IT Services
Cavendish Laboratory

Contents

Google Apps Information and Help

Background

Earlier this year, IT Services embarked on a plan to provide a way for people to easily share and collaborate on documents and spreadsheets with each other in real-time. We also had two other separate objectives we wanted to achieve - the provision of a more universally accessible electronic forms system and the provision of low-cost storage.

A solution to all three of these objectives would have been Google Apps (now called G Suite), but while the University had previously adopted Google Calendar, and it is possible to access this via Raven, no other Google services were enabled.

I am pleased to announce that having requested, and made our case, for the greater use of Google Apps, the UIS enabled this - not just for the Department of Physics - but across the University. Since it was enabled for us two weeks ago we have been testing it and gaining feedback from early adopters. IT Services is extremely appreciative of the efforts of colleagues in UIS who have worked with us on our case and supported us in reaching the decision to enable these additional services.

The following Google applications are therefore now available to you (where linked further information is available later in this document)

- [Google Calendar](#)
- Google Contacts (address book)
- [Google Docs](#) (and Google Drawings as part of Docs)
- [Google Drive](#) (free 'unlimited' cloud-based storage)
- [Google Forms](#) (for questionnaires, etc.)
- [Google Hangouts](#) (chat and video calling)
- [Google Keep](#) (personal and shareable notes and task lists)
- Google Meet (videoconferencing - note that we haven't tested this yet)
- [Google Sheets](#) (spreadsheets)
- [Google Slides](#) (presentation application)

Known issues

- If you have previously purchased Google services (e.g. Google Drive) and used your @cam.ac.uk email address with this, you may have difficulty using the Google Apps as it will not associate your @cam.ac.uk address with your University of Cambridge Google service. If this is the case you should contact us for further assistance. **If you have had to request permission to access this document with your @cam.ac.uk account, it means that Google does not recognise your account as being part of our Google @cam.ac.uk domain**, probably due to some previous independent association with Google services from your @cam.ac.uk email address.

Logging in

Further information is available on the UIS website here:

https://help.uis.cam.ac.uk/email-telephony-and-collaboration/calendaring/googleapps/calendar

You can log into Google Calendar directly via a Raven login here:

http://gcal.apps.cam.ac.uk/

You can access your University Google Apps account directly by going to https://accounts.google.com - if you are not already logged into a Google account within your browser this will present you with the following screen:
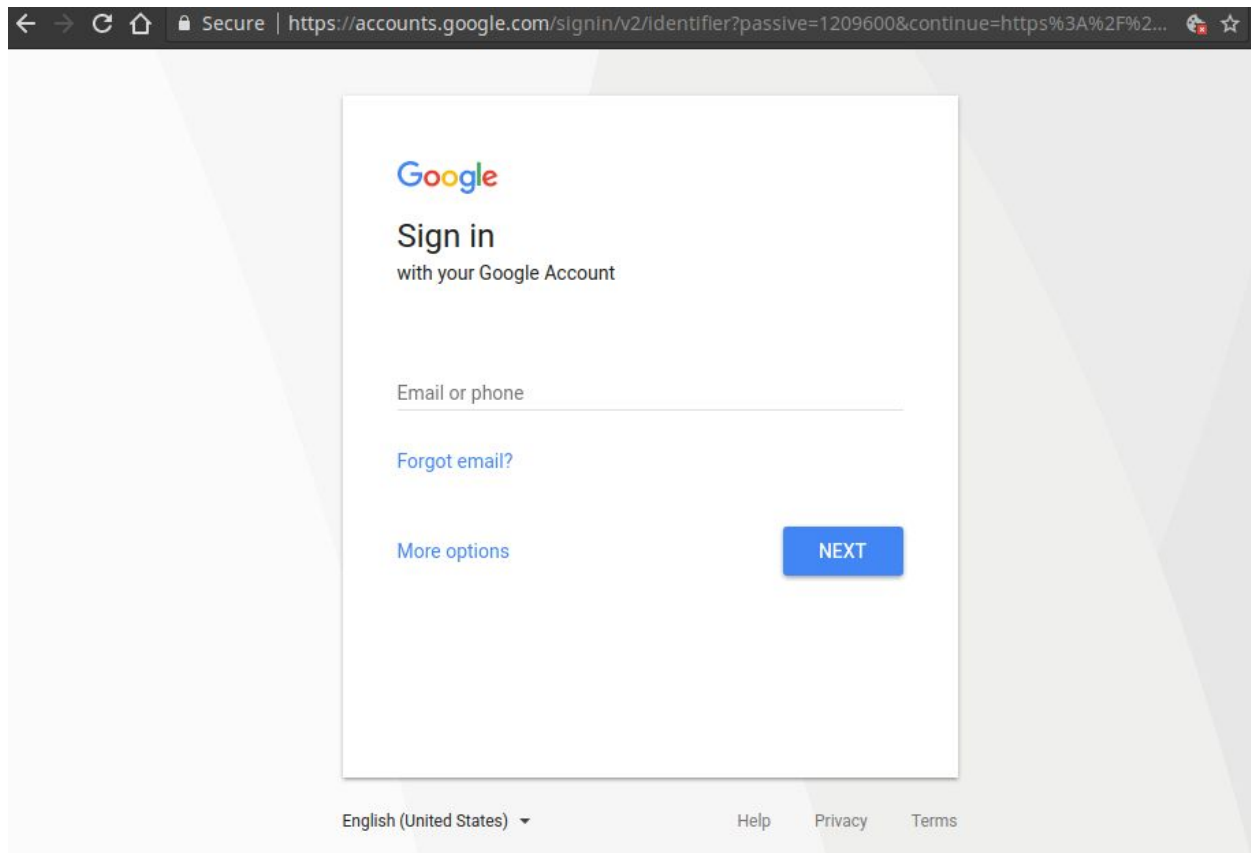
Enter your CRSid-based @cam.ac.uk email address (do ensure you include the @cam.ac.uk part of this):
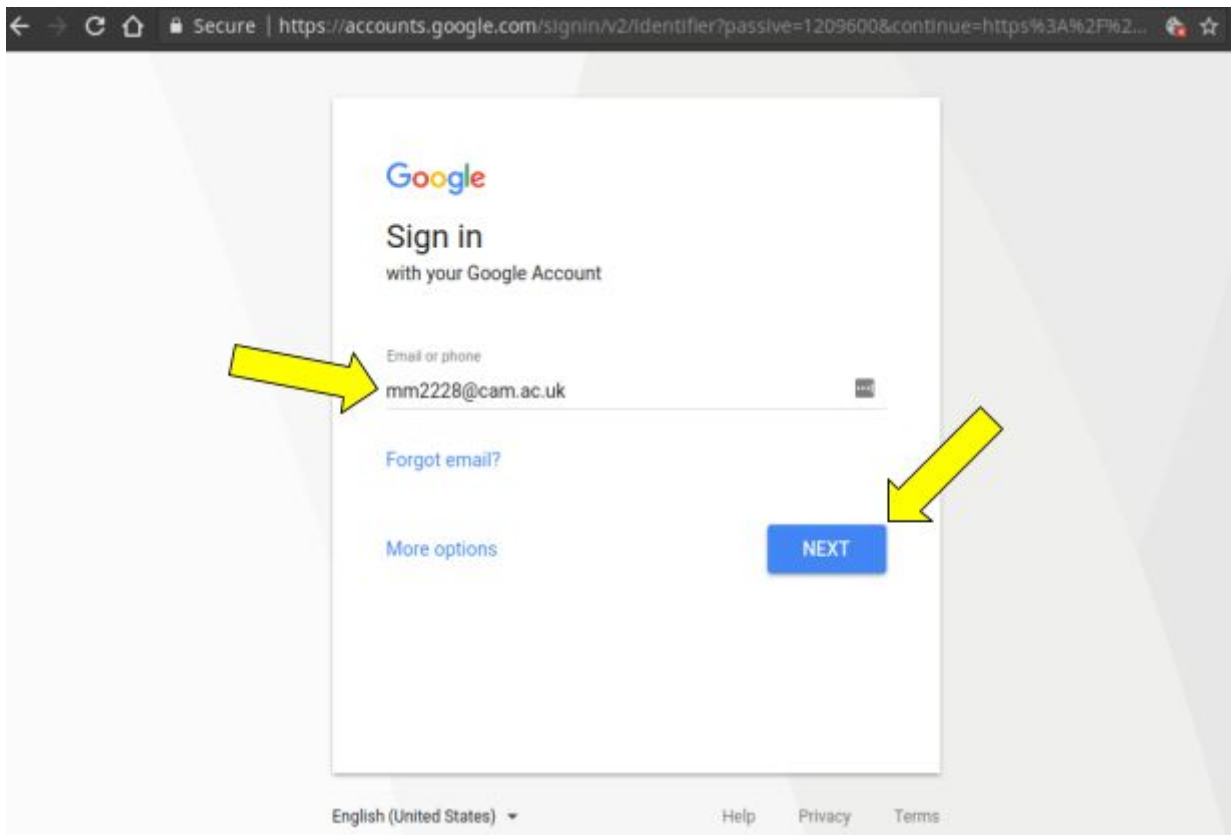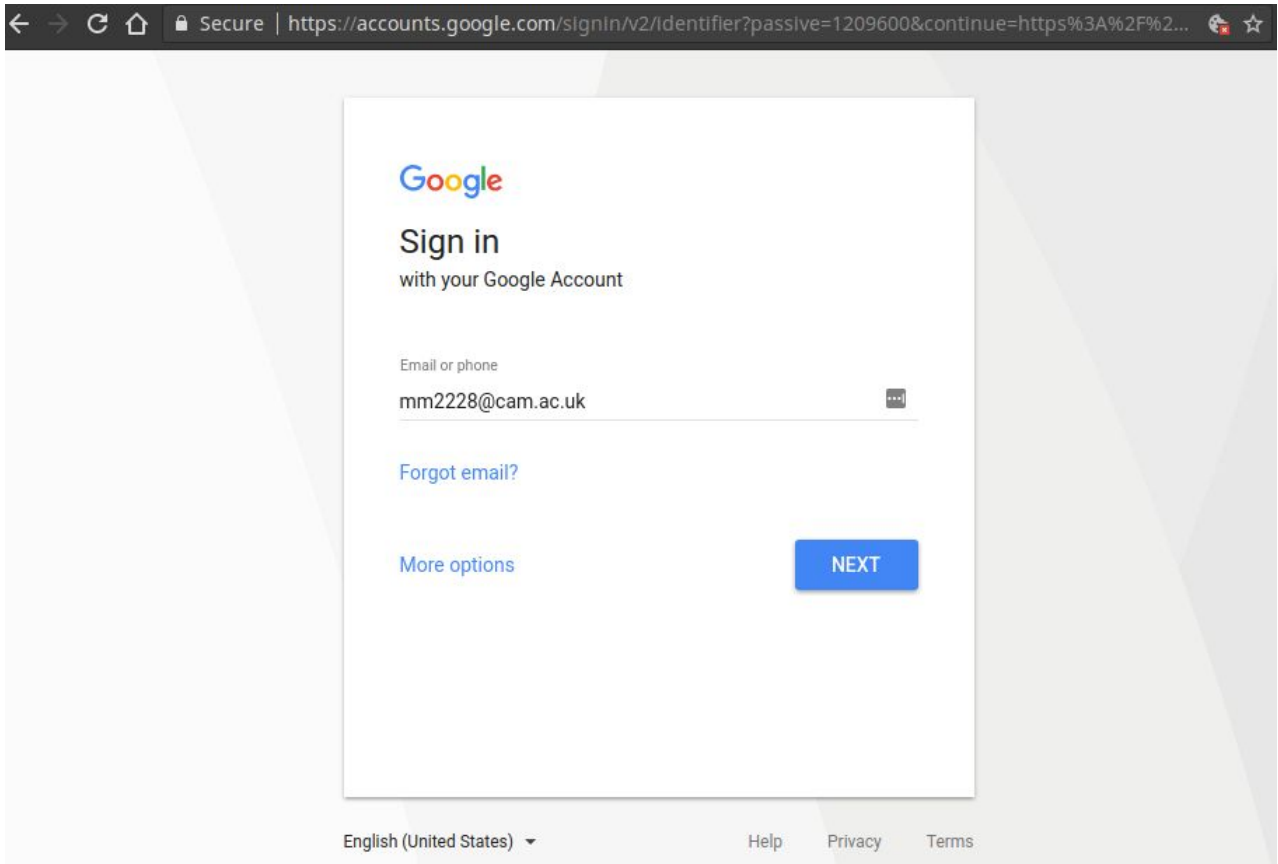
and click the NEXT button - this will take you to the University of Cambridge's Raven login screen:

