example @kmu.edu.ua

Corporate Email assigned to domain kmu.edu.ua provides you with:

- Belonging to the corporate network of Kyiv Medical University;
- Full access to all Google Apps (incl. Google Apps for Education);
- Unlimited capacity of Google Drive storage;
- Access and easy search for files in the corporate space;
- Intuitive search for your colleagues' email addresses;
- Enhanced protection for the data you store on your Google Drive.

Why is my University Email ends with **@kmu.edu.ua.?**

What advantages it gives?

Let's figure it out!

example @kmu.edu.ua

Corporate Email assigned to domain kmu.edu.ua provides you with:

- Possibility of using the ACS of the university;
- Unlimited access to the "Educational Portal";
- Access to student service resources - ordering certificates, working off missed classes;
- Access to library;
- Access to distance learning resources: Google Classroom & Google Meet.

Why is my University Email ends with **@kmu.edu.ua.**?
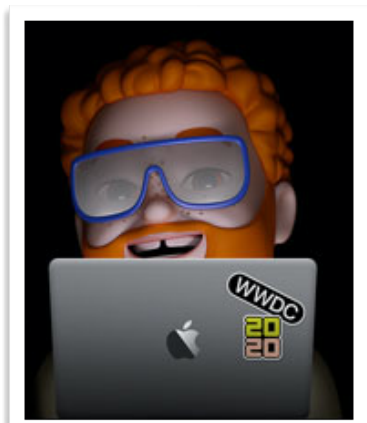
What advantages it gives?

Let's figure it out!

Belonging to the corporate network of Kyiv Medical University
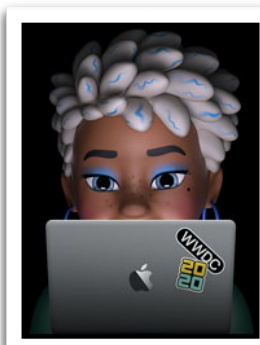
@gmail.com

@kmu.edu.ua

vanya@gmail.com

blondie@gmail.com

lena145@gmail.com

pinky@gmail.com

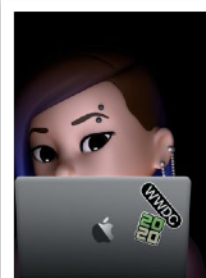pirat-jack@gmail.com

a.surname@kmu.edu.ua

a.surname@kmu.edu.ua

a.surname@kmu.edu.ua

a.surname@kmu.edu.ua

a.surname@kmu.edu.ua

a.surname@kmu.edu.ua
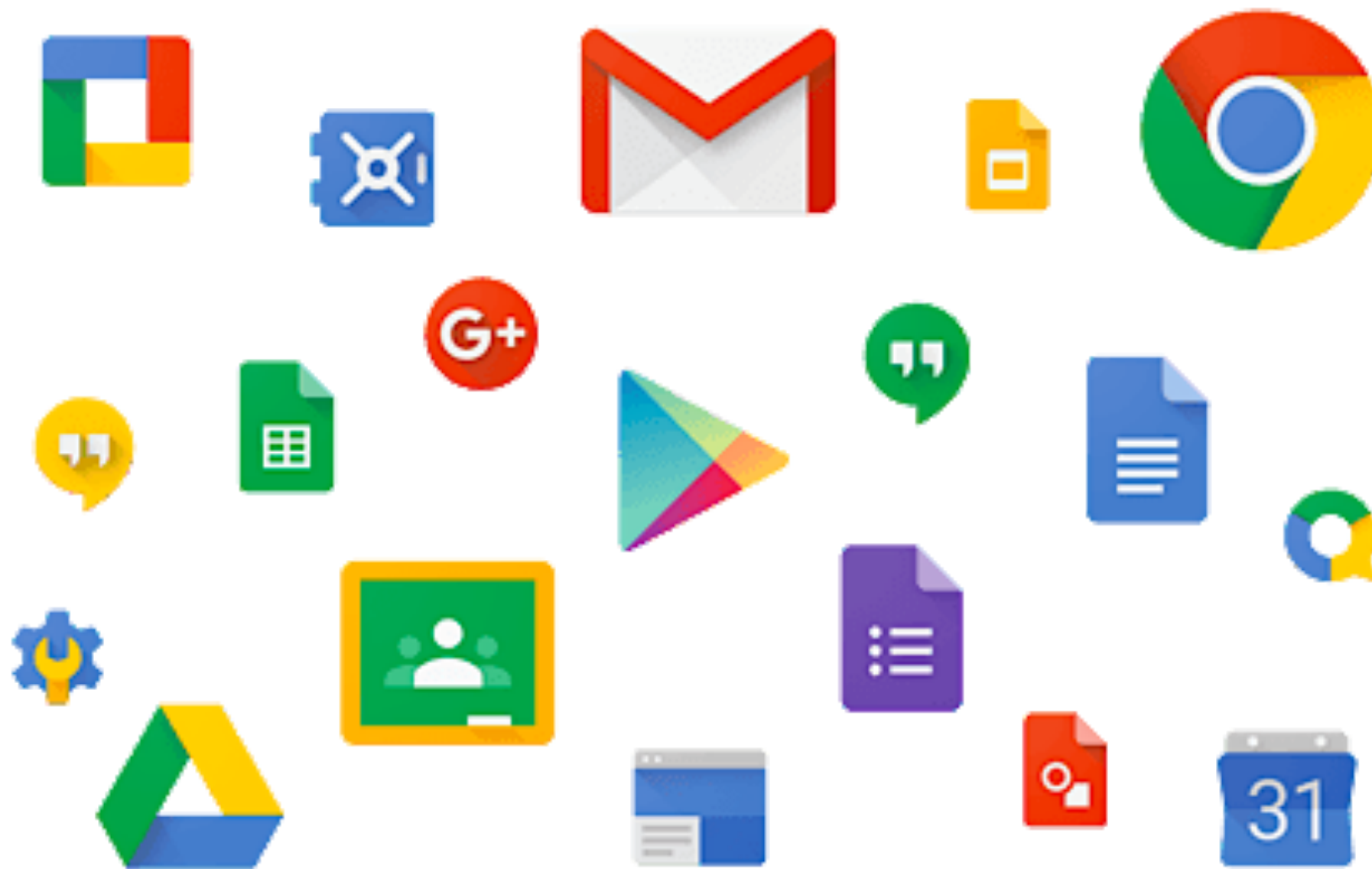
a.surname@kmu.edu.ua

a.surname@kmu.edu.ua

BOSS

a.surname@kmu.edu.ua

Corporate accounts are not isolated and independent Google accounts. They are networked and organized into groups depending on the department (for employees) and the faculty and the group (for students).

