



GOOGLE WORKSPACE CONTINUITY (OFFICERS & CHAIRPERSONS)

Welcome to the Laramie County Master Gardeners Team! In late 2023, LCMG acquired an online collaboration space through Google Workspace for Nonprofits. This allows us to offer @lcmg.org business accounts (based on your position as an Executive Board Officer or Committee Chairperson) providing you access to email, file storage, common office software, calendars, etc. to help you while in your position. Our goals are to minimize reliability of your personal resources while performing your volunteer duties, as well as build/improve continuity from your predecessor through your successor.

The username and password for your @lcmg.org account is:

Username: _____

Password: _____

Note: If you did not receive account information or need to reset your password, please contact either your predecessor, the LCMG Google Workspace Administrator (greenthumb@lcmg.org), or the LCMG Secretary (secretary@lcmg.org) for assistance.

Login to your account by typing in any Google Apps URL address in your web browser (e.g., <https://myaccount.google.com>, or <https://mail.google.com>, or <https://calendar.google.com>, etc.)

Need Help?

A. **Access Help Topics, open other Google Apps (e.g., Calendar, Gmail, etc.), or update your Account profile** by selecting the appropriate icon in the upper right of your computer screen.



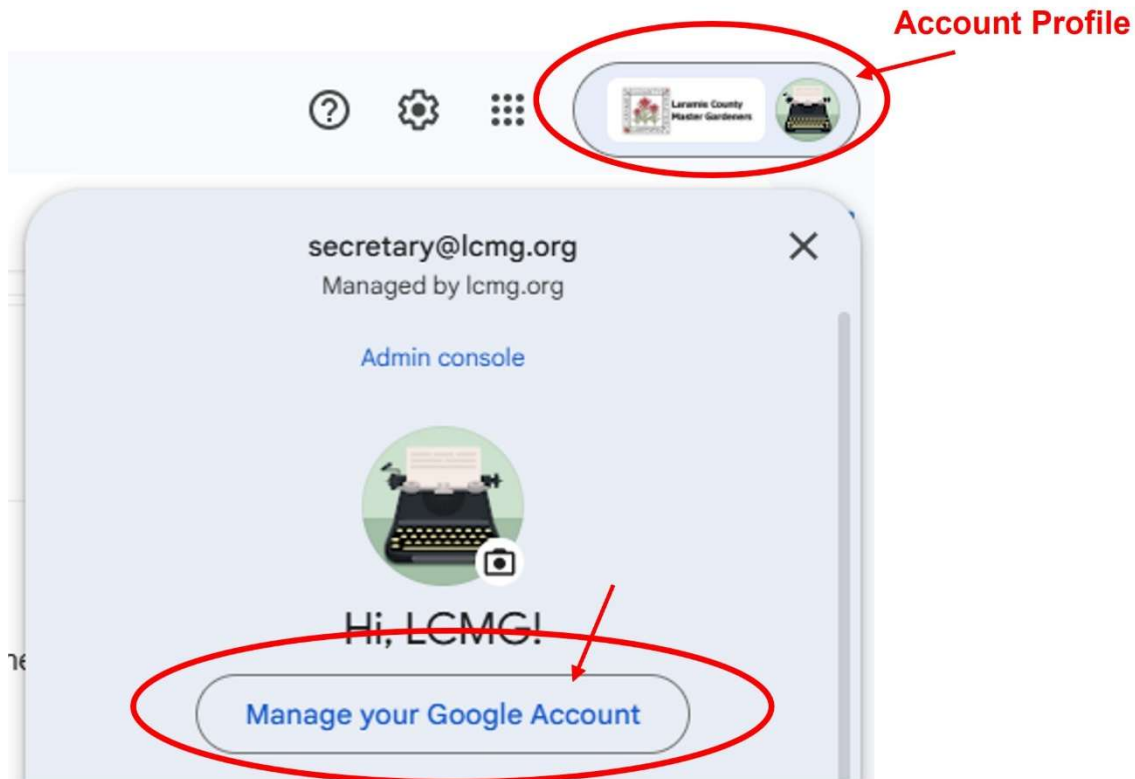
B. Check out our LCMG “How To” Guides – accessible from our www.lcmg.org website (under “Member Tools”) or through a Shared Google Drive (**login** to your @lcmg.org Google Account > go to the **Google Drive** app > from the left-side menu, select **Shared Drives** > **find the folder** labeled “Google Workspace “How To” Sheets and **open** it.