You will then be at your account page. If you click on the 'App Launcher' in the top right, you will then see some of the available Google Apps - note that more applications are visible after clicking the 'More' button.
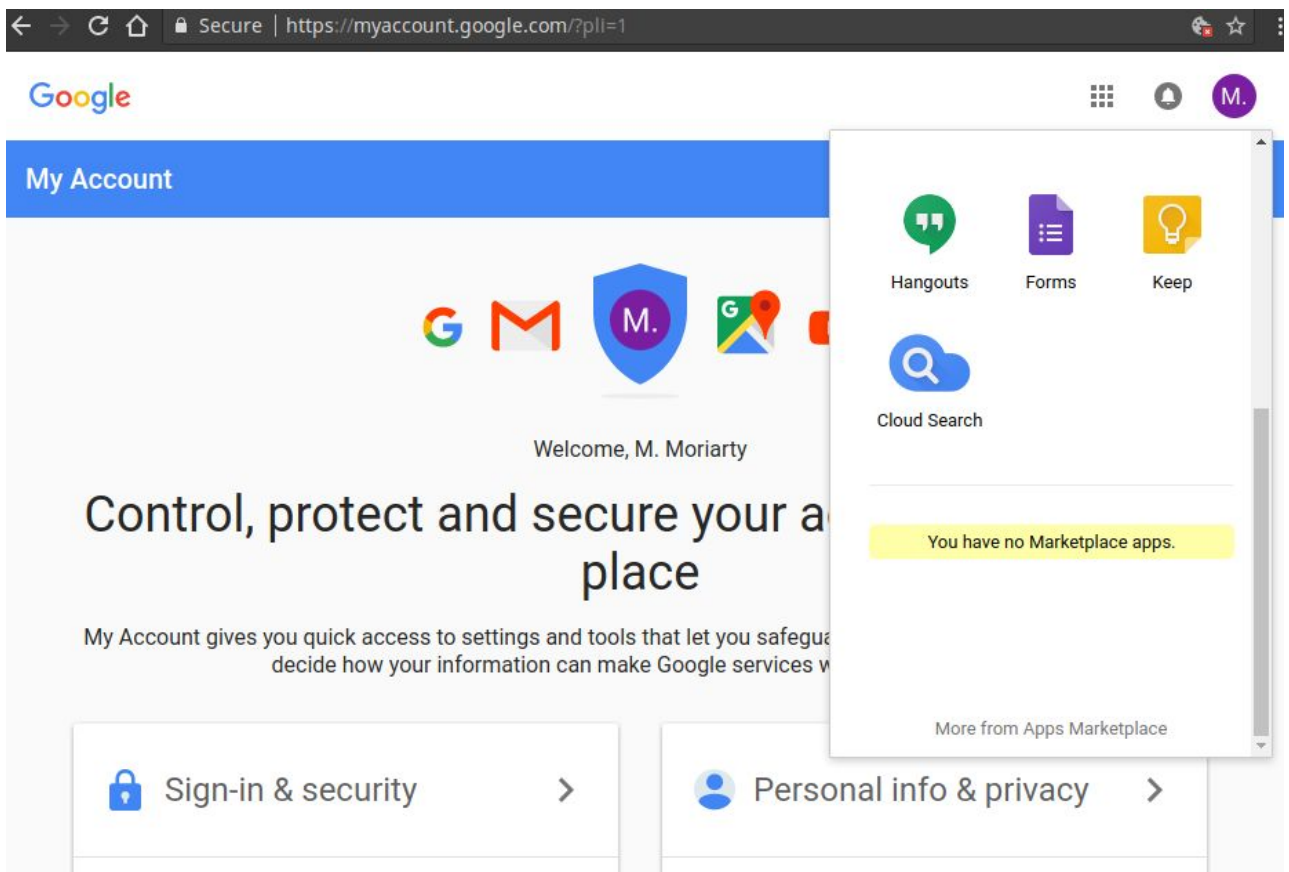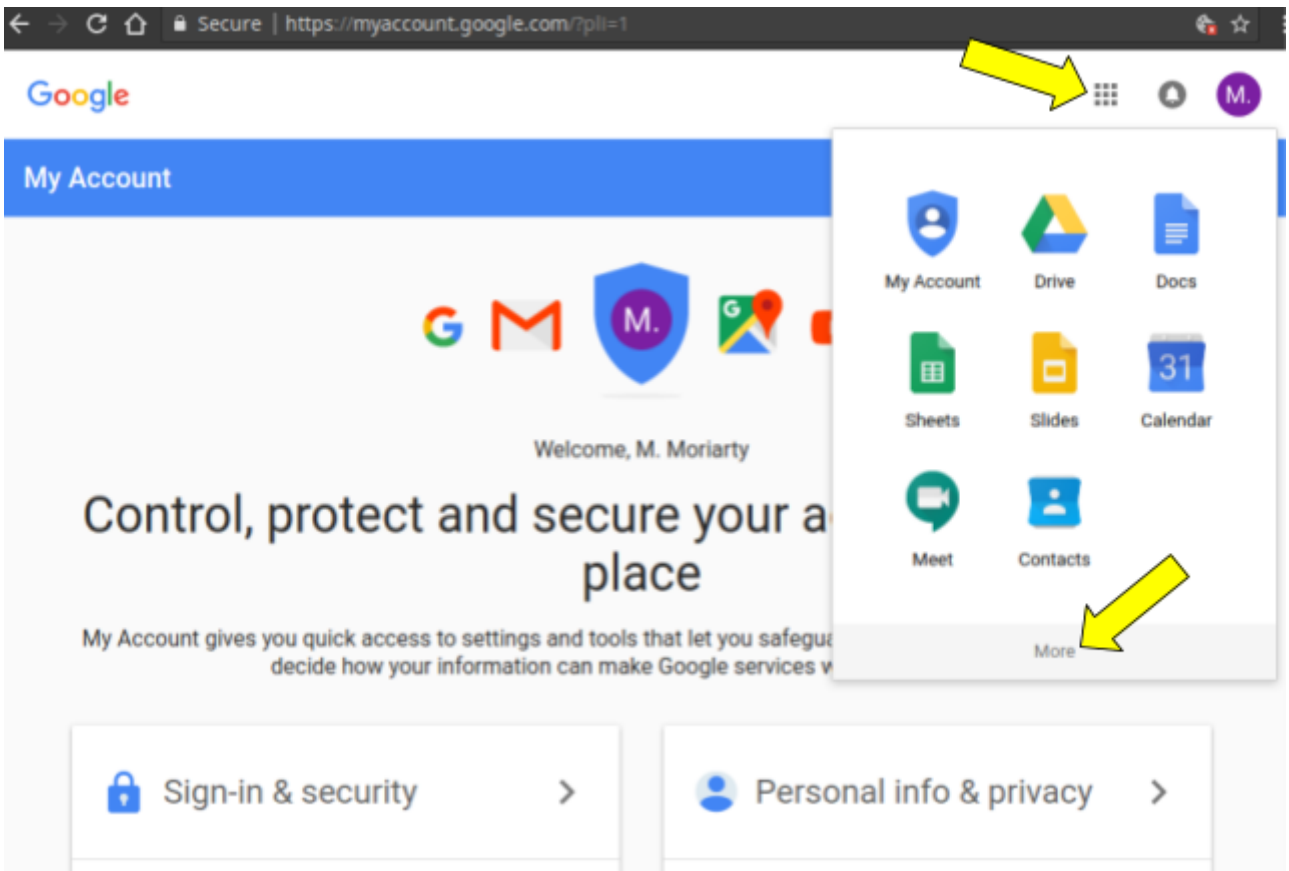
Data Storage

