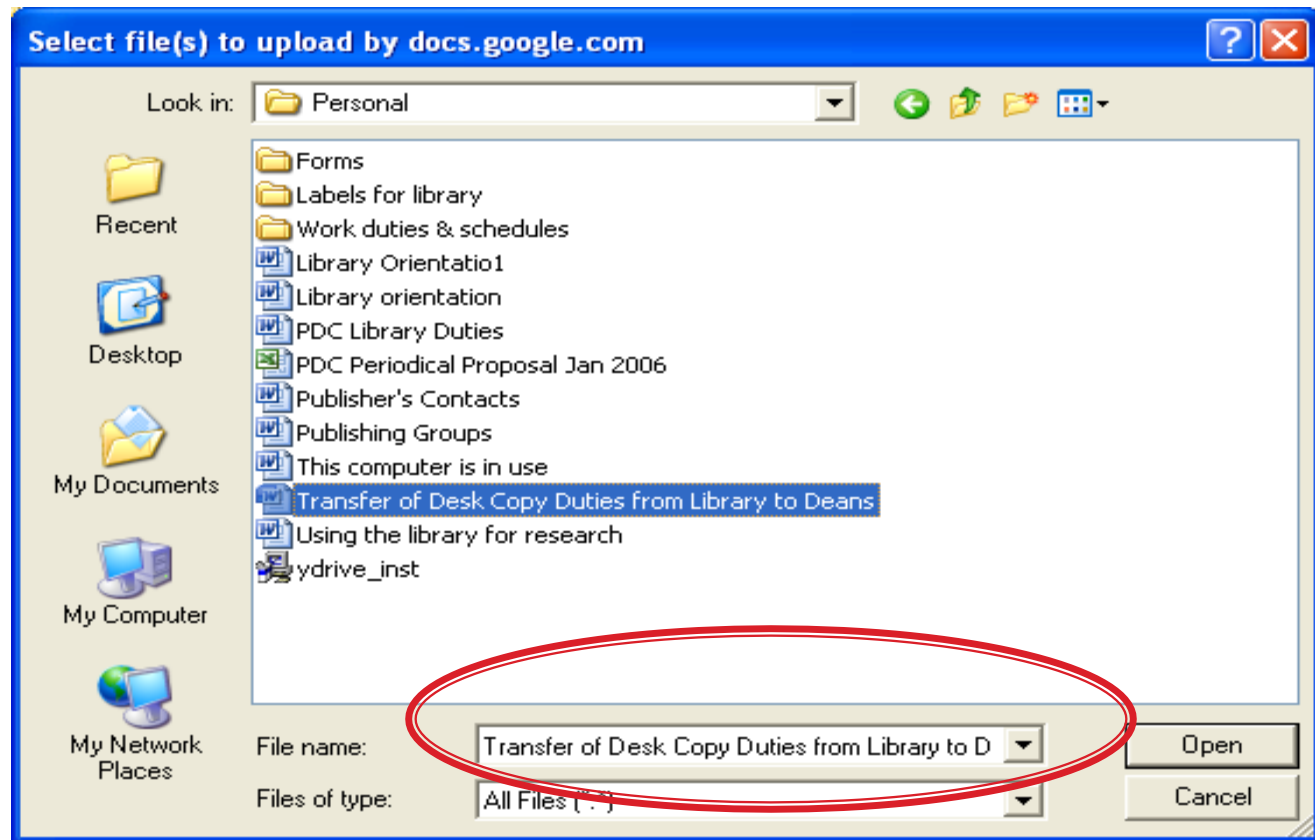
Files can also be uploaded to your Google Docs account.