C. The LCMG Google Workspace Administrator (greenthumb@lcmg.org) and the LCMG Secretary (secretary@lcmg.org) are available to assist with questions or concerns you may have. Please understand these are volunteer positions so a response may not be immediately available.

1. Accessing Your Account (Security & Sign-In Features):

Immediately upon activating or assuming an @lcmg.org Google Workspace Account, you should verify the accuracy of your personal contact information and ensure 2-Step Verification (2SV) is turned ON for your account.

- A. **Sign In:** the outgoing officer/chairperson should log in to their @lcmg.org account using a desktop or laptop computer – mobile applications will not be sufficient for these steps. Open your web browser and enter URL as <https://myaccount.google.com>.
- B. **Open Google Account Settings:** Once logged in, click the **Account Profile icon** (located at the top right corner of your screen) and select **Manage your Google Account** from the pop-up menu.



- C. **Go to Security and Sign-In Settings:** When the Google Account Dashboard opens, select **Security & sign-in** from the available menu options > scroll down the screen to find the section titled **How you sign in to Google** section.

- D. **Verify Sign-In & Recovery Information:** You may be asked to verify your identity again before making changes within this section.

****Recommended Items**

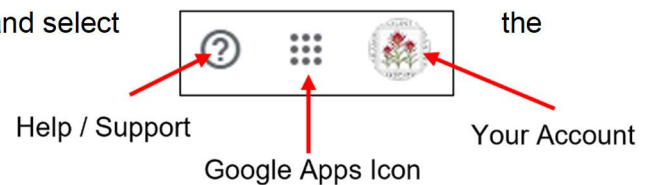
Security Option	Description / What To Do
**2-Step Verification	Should remain On
Passkeys and security keys	(Optional) This login feature allows you to use biometrics (finger or face scans), passkeys, or security keys on your personal devices.
**Password	Change the password from the one your successor provided.
Google Prompt	(Optional) This login feature allows you to receive a Google Prompt on your personal device as a form of two-step verification.
**2-Step Verification Phones	Verify your phone number is listed and delete any other phone numbers that are not yours. <i>Note: your phone must be able to receive text messages.</i>
**Recovery Phone	Verify your phone number is listed and delete any other phone numbers that are not yours. <i>Note: your phone must be able to receive text messages.</i>
**Recovery Email	Verify your personal email address is listed and delete any other email addresses that are not yours.
**Backup Codes	(Recommended) This option may or may not be turned on – we recommend turning it ON and printing a copy of the Backup Codes provided. These Backup Codes may assist you if you ever lose your phone or it is not available to perform the 2SV request


2. Personalizing Your Account (Profile Picture & Account Name):

- A. Login to your @lcmg.org Google Account > open your **Google Account settings** (see Step 1.B for a reminder on how to access).
- B. Select **Personal Info** from the available menu options (top or left-side of screen).
 - Profile Picture:
 - a. Scroll down the screen until you reach the **Basic Info** Section > click on the circle in the **Profile picture** section.
 - b. You may select any of the Google-provided illustrations or upload your own picture from your computer. The profile picture you set will also display as your Google Contacts picture.
 - c. Once selected and saved, exit back to the **Personal Info** dashboard.
 - Account Name: Your account name should reflect the Executive Board or Committee position you hold. Since this is a business account for LCMG, please do not change your account name to your personal name.