The University is increasingly storing or supporting the storage of data outside the institution on the Internet ('in the cloud') - for example with Exchange Online (Microsoft UK/Ireland) and Dropbox (Germany). You should be aware that at present no agreement is in place as to specific geographical storage locations with our Google service. IT Services recommends that you are always mindful of information you are storing, where this information is kept and its security.

Note that, according to Google *"Every file uploaded to Google Drive is encrypted, not only from your device to Google and in transit between Google data centers, but also at rest on Google servers."* [Link]

Google Calendar

Google Calendar has been provided within the University for a number of years. If you are not familiar with it, you can learn more here:
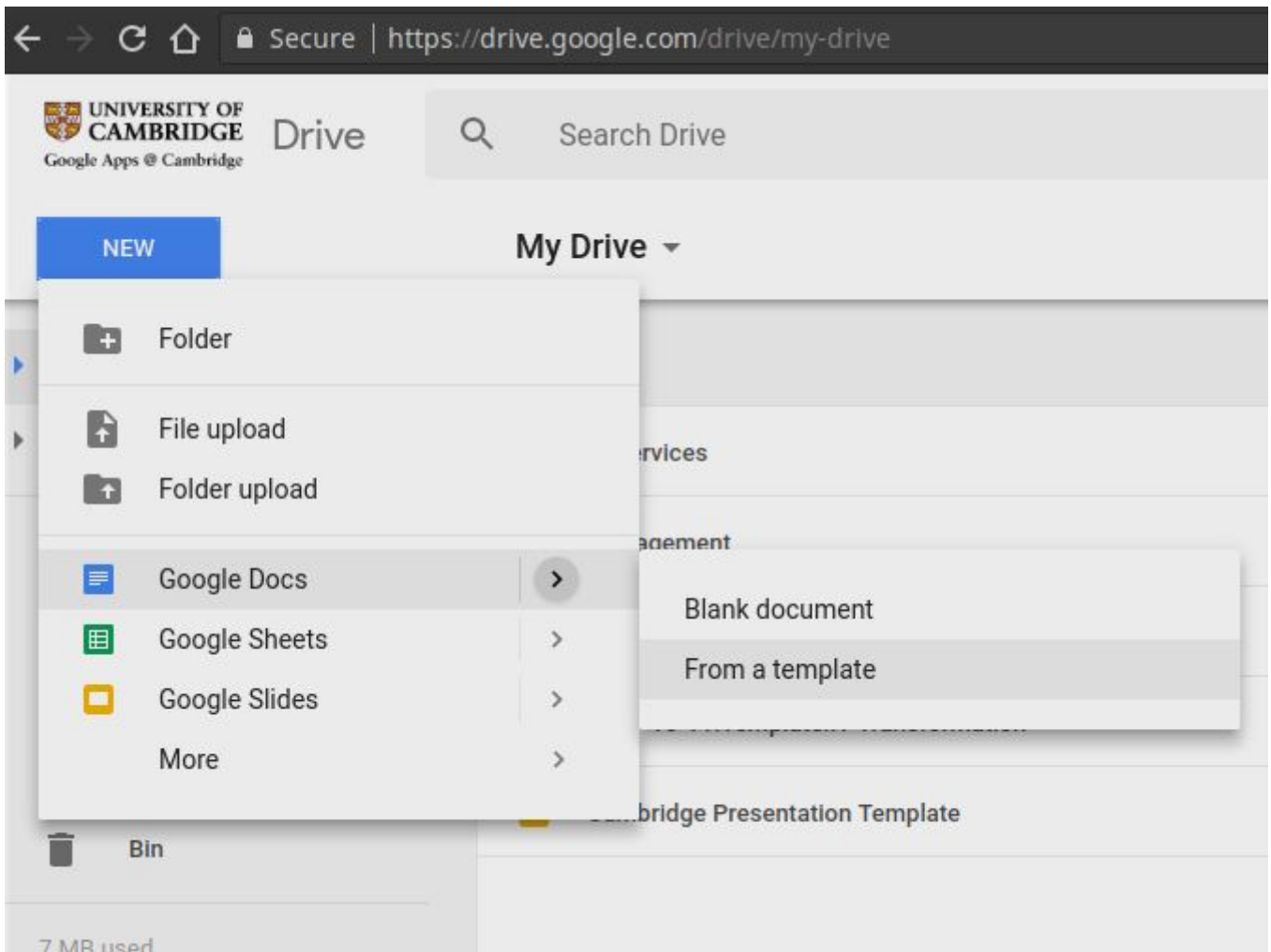
https://gsuite.google.com/learning-center/products/calendar/