The screenshot displays the Google Docs web interface. At the top, navigation links for Mail, Calendar, Documents, Sites, Video, and Groups are visible, along with the user's email address, bolaughlin@mail.np. The main header includes the Northland Pioneer College logo and a search bar. Below the header, a blue navigation bar contains 'Create new', 'Upload', 'Documents', 'Images & videos', and 'More options'. The 'Upload' button is circled in red, and its dropdown menu is open, showing options: 'Files...', 'Settings', '0 KB of 1,024 MB used (0%)', 'Enable folder upload...', and 'Learn more...'. A tip at the bottom of the menu reads: 'Tip: Upgrade your browser to drag files right into your Documents List'. The main content area shows a list of documents, including '10 cents a page.docx', and a 'No item selected' message on the right.



To upload: select file from computer or thumb drive or other device.



Default settings are checked. Click “start upload” tab.

The screenshot shows the Google Docs interface for Northland Pioneer College. The 'Upload settings' dialog box is open, displaying the following options:

- Convert documents, presentations, spreadsheets, and drawings to the corresponding Google Docs format
- Convert text from PDF and image files to Google documents
- Confirm settings before each upload

At the bottom of the dialog box, there are two buttons: 'Start upload' and 'Cancel'. A red line points from the 'Start upload' button to the text box below.

Image files have an .iso extension. They contain copies of images from a DVD or BluRay.



Uploaded document now appears in GoogleDocs

The screenshot shows the Google Docs web interface. At the top, there's a browser tab for 'Google Docs' and a navigation bar with links for Mail, Calendar, Documents, Sites, Video, and Groups. The user's email address 'bolaughlin@mail.npc' is visible in the top right. Below the navigation bar is the Northland Pioneer College logo and a search bar. The main content area is divided into a left sidebar and a central document list. The sidebar includes 'Create new', 'Upload', and a list of navigation options like 'Home', 'Starred', 'All items', 'Trash', 'Owned by me', 'My collections', and 'Collections shared with me'. The central document list is titled 'Documents' and shows a list of files. The file 'Transfer of Desk Copy Duties from Library to Desks.docx' is highlighted with a red oval. Other files include 'Untitled document' and 'new test doc'. The interface also shows 'Sort by Last modified' and 'View List' options.

Google Docs

Mail Calendar Documents Sites Video Groups more

bolaughlin@mail.npc

Home All documents Search Docs

Browse template gallery

Northland Pioneer College

Create new Upload

Documents Images & videos More options

Actions Sort by Last modified View List

No item selected

MODIFIED TODAY

Transfer of Desk Copy Duties from Library to Desks.docx

Untitled document

MODIFIED YESTERDAY

Untitled document

MODIFIED EARLIER THIS YEAR

new test doc

10 cents a page.docx



Be sure to sign out of your account when you are finished.

The screenshot shows a web application interface. At the top, there is a navigation bar with links for 'Home', 'All documents', and 'Search Docs'. Below this, there is a section for 'Documents' with a dropdown menu and a 'Sort by Last modified' option. The main content area displays a list of documents, categorized by modification date: 'MODIFIED TODAY', 'MODIFIED YESTERDAY', and 'MODIFIED EARLIER THIS YEAR'. On the right side, a user profile dropdown menu is open, showing the user's name 'Bethann O'Laughlin', email 'bolaughlin@mail.npc.edu', and links for 'Privacy' and 'Account settings'. A green banner below the profile information states 'This account is managed by mail.npc.edu. Learn more'. The 'Sign out' button is circled in red.

Home x All documents x Search Docs

Browse template gallery

Documents Images & videos More options

Actions Sort by Last modified View List

MODIFIED TODAY

- Transfer of Desk Copy Duties from Library to Deans.docx
- Untitled document

MODIFIED YESTERDAY

- Untitled document

MODIFIED EARLIER THIS YEAR

- new test doc
- 10 cents a page.docx

Bethann O'Laughlin
bolaughlin@mail.npc.edu

Privacy
Account settings

This account is managed by mail.npc.edu. [Learn more](#)

Sign out



Now what? Why did I do this?

- ▶ Document can be accessed anywhere so you can work on it
- ▶ Document can be attached to an e-mail
- ▶ Document can be inserted into online course assignment