3. Create/Update your Email Signature Block: Google Mail (Gmail) is the email service for Google. You have the option to create an email signature block that will automatically be applied each time you create an email.

- A. Open Gmail by clicking on the Google Apps Icon and select the Gmail app.




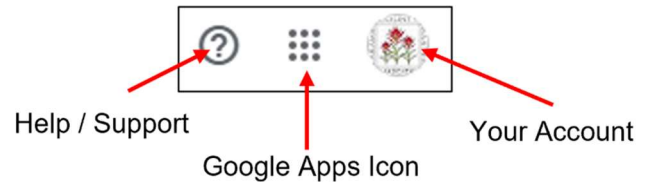
- B. At the top right, click the Settings icon , click **See all settings**.
- C. Select the **General** tab from the top menu > scroll down the page until you get to the **Signature** section. If your predecessor previously created a signature block for your position, click on the text to edit with your information. If you are creating a new signature block, click + **Create New** to begin by naming the signature (e.g., President or Youth Education). An example signature block may look like this:

1. John Smith
2. Chairperson, LCMG Youth Education Committee
3. Laramie County Master Gardeners
4. youtheducation@lcmg.org
5. (###) ###-#### (phone number optional)

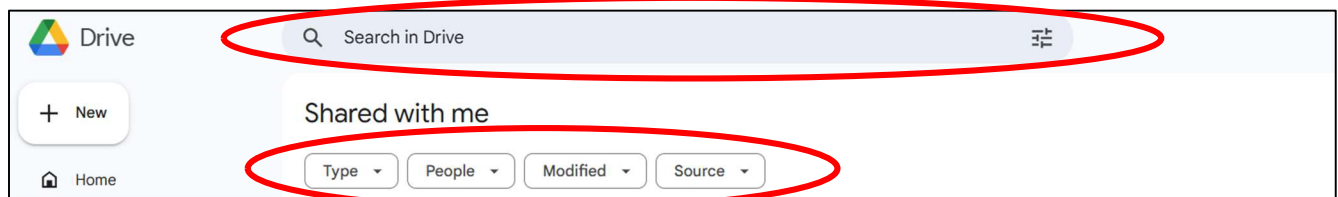
- b. **NOTE 1:** Please do not add images or animation; this will minimize email rejection by some mail services that may interpret these images as spam; also helps save storage drive space
- c. **NOTE 2:** Please refrain from adding any quotes or messaging that may conflict with our 501(c)(3) non-profit status (e.g., no religious messaging, no endorsements, no political affiliations (references: IRS Publication 557, *Tax-Exempt Status for Your Organization*, and 2019 LCMG Bylaws)
- D. Under **Signature Defaults**, click the name of the signature you created to fill the **Email Address, For New Emails Use**, and **On Reply/Forward Use**. This will auto-populate your emails with this signature block so you don't have to type it manually each time.
- E. Scroll down to the bottom of the dashboard and click **Save Changes**.

4. Accessing Shared Folders

1. Open Google Drive  by clicking on the Google Apps Icon and select the Drive app.



2. At the left-side menu, click **Shared with me** to view folders and files other @lcmg.org users are sharing to your account. There may be quite a few – you may use the Search bar or filter options at the top to narrow down your search:



Two folders of interest will be:

“[01. LCMG Records](#)” and

“[LCMG Google Workspace Information](#),” both shared by the LCMG Secretary.

3. (Optional) **Shortcuts**: To save time finding shared files and folders in the future, you may want to create a Shortcut to the shared file. A shortcut will point back to the original file and will appear in a Google Drive location you assign.

To create a shortcut:

- a. Right click on the file or folder you want to create a shortcut.
- b. Click **Organize > Add shortcut**. Select a location to add your shortcut.

To delete a shortcut:

- a. Go to your Google Drive. Right click the shortcut you want to remove.
- b. Click **Move to trash**.
- c. To permanently remove the shortcut, delete it from your trash. (On the left, click **Trash**; right click the shortcut you want to delete > **Delete forever**.)