Google Docs

You can learn more about Google Docs here:

https://gsuite.google.com/learning-center/products/docs/

Templates

Generally, you will find that several Google Apps have templates you can use. For example:
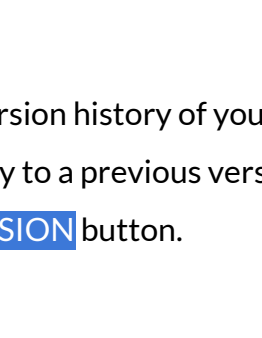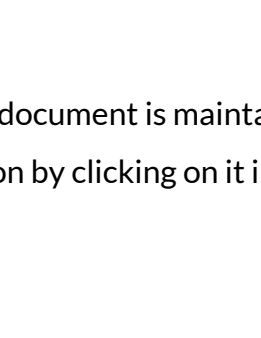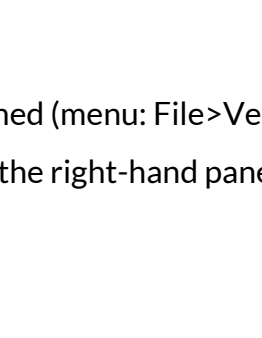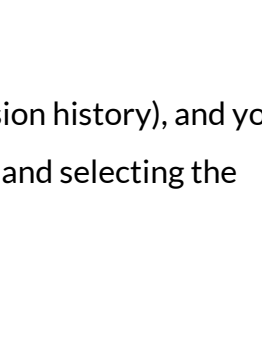
Version History

A comprehensive version history of your document is maintained (menu: File>Version history), and you can revert back easily to a previous version by clicking on it in the right-hand panel and selecting the RESTORE THIS VERSION button.

Google Drive

You can use Google Drive to store Google Apps files (e.g. documents and spreadsheets), as well as other types of files. Currently there is a 5TB individual file size limit. Google Drive for Education (our service) is marketed by Google as having 'unlimited storage' [Link].
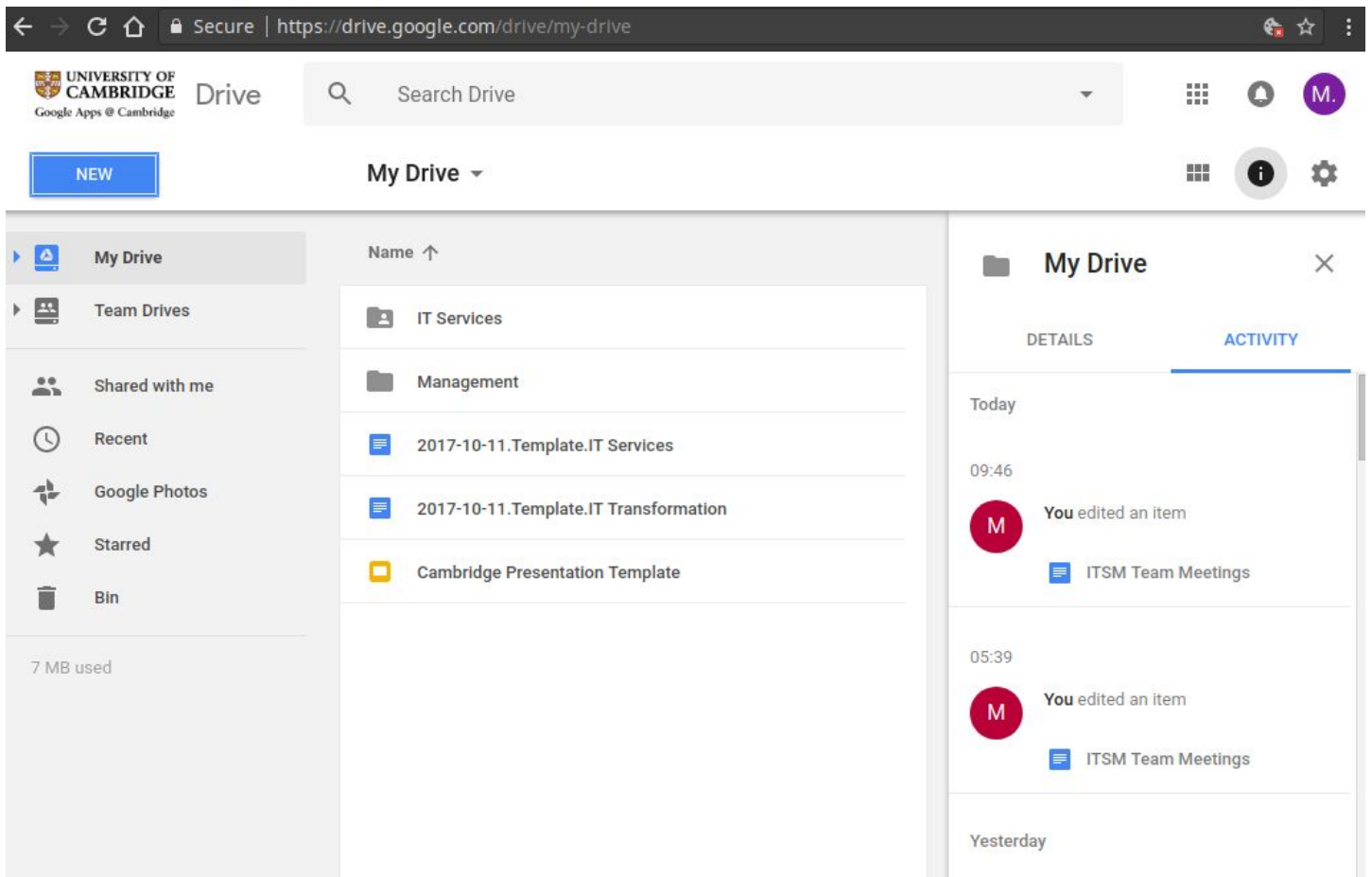
You can find out more about Google Drive here:

https://gsuite.google.com/learning-center/products/drive/

Sharing

Note that when sharing within Google Drive at Cambridge, you will be presented with the following options:
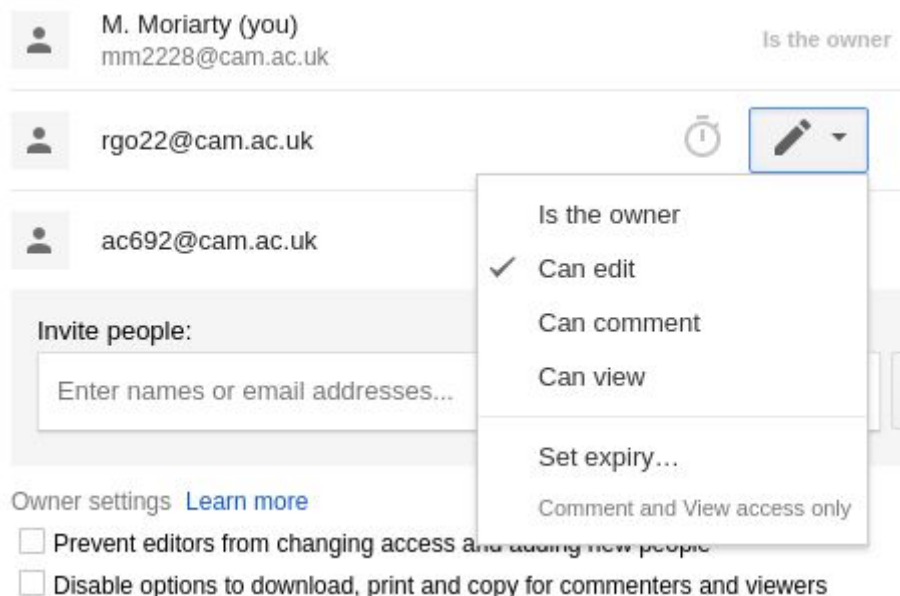
Link sharing

○ 🌐 **On** – Public on the web
Anyone on the Internet can find and access this. No sign-in required.

○ 👤 **On** – Anyone with the link
Anyone who has the link can access. No sign-in required.

○ 🏢 **On** – University of Cambridge
Anyone at University of Cambridge can find and access.

○ 🏢 **On** – Anyone at University of Cambridge with the link
Anyone at University of Cambridge who has the link can access.

◉ 👤 **Off** – Specific people
Shared with specific people.

Note: Items with any link-sharing option can still be published to the web. Learn more

[Save]   [Cancel]   Learn more about link sharing

The third and fourth options will restrict the documents to @cam.ac.uk account holders only. When sharing, you will also have the option to for them to have editing permissions, document commenting permissions (without editing of the actual document), or view only permission.

👤 M. Moriarty (you)
mm2228@cam.ac.uk   Is the owner

👤 rgo22@cam.ac.uk   ⏱   ✏️ ▾

👤 ac692@cam.ac.uk

       Is the owner
   ✓   Can edit
       Can comment
       Can view

       Set expiry…
       Comment and View access only

Invite people:

[Enter names or email addresses...]

Owner settings Learn more
☐ Prevent editors from changing access and adding new people
☐ Disable options to download, print and copy for commenters and viewers

You can also prevent editors from changing other people's permissions and adding new people, as well as disabling other easy methods of document duplication.

Finally, note that you can set an expiry date on individuals' access.

Team Drives

You can share documents with people individually or create folders shared by people who will - by default - inherit the sharing permissions of that folder. However, any documents uploaded will retain the ownership of its creator (unless this is transferred). This can present a difficulty when document authors leave the institution and their account is deleted (it will also delete documents they own, even when shared with other people who remain within the institution. Team Drives overcome this problem by providing an area where any documents created within them are under the shared ownership of the members of the Team Drive. Further instructions are available here:

https://gsuite.google.com/learning-center/products/drive/get-started-team-drive/

Linux

You can link Google Drive to your filesystem using **google-drive-ocamlfuse**:

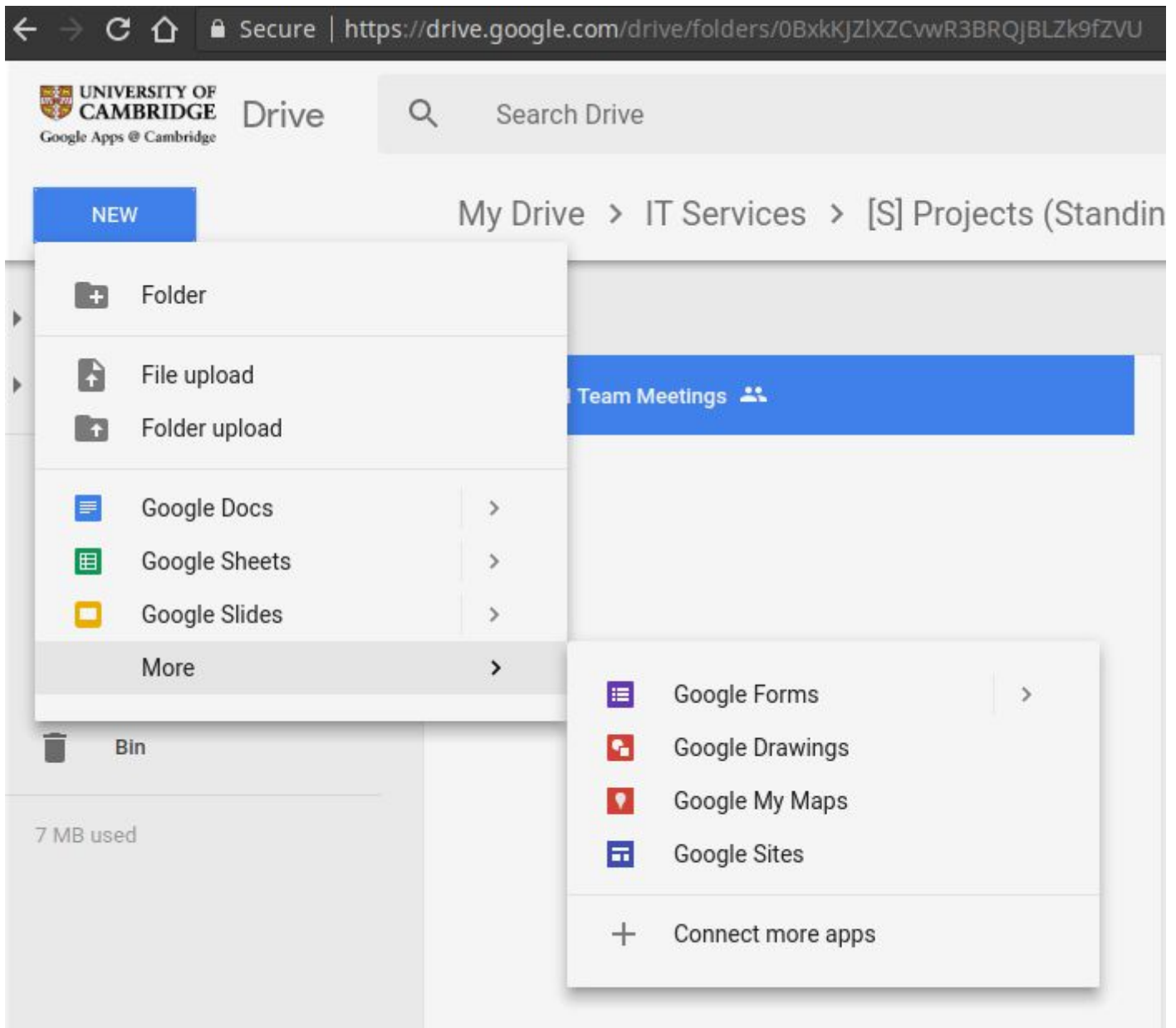https://github.com/astrada/google-drive-ocamlfuse