Full access to all Google Apps (incl. Google Apps for Education)

With a corporate account, you can use the advanced **Google Apps suite**.

Unlimited capacity of Google Drive storage

@gmail.com

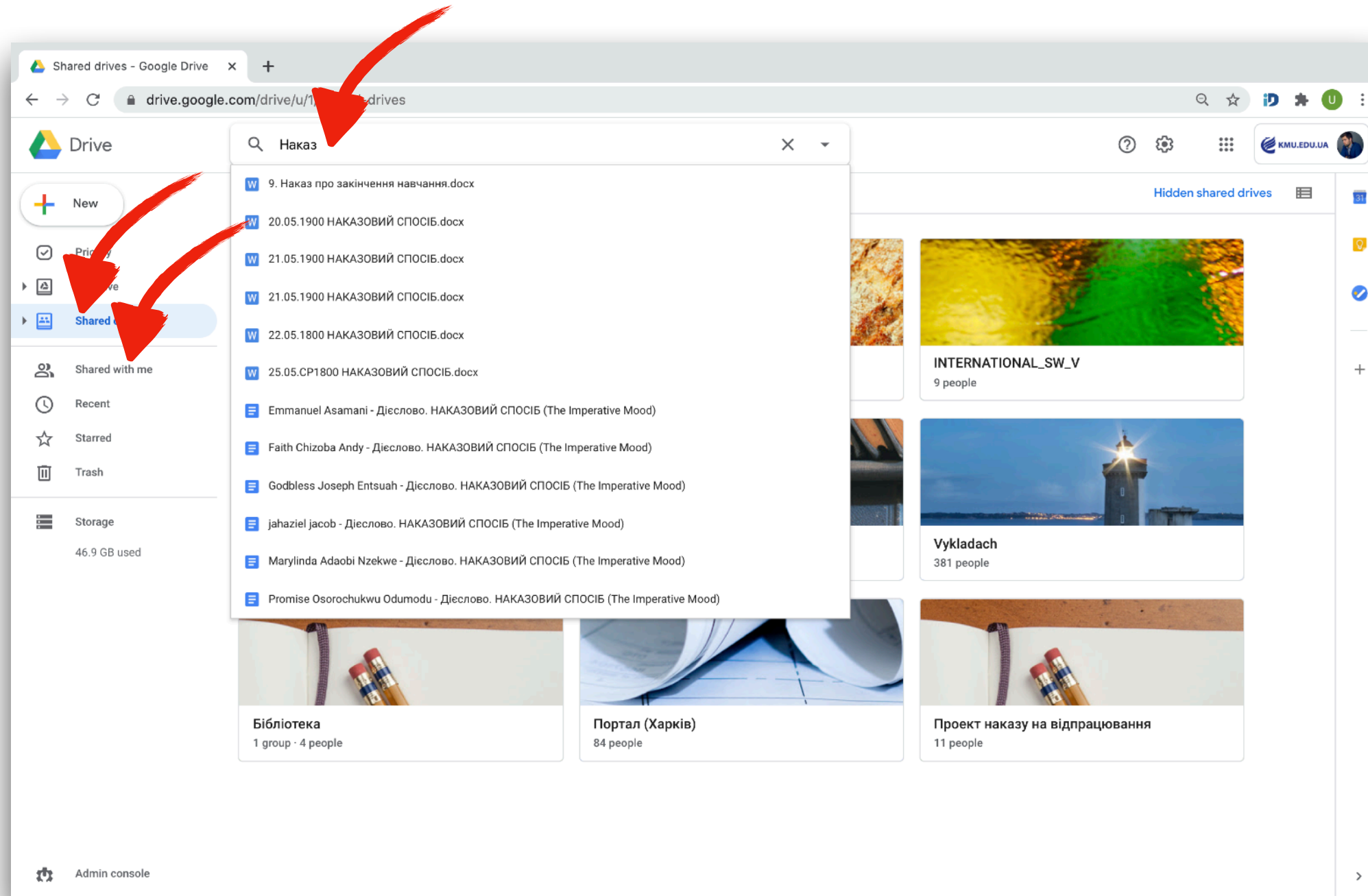@kmu.edu.ua

Google Drive

Google Drive

15 GB

∞ GB

The usual Google user only has only **15 gigabytes** of free cloud storage.

Corporate account user - **unlimited capacity**.

Access and easy search for files in the corporate space

Go to **"Shared drives"** or **"Shared with me"** to view or edit the files that are shared with you.
Start entering the name of a file or folder and the system will show all the materials available to you.

