Synergyse
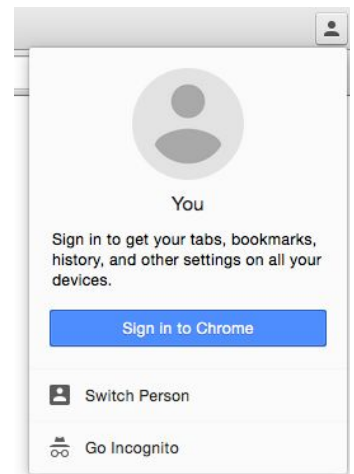
Training for Google Apps™
Getting Started Guide

Synergyse is a training system that will help you learn how to use Google Apps™. It provides you with audio and visual lessons that take place inside your actual Google Apps™, so you don't have to leave an application to learn how to use it. Once it is installed, you can follow this simple guide to get started with your Google Apps training.

<mark>Before you begin make sure you are Signed into Chrome with your Google Apps account!</mark>

Your IT department has deployed the Synergyse software to your Chrome browser, and you need to be signed in to receive it.
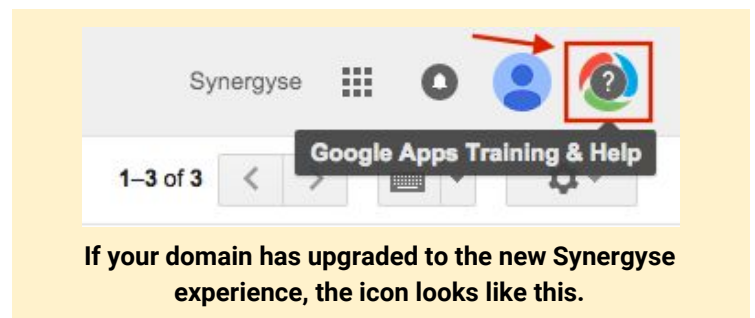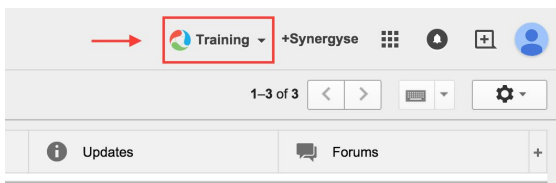**If you are using a Chromebook, you will already be signed in and don't need to do this step!**

Click on the Chrome profile button [icon] in the top right corner, and then click on **Sign in to Chrome**. Follow the steps to sign in with your Google Apps account. After you have signed in, you can continue with the steps below. **You can install Google Chrome here.**

You

Sign in to get your tabs, bookmarks, history, and other settings on all your devices.

Sign in to Chrome

Switch Person

Go Incognito

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1) Navigate to Gmail, Google Calendar, Google Drive, Google Sites, Google Docs, Google Sheets or Google Slides.

2) Click on the **Training** icon as highlighted below:
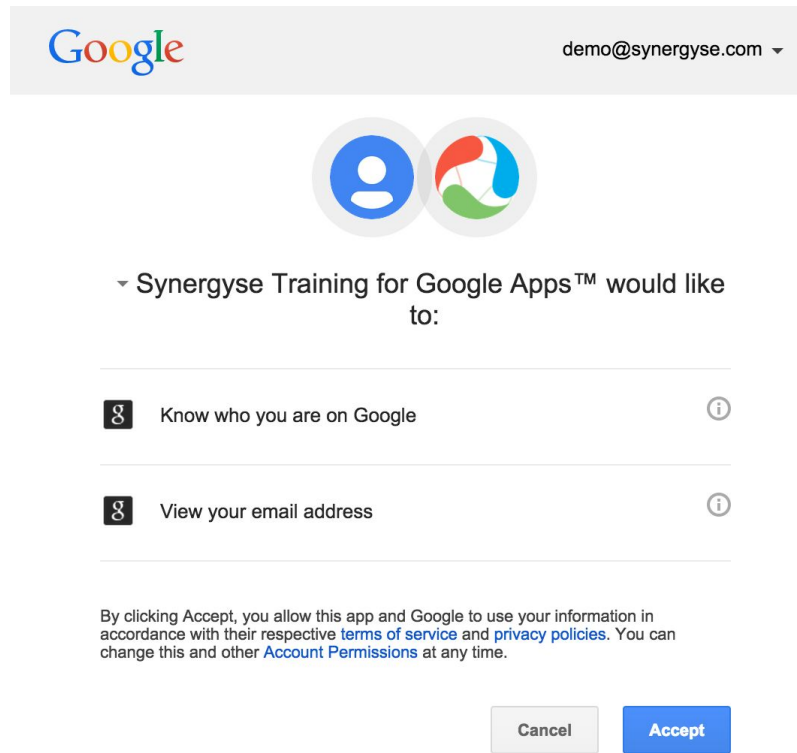*** if you are unable to see the Training link **install Synergyse here** ***

