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, contact 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.

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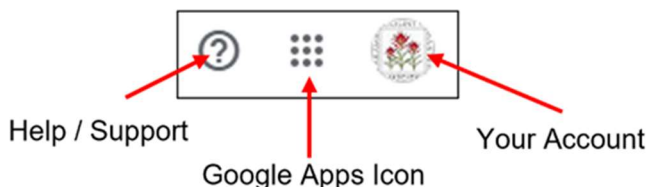
B. Check out our LCMG "How To" Guides – accessible from our www.lcmg.org website (under "Member Tools") or through a Shared Google Drive (**login** to your @lcmg.org Google Account > go to the **Google Drive** app > from the left-side menu, select **Shared Drives** > **find the folder** labeled "Google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

C. The LCMG Secretary (secretary@lcmg.org) is also a LCMG Google Workspace Administrator. Please contact them with questions or suggestions for new features—please understand this is a volunteer position so a response may not be immediately available.

Accessing and Personalizing your @lcmg.org account:

A. Security -- Signing into your @lcmg.org Google Workspace Account

1. Login to your @lcmg.org Google Account.
2. Select the "**Your Account**" icon (located at the top right of your computer screen) to open your account dashboard.
3. Select **Security** from the available menu options (top or left-side of screen) > scroll down the screen until you reach the **How you sign into Google** section -- we recommend selecting and/or updating the following security login options:

<p style="text-align:center;">**Recommended Items*</p>

| Security Option	Description
**Password	Update password, as required.
**Recovery Email	Update or verify the personal email address you want Google to contact you about your account.
**Recovery Phone	Update or verify a personal phone number capable of receiving text messages (Google will send you a text message if you have difficulty accessing your Google account by other means).
**Two-Step Verification	Update or verify a personal phone number capable of receiving text messages. This security feature provides a second form of authentication after entering your password, to mitigate an unauthorized person gaining entry to your account. Google will **send you a text message,** at the phone number you provide, asking you to authenticate any attempted password entry.
**Backup Codes	Backup codes are **recommended in the event you lose access to your phone**. Select this option and print off the 10 backup codes randomly generated by Google. Store this printout in a safe place (your continuity binder) and use in case other means to access your account fail.
Passkeys (optional)	This security feature allows you to use **biometrics (fingerprints, facial recognition) to open your account** -- select **Passkey** > **Create a passkey** > Select **Use another device** to set up your mobile device, **or Continue** to set up passkeys on your desktop

B. Updating Personal Information

1. Login to your @lcmg.org Google Account.

2. Select the **Your Account** icon (located at the top right of your computer screen) to open your account dashboard.

3. 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.

- Contact Info: Verify/update the email addresses associated with your @lcmg.org account, especially the Recovery Email and Phone Number. In the event Google detects any unusual activity on your account, or if you get locked out, Google can help you access your @lcmg.org through another email address and/or text message.

    NOTE: You may notice alternate email addresses associated with your account (alias) -- these alias email addresses may be necessary if your position required an alias. Speak with your predecessor about the continuing need for these addresses.

C. 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.

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

Help / Support   Google Apps Icon   Your Account
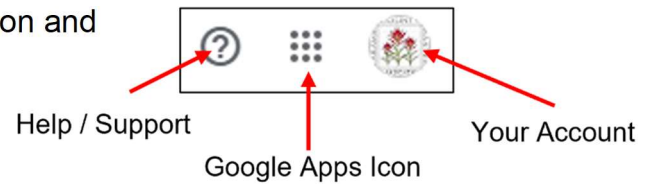
2. At the top right, click the Settings icon ⚙, click **See all settings**.

3. 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:

> John Smith
> Chairperson, LCMG Youth Education Committee
> Laramie County Master Gardeners
> youtheducation@lcmg.org
> *(###) ###-#### (phone number optional)*

NOTE 1: Please <u>do not</u> 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

NOTE 2: <u>Please refrain</u> 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)

4. 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.

5. Scroll down to the bottom of the dashboard and click **Save Changes**.

Accessing Shared Folders

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

Help / Support

Google Apps Icon
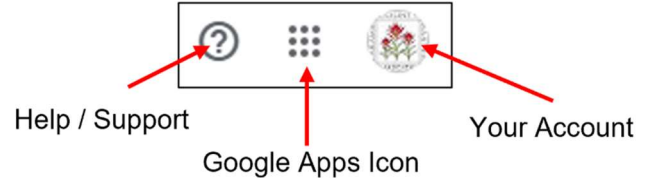
Your Account

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:
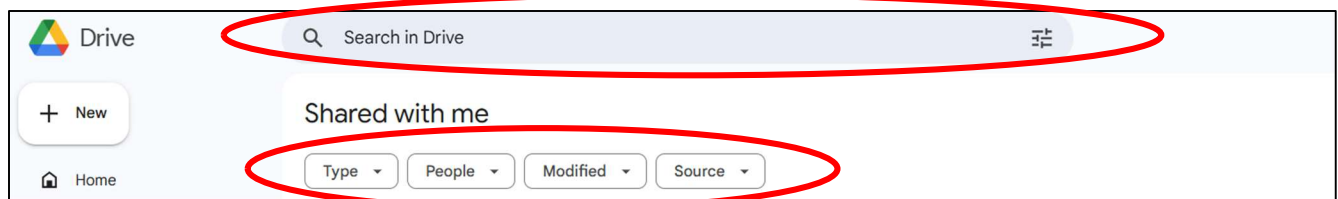
Two folders of interest will be "01. LCMG Records" and "LCMG Google Workspace Information," both shared by the LCMG Secretary.

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**.)