

Area 80

Google Workspace Training

Parts 1 + 2 Outline

Part 1 of “Area 80 Google [Workspace Basics - the Internet and Mail](#)”

What is A80GWS? Well – it’s the Area 80 Google Work Space. We’ll assume everybody who is interested in this topic knows what Area 80 (A80) is. BUT! What is the Google Work Space (GWS)?

To explain that we first need to have some really basic terms and concepts that will help us to understand the Internet. Then we can show how a Google Work Space fits into the structure of the internet – and how we can have a very specific GWS for Area 80 – which gives us the A80GWS!

Here is the list of topics for the first presentation on “Area 80 Google Concepts – The Internet”:

- Computer basics – to develop a common vocabulary
- Internet basics
- Where does Area 80 fit into the internet
- How does Area 80 fit into – Google Workspace
- Getting started in Area 80 Google Workspace (A80GWS)
- How to access the A80GWS

Part 2 of “Area 80 Google [Workspace - Information Sharing](#)”

In this part of our Area 80 Google Concepts discussion – we will be focussing on “How to share information inside the Area 80 Google Workspace?”. Once again - we will need to start with some basic computer related terms and concepts that will allow us to talk about “files” and “file sharing” – because files are the basic unit of exchange for sharing information in today’s world.

Topics that will be discussed include:

- Files: what are files?
- Area 80 Users’ private files
- Area 80 Shared files
- Simple Sharing of “private” files between Users
 - Shared credentials (how many are doing this now?)
 - Emails between Users
 - Flash (thumb) Drives
 - Access permissions
- During the rotation
- *At the end of the rotation (transition) - may be Part 3 topic*
- *Advanced Sharing of files - may also be a Part 3 topic*

As alluded to above – there will probably be a need for a “Part 3” – which would focus on issues like “Sharing” folders and files, granting different levels of access, how to decide what to share and what is the best way to share it? I would anticipate – and hope for – some discussion, and some decisions being made which would set a direction for Area 80 going forward!

Area 80 Google Work Space Training - Schedule for May-June - Hybrid

Both presentations, as outlined above, will be available on **May 12th** and **June 2nd**. The afternoon sessions are structured like this:

1:00 – 1:30pm **Part 1 - “Area 80 Google Workspace Basics – the Internet and Mail”**

1:30 – 1:45pm Discussion, hands on and problem solving

2:00 – 2:30pm **Part 2 - “Area 80 Google Workspace – Information Sharing”**


2:30 – 2:45pm Discussion, hands on and problem solving

AA MB CO is inviting you to a scheduled Zoom meeting.

Topic: **Area 80 Google Workspace Training (A80GWS)**

Time: **May 12 and June 2, 2024 01:00 PM** Winnipeg

Join Zoom Meeting

<https://us02web.zoom.us/j/7107380934?pwd=Vi8zV2cxb2FitUhCcXY2eUBUHR CUT09&omn=86837099127> 

Meeting ID: 710 738 0934

Passcode: 484363