



**ST. BRITTO'S COLLEGE
CHENNAI**

FACULTY DEVELOPMENT PROGRAM



CYCLE - II

SESSION - 2

Session of Faculty development programme (FDP) was headed by Ms. Divya, Department of Computer Science on 23/10/2015 about **Mail tracking and Google Drive**.

The session was about Mail tracking add-on and its various uses. The program was followed by practical session on,

- How to add extensions to your computer
- How to access the Mail Track add-on
- Checking for acknowledgements
- Usage of Google drive and its uses

Ms. Divya commenced the session with the question of How to check, whether the sent mail has been seen by the receiver? She explained about the Add-on available in the Google extensions by which the mail tracking will be done easily. All the staff members were allotted a system and had the practical training on gave a chance to work on it.

Followed by, more information was given by Ms. Divya regarding,

- **Boomerang** – Add-on to send the mail at fixed time.
- **Virtru** – Add-on for secure mail

As the session went with add-on, she mentioned about the **Google Product – Drive**. She taught about its usage and its applications. The staff members were fully engaged with the practical training for the following,

- Creating folders for individual contact in Gmail
- Feature of Gmail
- Creating folder in drive
- Uploading the file/folder in drive
- Sharing of files
- Customizing the drive

The session went on well and was concluded with formal thanks who attended the session.