Intuitive search for your colleagues' email addresses

i.ivanov@kmu.edu.ua

First letter of a Name — Surname in English transliteration

All corporate E-mail addresses are formed with the same algorithm. Just start entering the last name of the person you want to send the letter to or share the file and the system will show you all the corporate addresses that match the search.
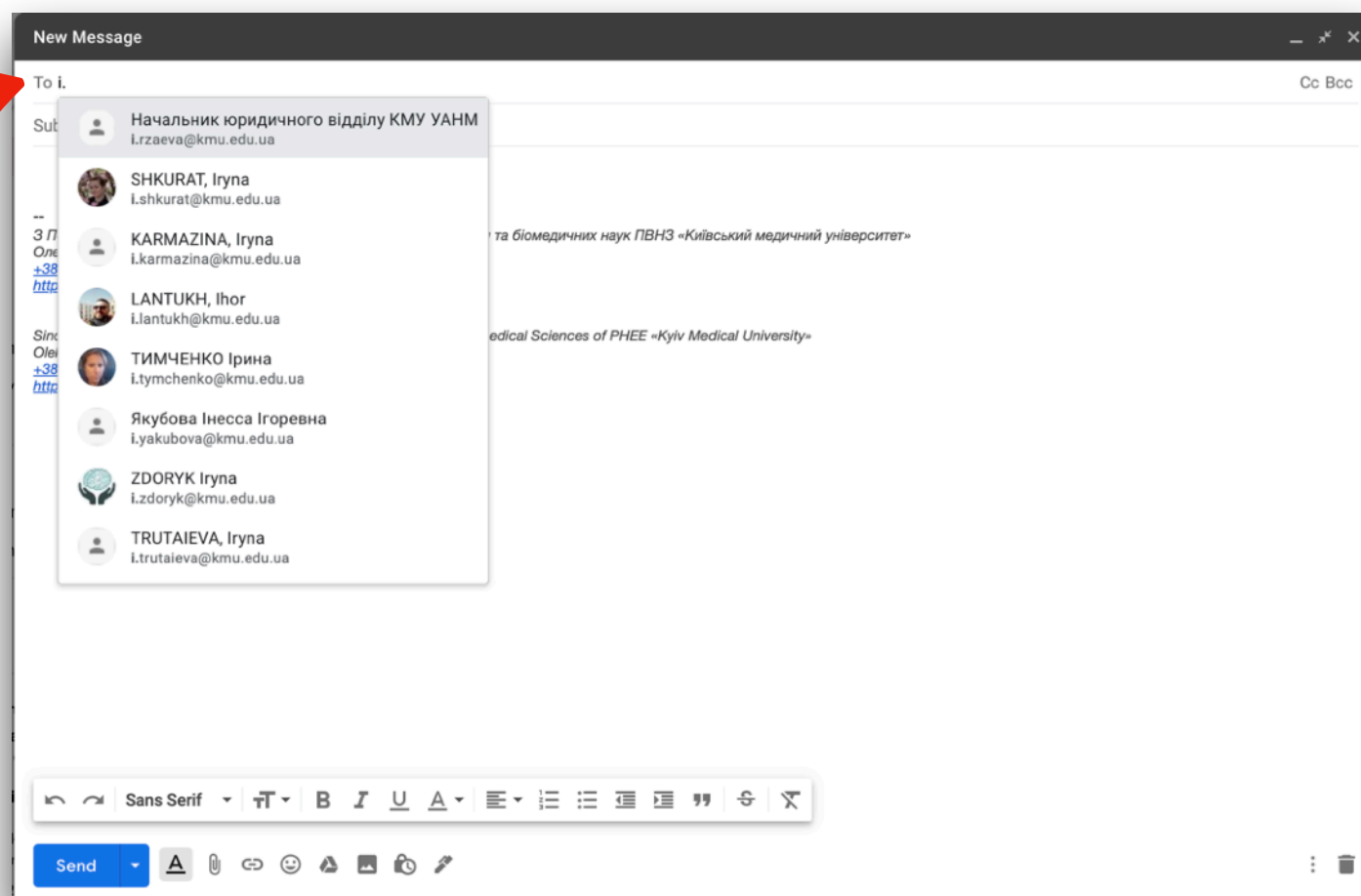
Ability to use the Automatic Control System (ACS) in University

ACS is a modern automated control system of the educational process for higher education institutions. It significantly increases the speed and improves the quality of work with the cohort of students and staff, ensures the reliability and integrity of management in general.

Management functions of ACS:

- Electronic registration, data processing and document circulation in a single information system for each structural unit separately and the institution as a whole;

- Planning, control and analysis of educational activities;

- Prompt access to information that accompanies the learning process;

- Unified system of reports, both internal and according to the requirements of the Ministry of Education and Science of Ukraine;

- Data security system taking into account the requirements of the legislation.

Unlimited access to the "Educational Portal"

The **Educational Portal** is a huge repository of useful educational (for students) and office (for employees) materials. **Follow the QR code and try it!**
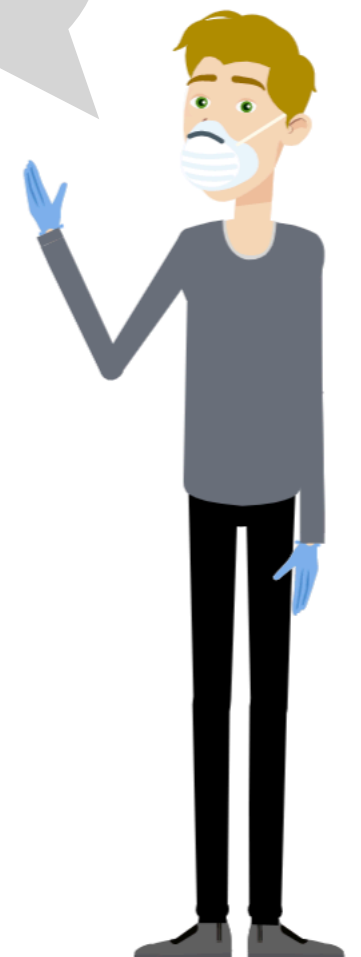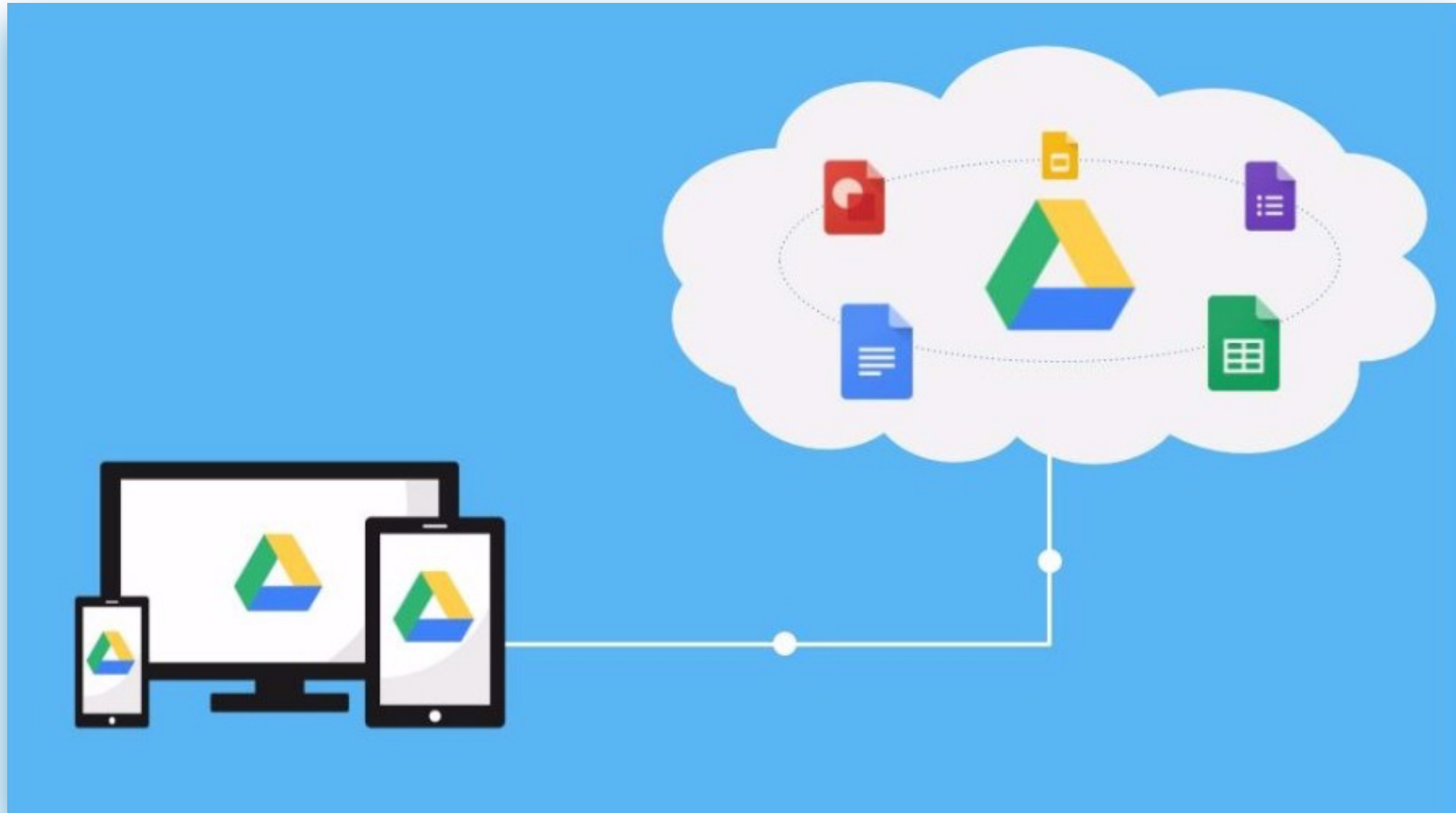
Google Drive