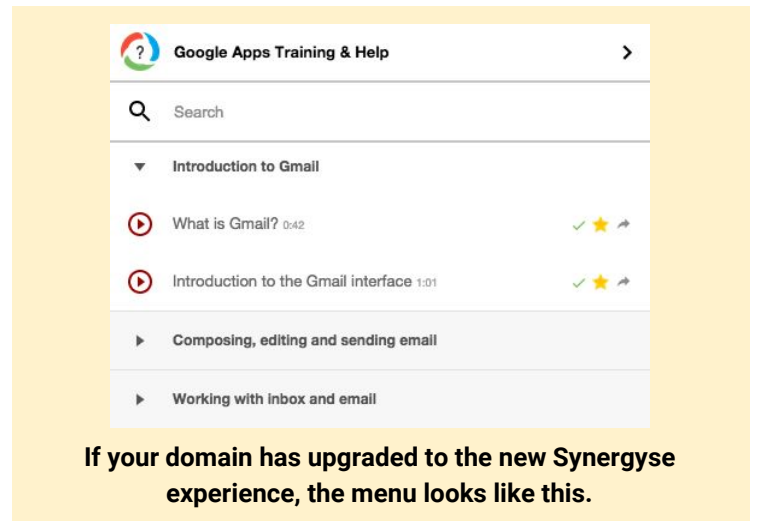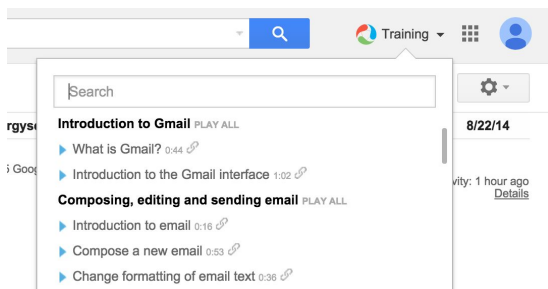Training ▾ +Synergyse

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Updates   Forums

Synergyse

Google Apps Training & Help

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If your domain has upgraded to the new Synergyse experience, the icon looks like this.

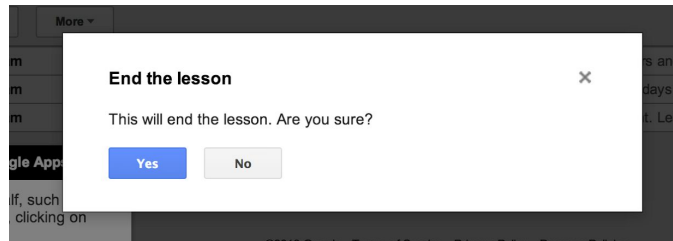3) In the popup window, select your email address and click on **Accept**:
*** if you are automatically signed in **skip to step 4** ***

4) When you are ready to start training, click on the Training icon again and select a lesson from the menu:

If your domain has upgraded to the new Synergyse experience, the menu looks like this.

If you wish to quit a lesson while it is playing, you can click anywhere on the screen to quit:

Congratulations, you are ready to start training!