Using Online Docs in CQUniversity Mail
Basics for CQUniversity Students

The **Online Documents** feature in CQUni Mail enables students to easily collaborate on documents, spreadsheets, and slideshow presentations. These personal docs are stored securely in the cloud where anyone a student shares them with (but *only* those people) can work on them - either individually or all at the same time.

Below is some information to help students start using **Documents**.

Viewing your Documents

Students can access their online Documents via the new My.CQU Portal.

1. Log into the My.CQU Portal http://my.cqu.edu.au.

2. Students should see a box within My.CQU called the "**My Docs**" application (pictured right).

3. To view your online Docs, click on the "**CQUniversity Docs**" icon.

4. A new window will open displaying your online Documents (example pictured below).

    Each of the unread messages are in **bold**. To open a message, click the message from the list.

    Students can filter which Documents they are shown by using the options in the left column.
    To search for documents, type part of the title of a document in the Search text box. Students can choose to search just your documents or all cqumail.com documents that have been shared.
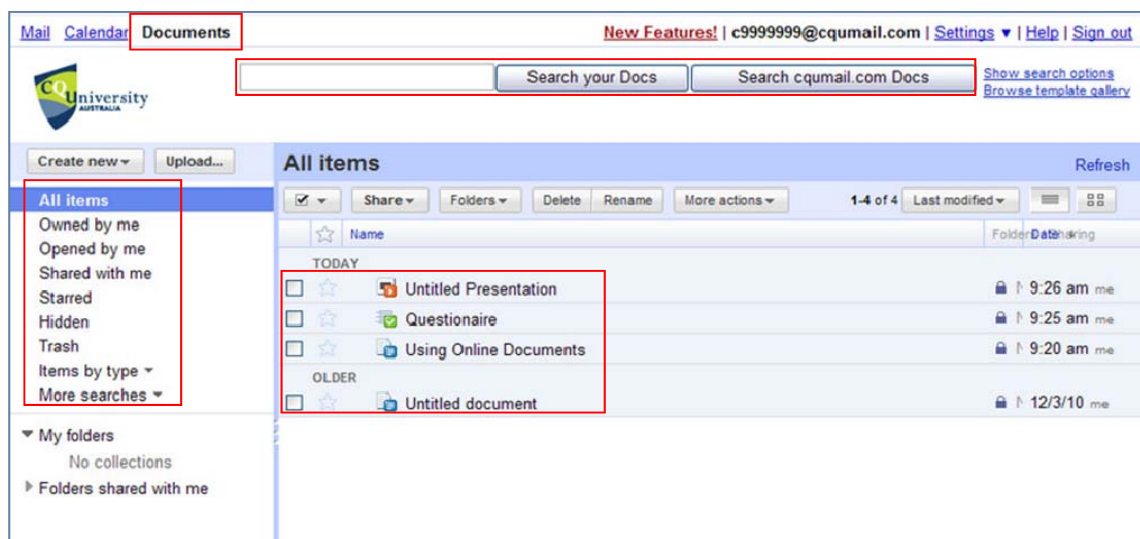
Getting Started with Online Docs for Students (continued)

Create a New Document

1. Click the "**Create new**" drop-down menu and select a type of document to create.

   The different document types are:

   Document - a text document which you can edit, insert pictures and tables, and format like a word document.

   Presentation – a slide presentation

   Spreadsheet - similar to an Excel spreadsheet

   Form – A form where you can create and customize fields. Can be printed or filled out online.

   Drawing – Use drawing tools to create a drawing or insert an image to edit.

   Folder – Organise your documents by creating folders to store them in. Folders can be shared like documents.

2. Documents are automatically saved every few minutes. Students can also click the "**Save**" option at the top-right of the document window.

3. To name a document, click in the Untitled document box at the top of the window. Enter a new document name and click "**OK**".