- What is Google Drive?
- What can be created and stored on Google Drive?
- Levels of access and restriction of access;
- Useful tips – what and in which case is better to create?
- Google Drive culture and ethics.

Probably the most important Google application is Google Drive.

Let's understand it in more detail!

What is Google Drive?

Google Drive is a cloud data storage owned by Google Inc.
It allows users to store their data on servers in the cloud and share it with other users on the Internet.

What can be created and stored on Google Drive?

Google Docs

Google Sheets
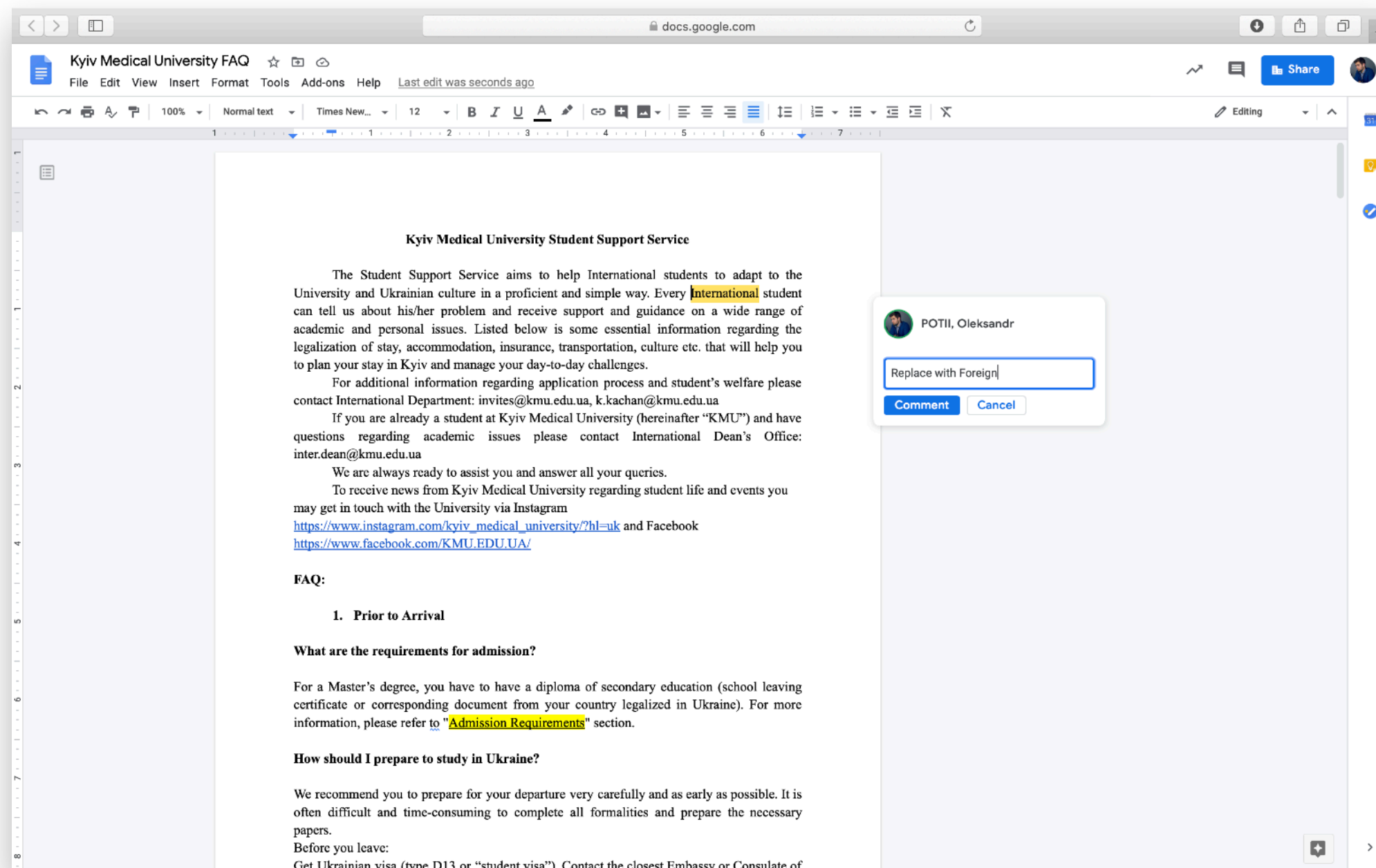
Google Slides

Google Forms

Google Sites

Google My Maps

You can store files of **any format and size** on Google Drive.
You can create and edit some particular types of files (and more).