Note that Team Drive access is not currently supported.

Google Forms

Google Forms gives you the ability to create surveys. You can find out more here:

https://gsuite.google.com/learning-center/products/forms/

You can access this from within Google Drive by clicking the 'More' menu:

Google Hangouts

You can learn more about Google Hangouts here:

https://gsuite.google.com/learning-center/products/hangouts/

Google Keep

You can learn more about Google Keep here:

https://gsuite.google.com/learning-center/products/keep/

Google Sheets

You can learn more about Google Sheets here:
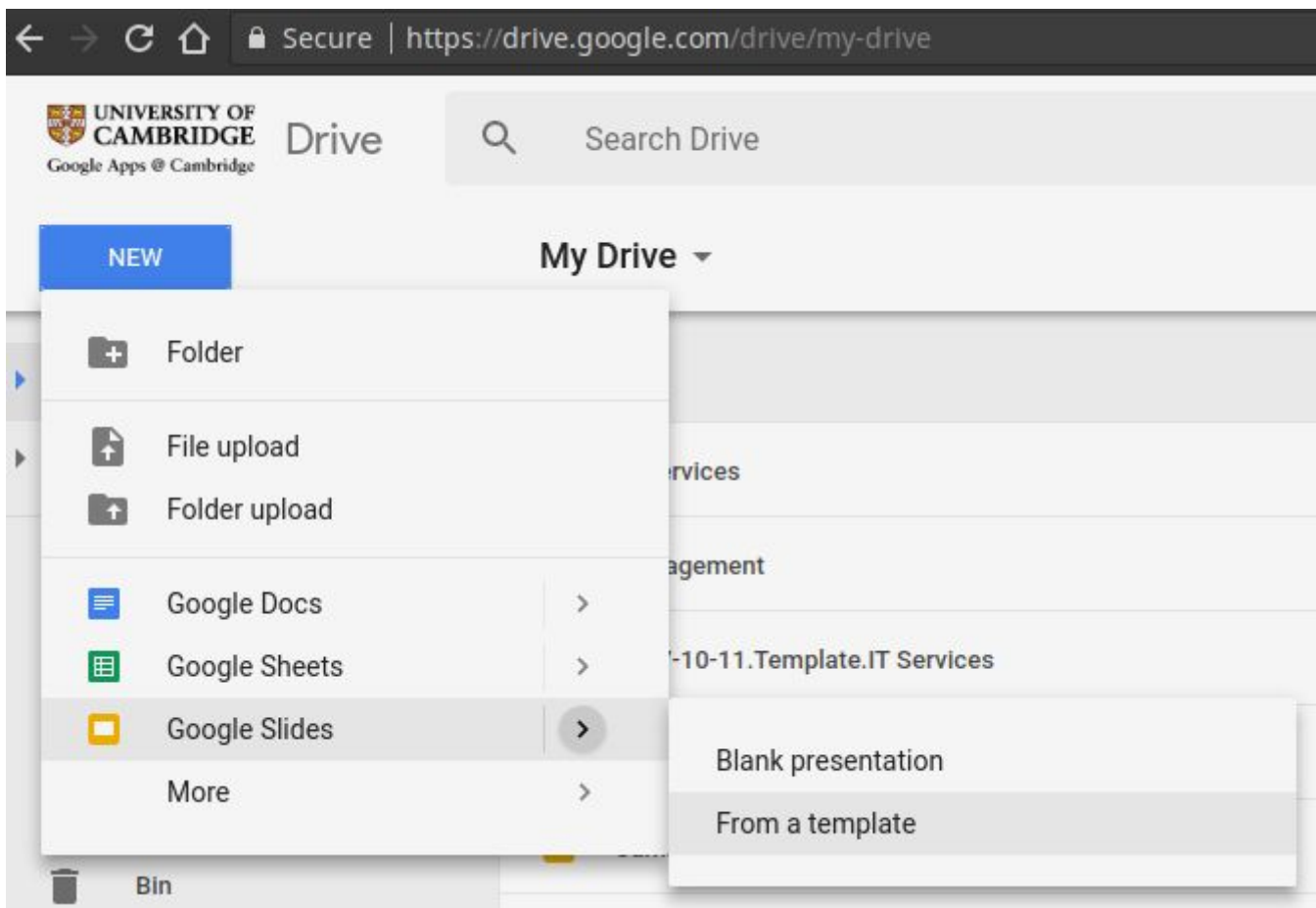
https://gsuite.google.com/learning-center/products/sheets/

Sheets also has version history functionality similar to Google Docs.

