



**GREENFIELD
COMMUNITY
COLLEGE**



Gmail and Google Suite Basics

Whether you're brand new to Gmail or looking to feel more confident using Google's tools, this beginner-friendly class will walk you through the essentials. Join Digital Navigator Rich Vaden to learn how to send and organize emails, manage attachments, recognize spam and phishing attempts, and customize your inbox settings. We'll also explore the basics of Google Drive, Docs, and other Google Suite tools, showing you how to create, share, and store documents safely in the cloud. This session is designed to make everyday digital tasks simpler, more organized, and less overwhelming.



Rich Vaden

United Way of the Franklin & Hampshire Region



Date :
Tuesday, June 16, 2026



Time
4 p.m.

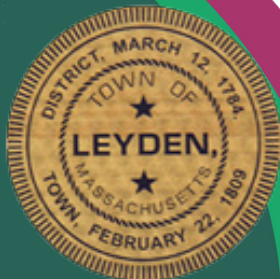


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To Register please email:
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UNITED WAY
Franklin and
Hampshire Region



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