Google Documents

Google Document is a regular Microsoft Word document, but created in the cloud.
The main feature – you can edit it on drive and see the changes in real time. Editors can be an unlimited number of users.

Google Sheets

Google Sheets is a regular Microsoft Excel document, but created in the cloud.

The main feature - you can edit it on drive and see the changes in real time. Editors can be an unlimited number of users.

Google Slides

Google Slides is a regular Microsoft Power Point document, but created in the cloud.

The main feature – you can edit it on drive and see the changes in real time. Editors can be an unlimited number of users.

Google Forms

Google Forms is a tool for testing, surveys, questionnaires and data collection of various types and formats.
You can learn more about the possibilities of creating tests in Google forms by following the link (QR code)

Google Sites
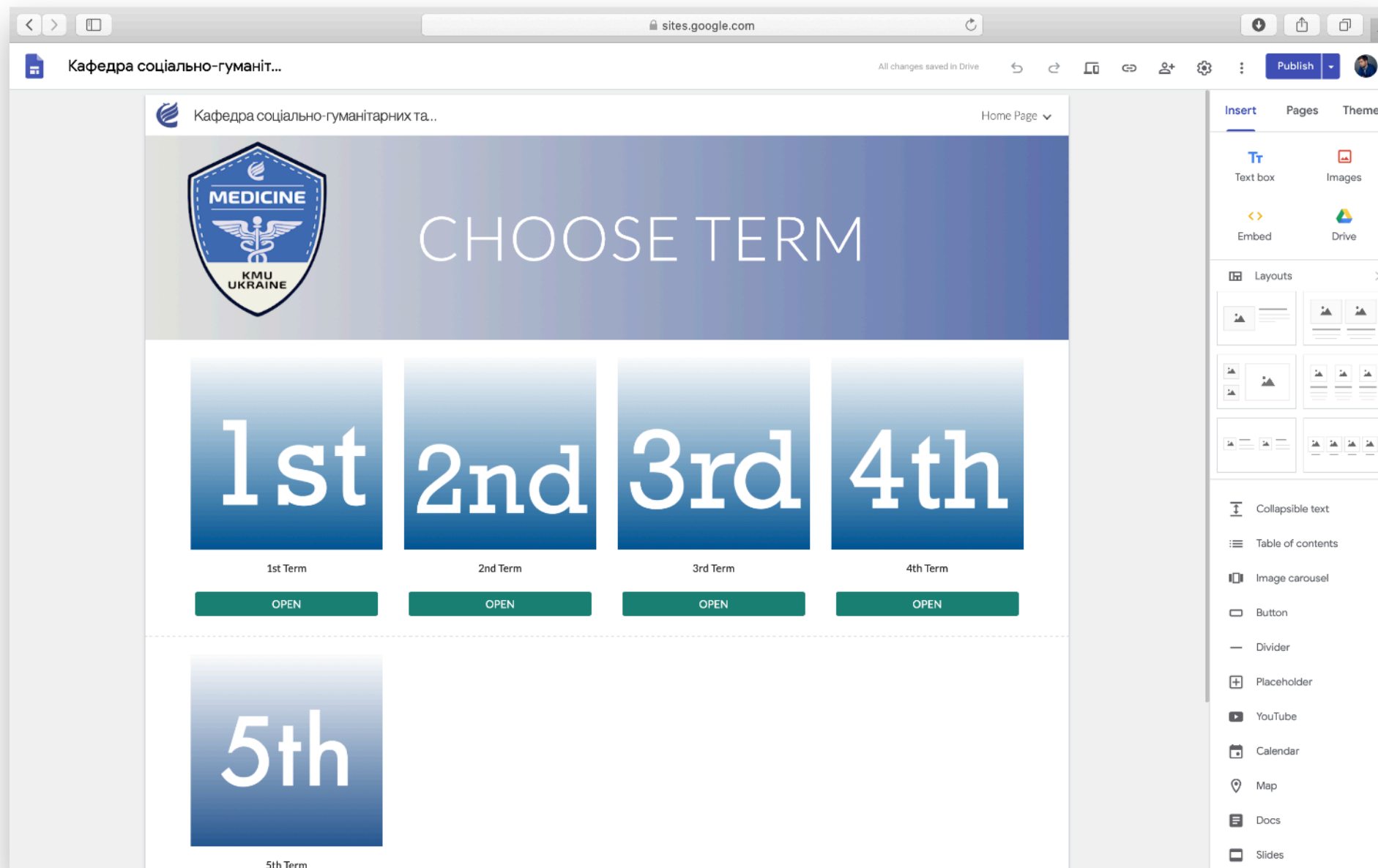
Google Sites is a tool which can help you very easily create your own site for any purpose. The functionality of such a site is very wide. At the University, for example, each department has its own website for posting educational materials. An example of one of these sites can be found at the link (QR code)
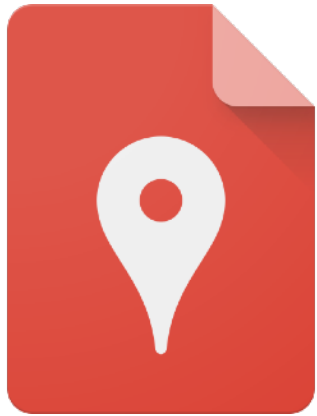
Google My Maps
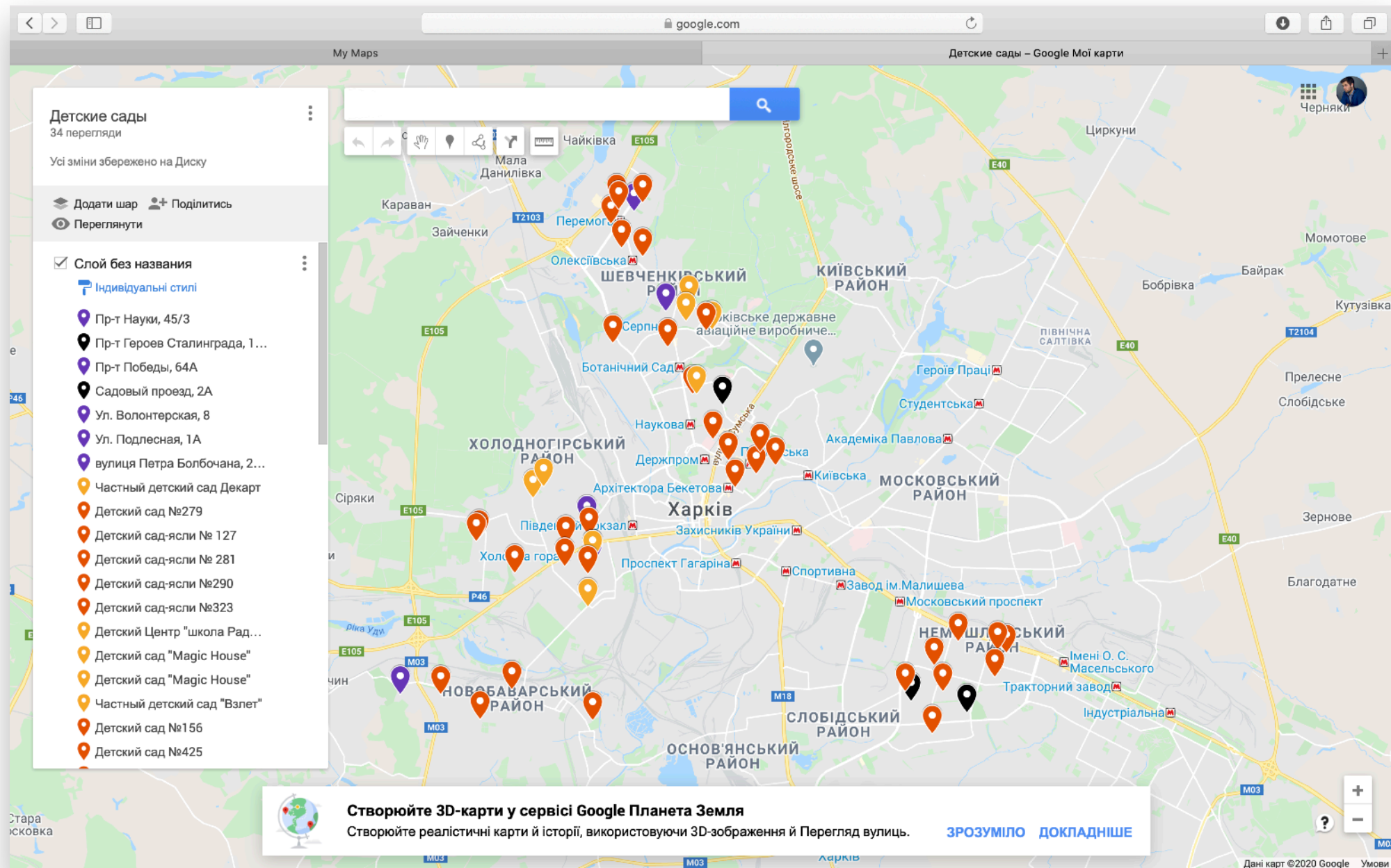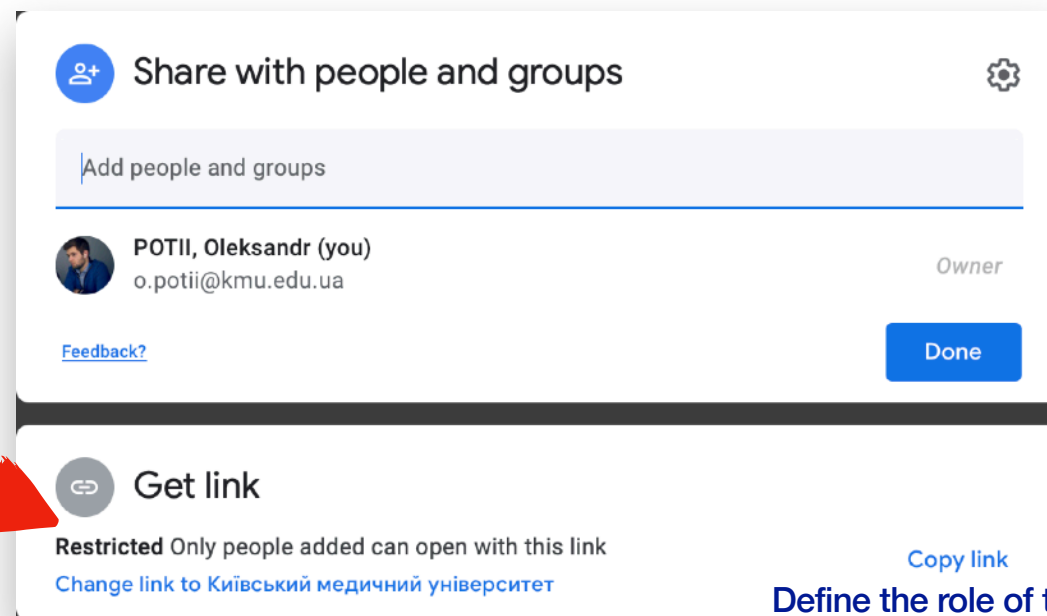
Google My Maps is a tool that allows you to easily map any labels or objects (but without publishing them) to a real map and share your map with colleagues. This tool can be useful when, for example, you are drawing up a business plan and want to clearly see all your competitors on one map.

