

LCMG Google Workspace Orientation

February 20, 2024



Overview

- **Introduction to the LCMG Google Workspace**
- **LCMG Business Rules**
 - Support
 - Communicate
 - Collaborate
 - Continuity
- **Implementation Plan**
- **Questions?**



Introduction

- **What is Google Workspace?**

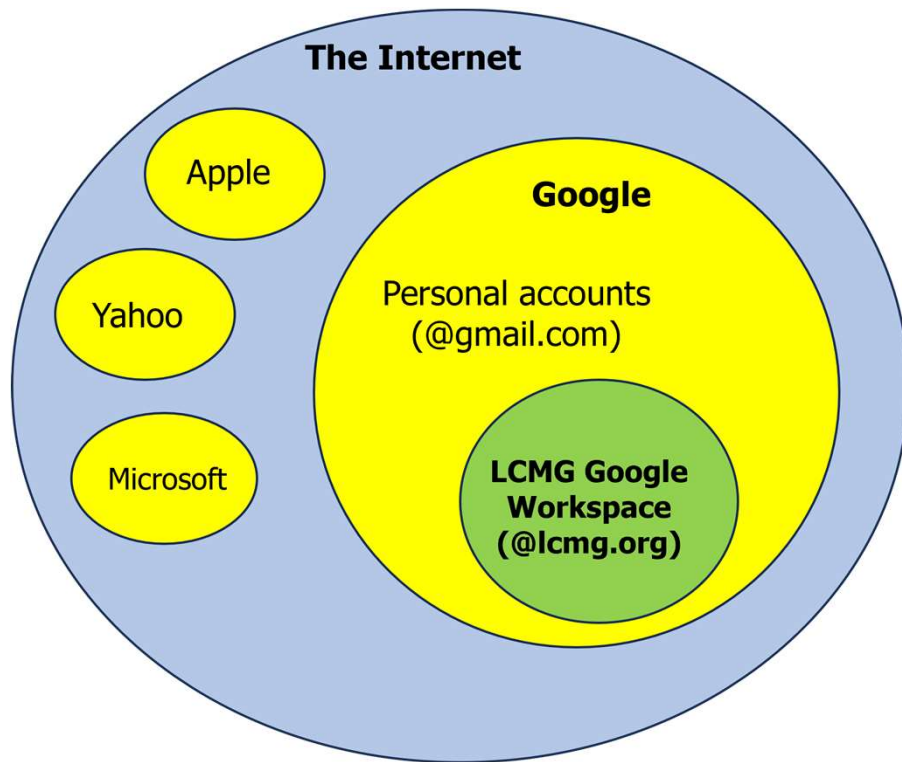
- A suite of cloud-based, productivity and collaboration tools developed by Google (formerly known as G-Suite)
- LCMG License is free through Google Workspace for Nonprofits

- **Benefits**

- Minimize reliance on personal resources for LCMG Business -- access to office apps, video teleconferencing, survey forms, etc.)
- Support collaboration – share files, calendars, email distribution lists; technology integrates with new LCMG Website to reduce workload
- Improve continuity – centralized file storage (30GB per user, mobile-responsive), templates for accomplishing repetitive tasks, etc.
- Enhance recognition, credibility, and continuity with outsiders (@lcmg.org email addressing)



The LCMG Google Workspace



 **Gmail** (@lcmg.org)

 **Calendar**

 **Contacts**

 **Google Drive**

 **Google Groups**

 **Google Docs**

 **Google Sheets**

 **Google Slides**

 **Google Forms**

 **Google Meet**



Use Hamburger Menu at Top Right of Screen to Toggle Between Apps



Getting Started

Web Browser Access

- **Main Account:** <https://myaccount.google.com>
- **Gmail:** <https://mail.google.com>
- **Calendar:** <https://calendar.google.com>
- **Contacts:** <https://contacts.google.com>
- **Drive:** <https://drive.google.com>
- **Docs, Sheets, Slides, and Forms:**
<https://docs.google.com>
- **Google Meet:** <https://meet.google.com>
- **Groups:** <https://groups.google.com>



Business Rules

- **Support – Account Creation, “How-To”, Administrator**
- **Communicate – Google Contacts and Gmail**
- **Collaborate – Calendar, Surveys, Video, File Sharing**
- **Continuity – Google Drive**



Support

- **Account Creation**

- Created for the position, not the person
- Sign up for Account Activation (30-min phone call)
- Account Delegation for Co-Chairs (share same account with different logins)

- **“How-To” References**

- Google Drive Shared Folder: “Google Workspace “How-To” Sheets”
- www.lcmg.org > “About Us” > “Tools for Members & Officers” > “LCMG Google Workspace Information”

Administrator: greenthumb@lcmg.org



Communicate

Google Contacts & Gmail

- **Google Contacts**

- Your Address Book
- Organize into Groups using Labels ("Committee All")

