Your Google Workspace PANIC Guide!

Quick Fixes for Your Everyday Workspace Wobbles!



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STILL FEELING A BIT WOBBLY?

HELLO!

You're running a solo business, juggling a hundred things, and then - BAM! 💥

- → Gmail decides to 'hide' an important email...
- → Drive suddenly 'loses' a client's file...
- → Calendar double books you for no reason!

Cue: mini meltdown! 🤤

I want this guide to be your calm-in-a-crisis companion, a Google Workspace 'first aid kit' for when things aren't doing what they're supposed to!

Inside you'll find quick, clear fixes for the most common "What just happened?!" moments in Gmail, Drive, and Calendar.

So let's take a breath, grab a cuppa, and press the (virtual) panic button together. 🤗

Sharon x

P.S. If you have any questions, feel free to email me: <u>sharon@sharonstutorials.com</u> and I'll try my best to help you.

GMAIL GLITCHES 🖂

"I accidentally deleted an email I need!"



"My client says they sent an email, but I can't find it!"

💡 QUICK FIX

A. Check Spam and All Mail:

- Click **More** in the left hand menu
- Click the **Spam** label and look for email
- Click the All mail label and look for email

B. Use Search:

- Type from:client@clientsemailaddress

- Or search keywords with has:attachment or older_than:7d





"My inbox is a disaster, help!"

💡 QUICK FIX
A. Archive emails more than 1 year old:
 In the Search bar, type: older_than:1y then press return Select all emails by clicking on the checkbox at the top of the inbox and click on the Archive icon next to it
B. Create one label called To Follow Up
- Click on the Plus symbol next to Labels in the left hand menu - Call it To Follow Up - Drag 3 important emails from your inbox into the To Follow Up label

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"I'm getting overwhelmed with notifications!"

QUICK FIX

- Click on the gear icon in the top right corner then click See all settings
- In the General tab, scroll down to Desktop Notifications section and turn them OFF
- Scroll down to the end of the page and click on **Save changes**



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DRIVE DISASTERS 📁

"I saved a file, but now I can't find it!"

💡 QUICK FIX

Search for the file in the Recent folder:

Click on the **Recent** folder in the left hand menu
Search for a *specific file type* by clicking on the **Type** filter button across the top and choosing the file type (e.g. documents, forms, audio etc.)
Search by *file owner* by clicking on the **People** filter button across the top and choosing the person then selecting **Owner**.



"I shared a doc, but they say they can't open/edit it!"

💡 QUICK FIX

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Check the sharing options & permissions:

- Right-click the file then click on Share

- Check if their email is added correctly
- Make sure they have the correct **permission** e.g. Viewer/Editor and click Send again

- If needed quickly, then switch to: *Anyone with the link can view/edit* and send them the link instead.

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"I accidentally deleted a file!"

QUICK FIX

- Click the **Bin/Trash** folder in the left hand menu
- Find the file and **right click** on it
- Click on **Restore** and it will move back to its original location.

Note: Deleted files stay in the Bin/Trash for 30 days before being permanently deleted.



CALENDAR CONFUSION

"My event shows the wrong time!"

QUICK FIX

←

Event settings

View options

Notification settings

Check the time zone:

- Click the gear icon in the top right corner to access your Settings (or use keyboard shortcut s)

- Click on Time Zone in the left hand menu
- Make sure the Primary time zone is correct
- Click the **back arrow** in the top left corner to return to the calendar
- Adjust the event's time if it was created in the wrong time zone.



Secondary time zone Ask to update my primary time zone to current location Learn more about how Google Calendar works across time zones

"I keep missing events!"

💡 QUICK FIX

Set default event notifications:

- Click the **gear icon** in the top right corner to access your **Settings** (or use keyboard shortcut **s**)

- Scroll down to **Settings for my calendars** section and click on the relevant calendar

- Click on **Event Notifications** in the left hand menu
- Edit the notification that's there already or click Add notification
- Set either Notification (pop-up) or Email
- Choose how long before the event you want to be notified
- Add another notification if required.

- Changes are automatically saved so just click on the back arrow in the top left corner to

get back to your calendar.

"I deleted an event by mistake!"

💡 QUICK FIX

- Click the gear icon in the top right corner, then click on Bin/Trash
- Click on the correct calendar on the left hand side (if you have multiple calendars)
- Check the box to the left of the deleted event you want to keep
- Click on the **Restore** icon and the event will move back to its original location.
- Click the **back arrow** in the top left corner to return to the calendar

Note: Deleted events stay in the Bin/Trash for 30 days before being permanently deleted.

STILL FEELING A BIT WOBBLY?

Don't worry, you've got this! (And I've got you)

You've survived the tech chaos - and hopefully avoided throwing your laptop out the window. But if you're still one tab away from Googling "how to throw Gmail into the sea", I'm here to help. 😊

I work with solo business owners who want less stress and more "oh wow, that was easy."

Whether it's a friendly <u>1:1 session</u> or a bite-sized <u>mini-course</u> that won't take over your week (or your will to live), I've got simple solutions that work.

(No hold music. No jargon. Possibly biscuits. 😉)

WHY LISTEN TO ME?

Hi, I'm Sharon. 👋

I'm your Google Workspace guide dedicated to helping you streamline your admin with ease. After more than a decade as a Virtual Assistant supporting coaches, consultants, and trainers, I founded Sharon's Tutorials in 2021 to simplify Google Workspace for solo business owners.

Through my step-by-step video tutorials and practical guidance, I remove the tech overwhelm, making everyday business tasks smoother and more efficient.

I'm all about clarity - no jargon, no fluff - just straightforward, easy-to-implement solutions. Whether it's organising emails, managing tasks, or optimising workflows, I want to show you how to spend less time on admin so you can spend more time doing what you love.

Feel free to get in touch, if you'd like a quick chat.

Sharon x