Levels of access and restriction of access

Option 1. Access for particular users

Add the email addresses of the specific people you want to share this file with
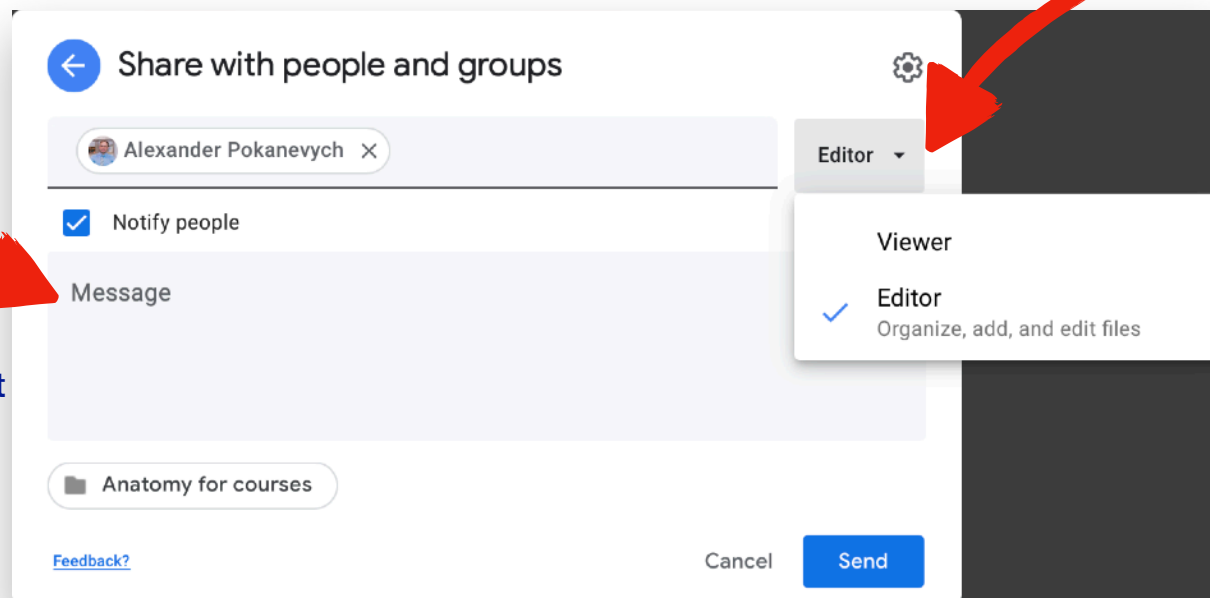
Make sure access is restricted to the people you specify

Define the role of the user (s): editor or viewer

Add a message - a comment

When you add or create a file on drive, there are several options for who can see or edit the file. Let's figure this our!

Levels of access and restriction of access

Option 2. Access for groups (categories) of users

When you add or create a file on drive, there are several options for who can see or edit the file. Let's figure this our!

Copy a link
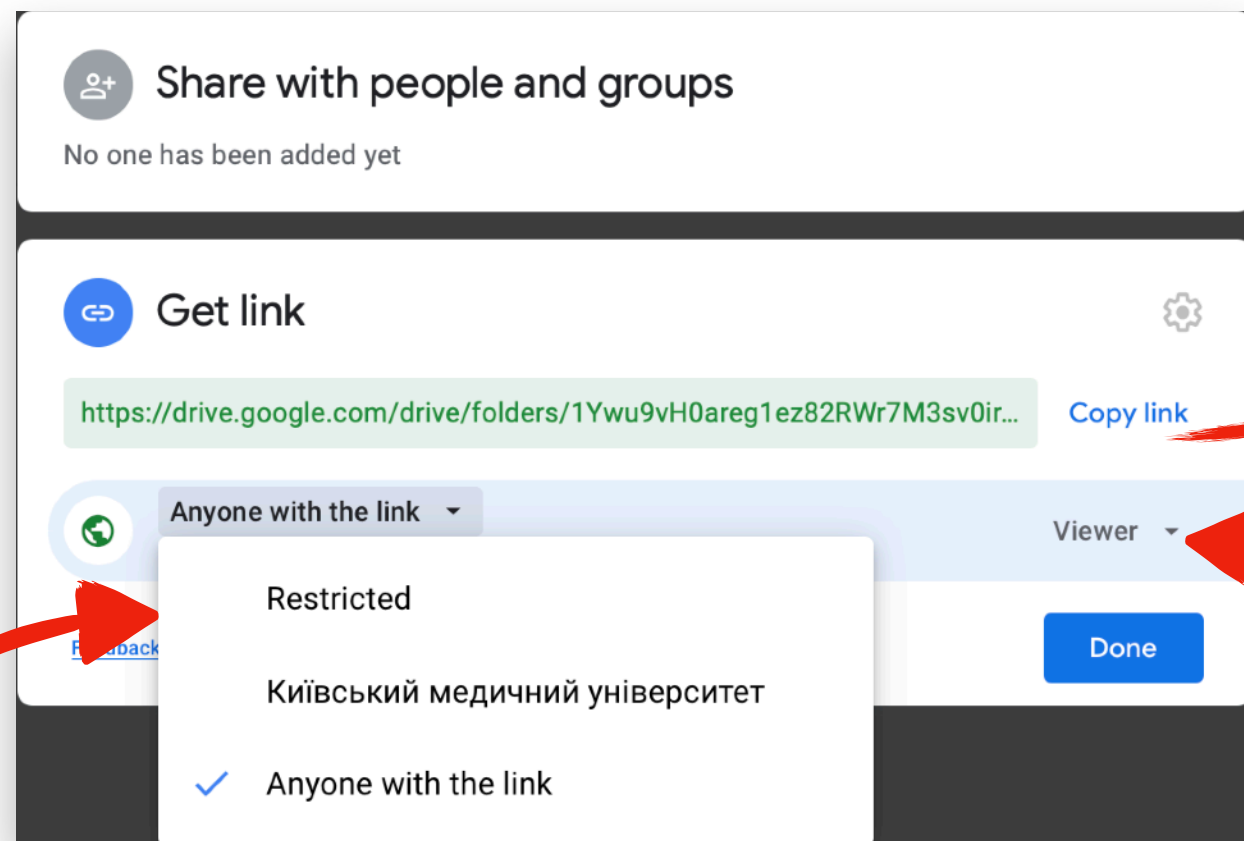
Determine which category of users will access the file by following the link

Define the role of the users: editors or viewers

Useful tips – what and in which case is better to create

As they say - Everything is good in its reason.
As everywhere, on Google Drive it is important to use sufficient tools in order to solve any problem as effectively as possible.
I have prepared a number of tips for you on which tools should be used when.