4. Close the document window by clicking the red X at the top-right of the window. The new document will show up in the documents list.
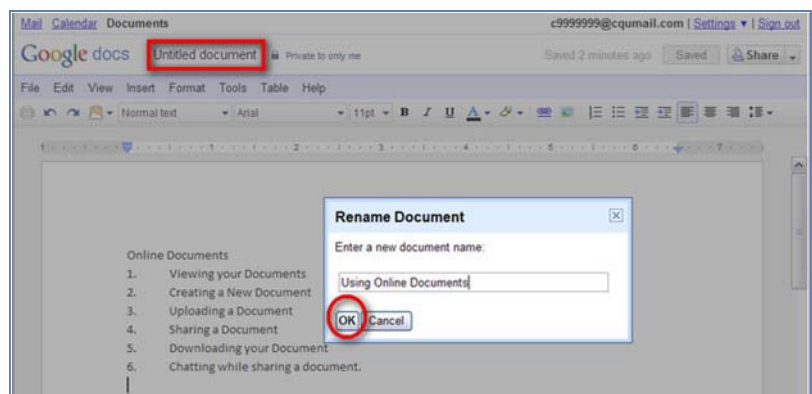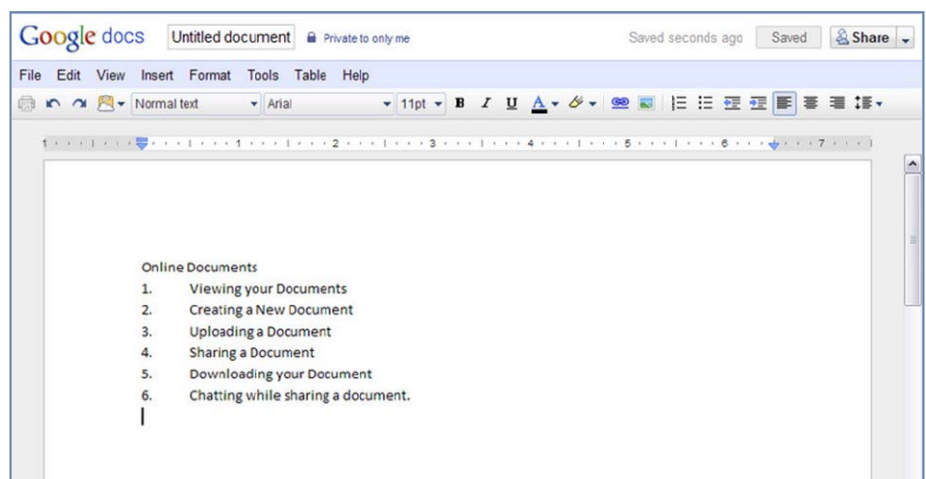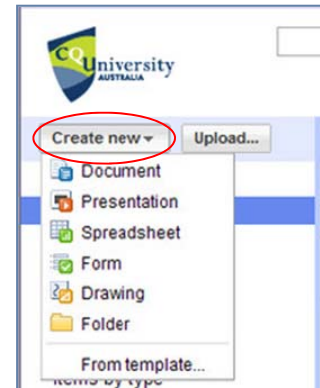
Getting Started with Online Docs for Students (continued)

Upload a Document

As well as creating new documents, students are able to **upload documents** from their computer into CQUni Docs. Students have 1024MB of space to store their documents online. The documents that are uploaded will be converted to Google Docs format so students can edit and share them with other users.

1. Click the "**Upload**" button at the top-left of the document window.

2. Choose the "**Select files to upload**" link. A window will open for you to browse to where the document is stored on your computer.

3. Select the file to upload, click "**Open**", then click "**Start Upload**".
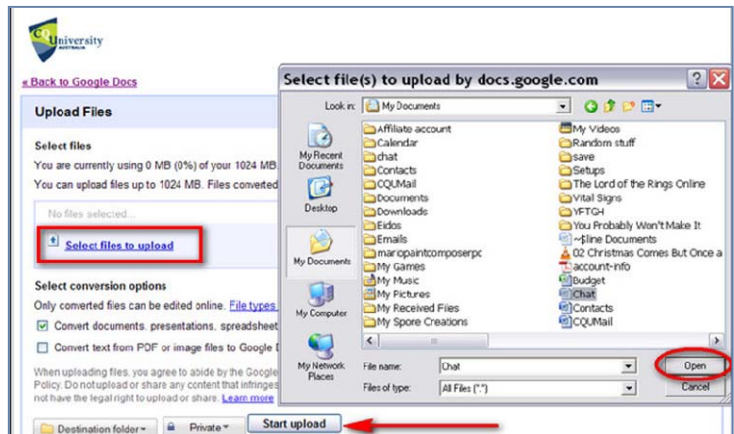
The file will now appear in your documents list.

Sharing a Document

Students are able to **share a document** with others and specify sharing permissions. *Collaborators* will be able to edit the document at the same time.

