

Navigating Your Google Docs and Drive: Better Organization and Communication with Your Team

As a USGS employee, everyone has a usgs.gov email address. But did you know that your account also includes your very own online drive, where you can create, share, edit, upload, and download documents directly *within* this drive? This WebEx tutorial will guide you through many tips and tricks to help you easily employ your Google Documents and your Drive in the workplace. These tricks can be applied to better efficiency for just yourself or for your entire team or office, so there's something to be learned by everyone at this event.

Aubrey McMahan

Aubrey McMahan joined the USGS's Internal Communications Team last year in the Office of Communications and Publishing in Reston. A recent university graduate, she had been heavily involved in a wide range of activities at Grand Valley State, where she originally took up the Gmail features, including the Calendar and Drive, to help her stay organized. Eager to make sense of her many new tasks and events at the USGS, Aubrey has utilized these same tools at work and helped her team adopt more fluid communication using Google Drive.