Case №1: We want to jointly create and edit a regular document / table / presentation.

Solution: Create a Google Document / Google Spreadsheet / Google Presentation and grant the editor access only to those with whom you want to work in the document.

....

Case №2: We want to collect data / conduct a survey / conduct testing.

Solution: Create a Google Form and carefully set the access criteria: choose whether the form will be available to users of non-corporate networks, whether the respondent will be able to provide more than 1 answer and whether the form will assign points for answers.

..

Case №3: We want to create a user-friendly and visually appealing repository with different file types / business card for the event with registration and information.

Solution: Create a Google Site and turn on the imagination&creativity to the maximum.

Useful tips – what and in which case is better to create

Case №4: We want to work together and spend some time with a group of colleagues on a joint project.

Solution: Create a Shared Drive - like a separate Drive in the middle of Google Drive, accessed only by a limited number of people. Inside it, the same rules apply as on Google Drive.
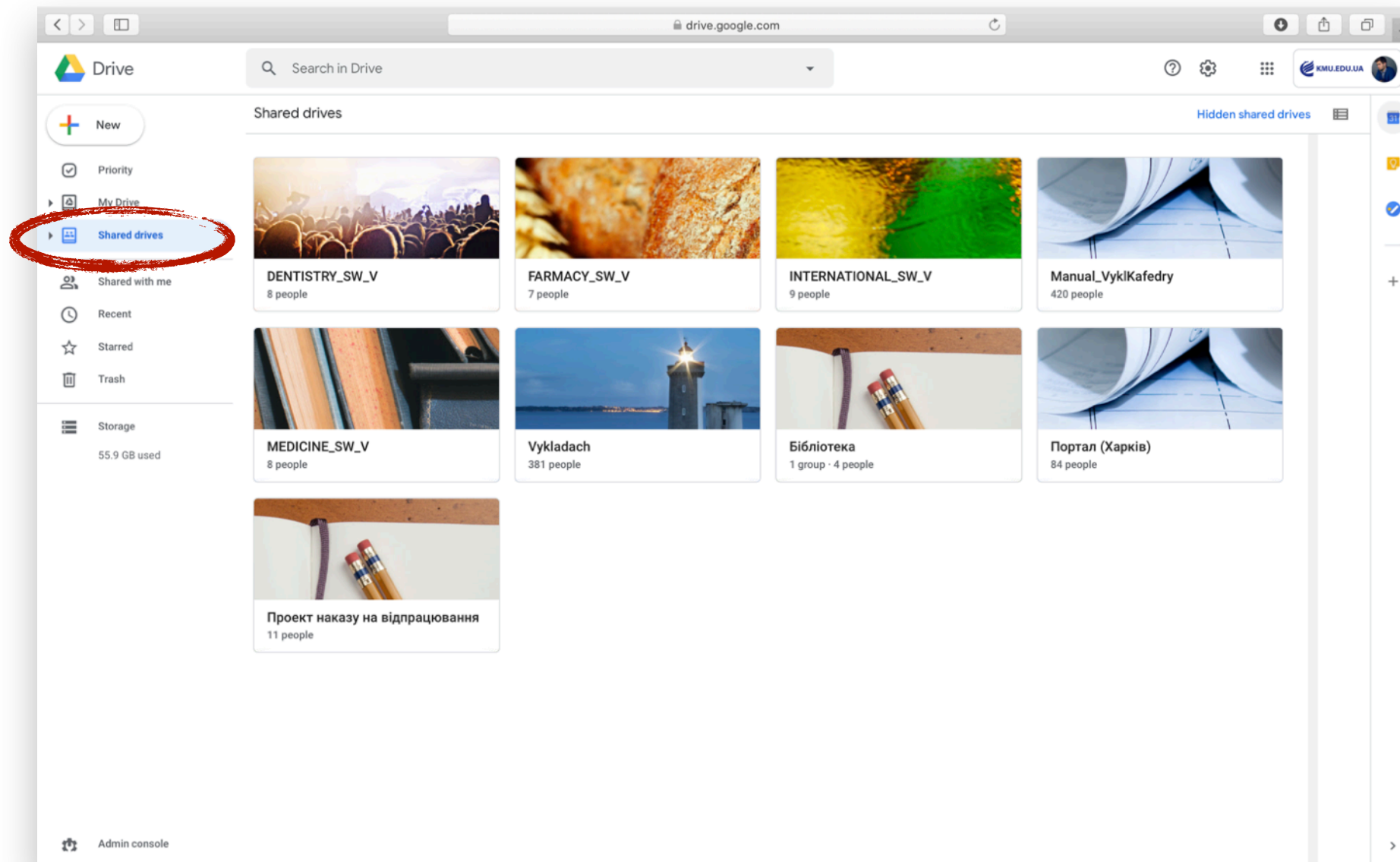

As they say - Everything is good in its reason.
As everywhere, on Google Drive it is important to use sufficient tools in order to solve any problem as effectively as possible.
I have prepared a number of tips for you on which tools should be used when.

Google Drive culture and ethics

Corporate Google Drive is a huge environment where you coexist with your colleagues. In order for existence to be comfortable and pleasant for everyone, it is necessary to follow a number of important rules of own and shared drives.
I assure you, it's not difficult!

Rule №1: Always think about who needs to see what you add to the disk.

Explanation: As explained earlier, one of the benefits of a corporate Google Drive is that it is easy to search for files in the corporate space if the file owner has allowed you to see them. Therefore, if you upload a file to drive only for your own use or for use (viewing) by a limited number of people, please restrict access to this group of email addresses.
This will help avoid a lot of irrelevant search results for those who don't need your files and, on the contrary, will ask for a search for those who need them.

Rule №2: Order is main thing.

Explanation: When uploading files to drive, be sure to name them correctly. Also, if you have to upload several related files - create a folder - it will be easier for you and your colleagues.

Rule №3: Don't need it - delete.

Explanation: If a file or folder is completely out of date, delete it. Do not clutter the drive with outdated versions of files.

Rule №4: Respect the contribution of others.

Explanation: If you are jointly editing a document / spreadsheet / presentation on Google Drive, please do so in edit mode. In this way, the work of no team member will be lost, moreover - it will be easier to see what has changed compared to the original version.