1. Select a document to share by ticking the box next to the document name.

2. Click the "**Share**" drop-down menu and select Share Settings. You can access the share settings or share an open document by clicking on "**Share**" at the top-right of the document.

3. To see a list of who has access to the document and the permissions they have, choose to "**Change**" the private access to allow public access (anyone on the Internet) various other options.
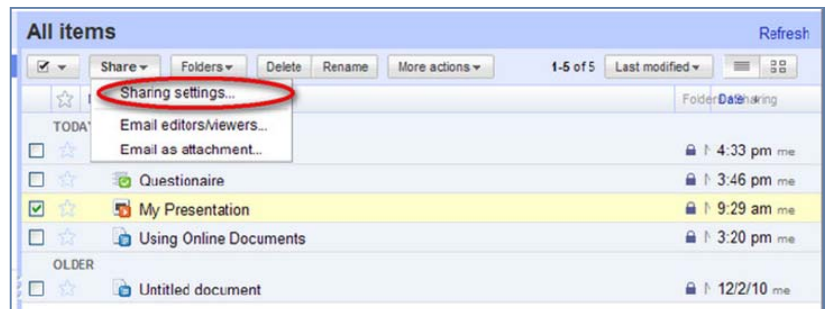
    You can keep the document private but choose to add specific people with permission to view or edit the document.

    Type the person's name or email address in the "**Add People**" field or select them from your contacts.

4. Choose whether they can **Edit** or **View** the document.

5. Click the "**Share**" button. The person will be sent an email with the details and a link to the file.
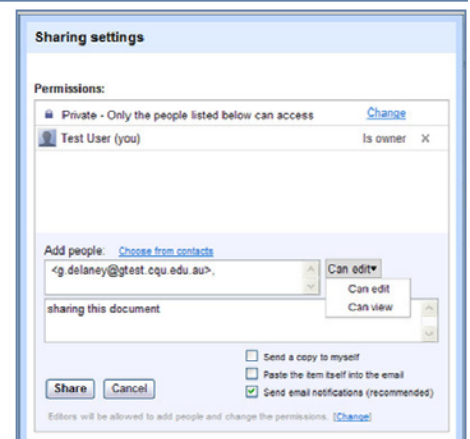
Getting Started with Online Docs for Students (continued)

Download a Document

1. In an open document click on "**File**" then "**Download as**" and choose a format to convert the document to.

   Or select a document from your document list, click on the "**More actions"** drop-down list and select "**Download**".

2. In the **Convert and Download** window, select the format you wish to convert the file to and click "**Download**". Students will be prompted to Open or Save the file to your computer.
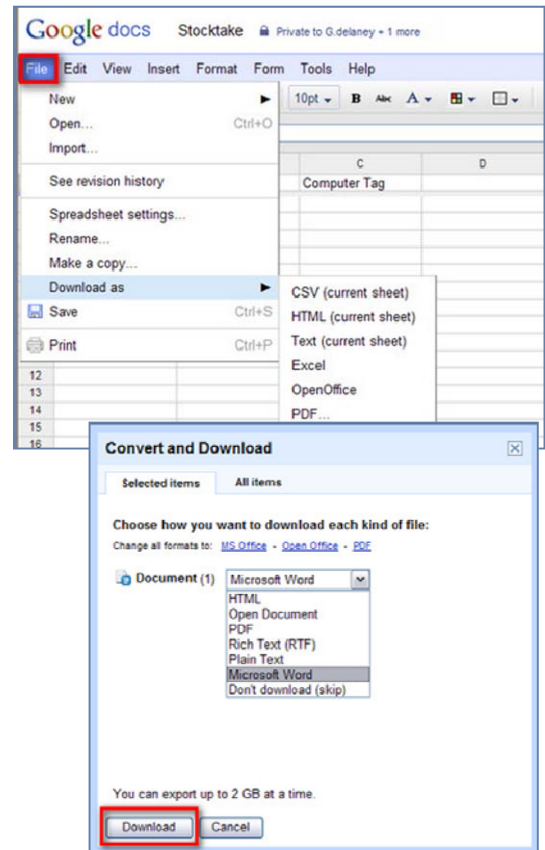
Chat while sharing a Document

When students are collaborating on a shared they will be able to see who else is viewing the document at the same time.

Students will also be able to see any changes they make as they update the document.

1. To chat with another person who is viewing the document, click on their name at the top-right of the document (example below).

2. Type a message in the message box and press enter.