Google Slides

You can learn more about Google Slides here:

https://gsuite.google.com/learning-center/products/slides/

Note that the University of Cambridge template section has one template already:
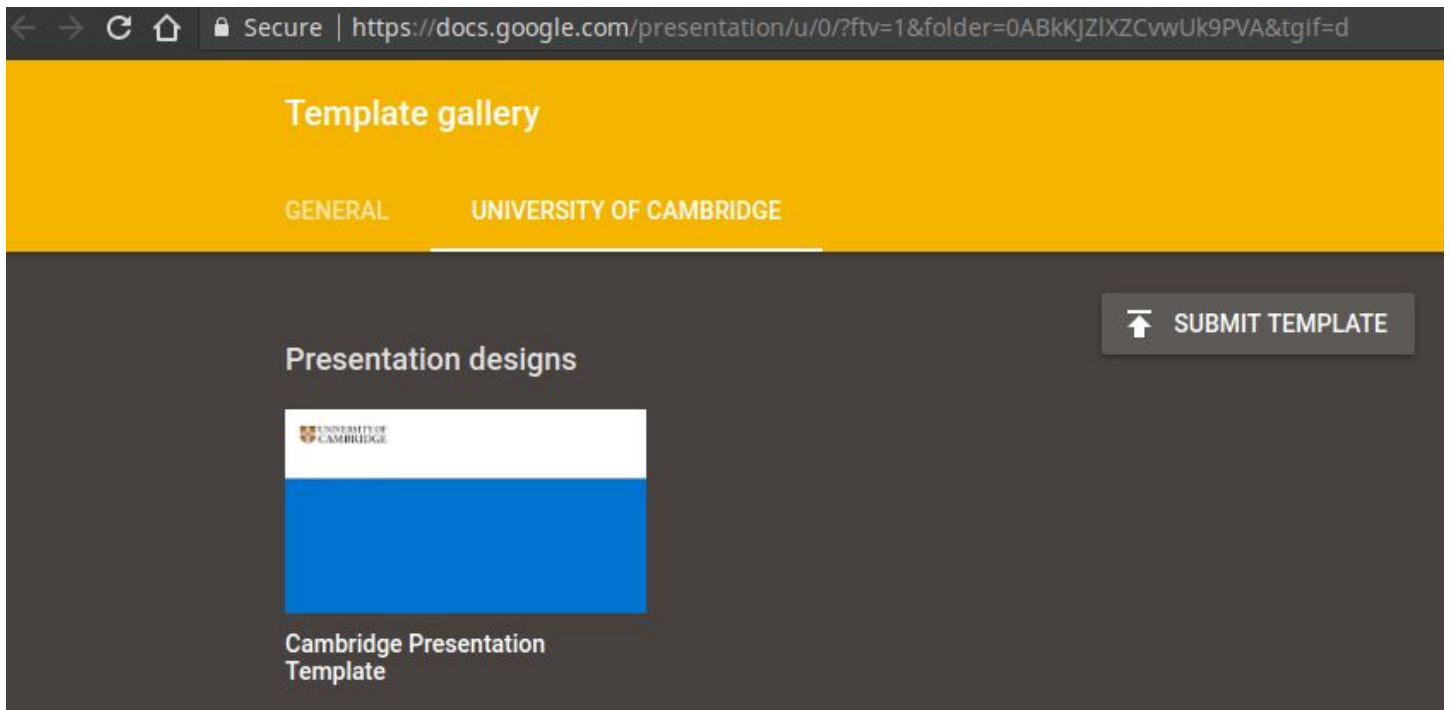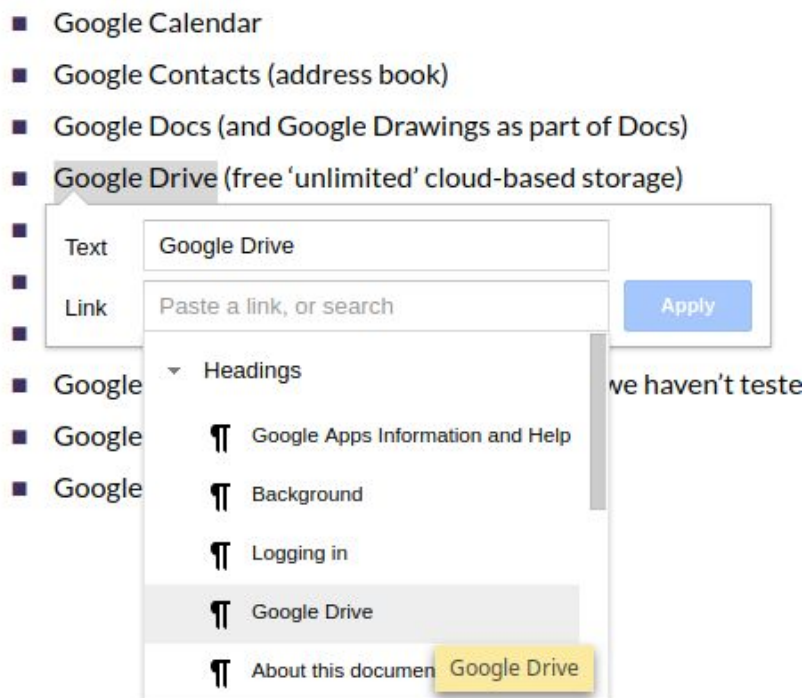
About this document

This is a Google Doc document utilising Google Drawings (Menu: Insert>Drawing) into which screenshots were pasted, and arrows added from the Drawings menu).

Links to heading were added via the menu: Insert>Link>Headings, e.g.

It is shared with anyone within the @cam.ac.uk organisation - anyone with the link at the University of Cambridge can view this document.

We will keep this document updated.

Support

Customers within the Cavendish Laboratory can contact us as follows:

IT Services
itservices.phy.cam.ac.uk

- it.helpdesk@phy.cam.ac.uk
- https://itservices.phy.cam.ac.uk