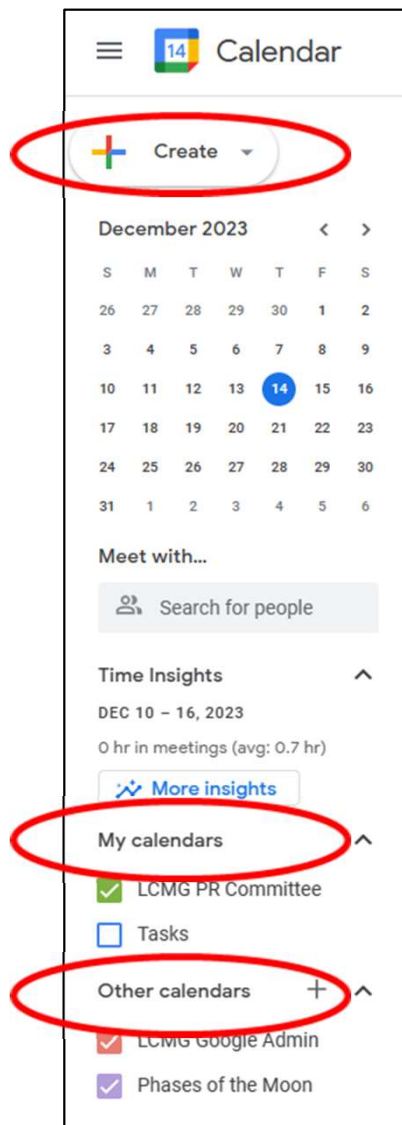
- **Gmail**

- Your Email Service (@lcmg.org email address)
- Organize Emails using Labels
- Signature Blocks
- View your @lcmg.org email on your mobile device's email app (no separate app required)
- Create / use email templates for repetitive emails




Collaborate *Google Calendar*

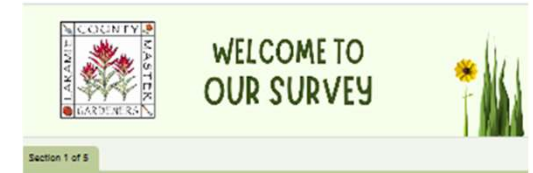
- **Create & manage calendar events**
- **Set event reminders**
- **Share your calendars with others**
 - **My calendars** – calendars you own
 - **Add new calendars** (subcommittee, etc.)
- **Other calendars – calendars owned by others and shared with you**
 - **“LCMG Secretary”** is the LCMG Master Calendar





Google Forms & Google Meet

- **Google Forms – Surveys**
- **Google Meet – Video Conferencing**
 - Host up to 100 participants, dial-in access
 - Accessible from Google Calendar event, Gmail, desktop web browser, or mobile Meet app 
 - Host must join before anyone else can join
 - Our free plan does not cover recording of meetings



Hello and Thank You for taking our Public Relations (PR) Committee Survey!

Form description

The LCMG PR Committee is expanding the branding of our organization, and we are asking for your opinion.

A **Brand** is a name, symbol, or design that helps people recognize an organization, product, or service. A Brand can also help people remember an organization and what they stand for.

Examples include the University of Wyoming's Brown & Gold, or Coca-Cola's red and white colors, or Nike's famous "swoosh" symbol.

Description (optional)

A Brand reflects an organization's mission, personality, and expertise. **Our goal is to reflect the LCMG Brand as Welcoming, Informative, Authoritative, Clear, Cheerful, Vibrant, and Fun.**

This is our LCMG Logo. Using it as our foundation, we are asking for your help in creating a color palette around it, along with a tagline that reflects these attributes.





File Sharing

Google Docs, Sheets, Slides

- **Share Your Materials Directly**

- Click **Share** in top right – select **Edit**, **Comment**, or **View** Access
- Uncheck the **Notify People** box if you want to add collaborators, but aren't ready for them to jump into the doc (silently add them)

- **Share via email**

- Following steps above, copy/paste link to the URL of the document you plan to share in an email
- Best method for sharing multiple documents at the same time, through one email

- **Share in Google Drive – Save/Upload the file to Google Drive and share link with others**



Continuity *Google Drive*

Google Drive

Search in Drive

Google Workspace "How-To" Sheets

5 people

Type | People | Modified

Suggested

- How To...Google Workpac...
- How To...Import other GM...
- Google Meet - Get started...

Name	Last modified	File size
Google Forms - Create a Form.pdf	Oct 16, 2023 me	499 KB
Google Forms - Send your form f...	Oct 16, 2023 me	330 KB
Google Meet - Get started with ...	Dec 15, 2023 me	301 KB
How To...Google Workspace Acc...	Dec 22, 2023 me	586 KB
How To...Import other GMail and...	Dec 22, 2023 me	182 KB

Who has access

Shared with LCMG Google Admin, Unnamed, LCMG Vice President, LCMG Webmaster, and 1 other

[Manage access](#)

Drive details

Type: Shared drive

Owner: Laramie County Master Gardeners



Contact Group vs Google Group

Contact Groups / Labels

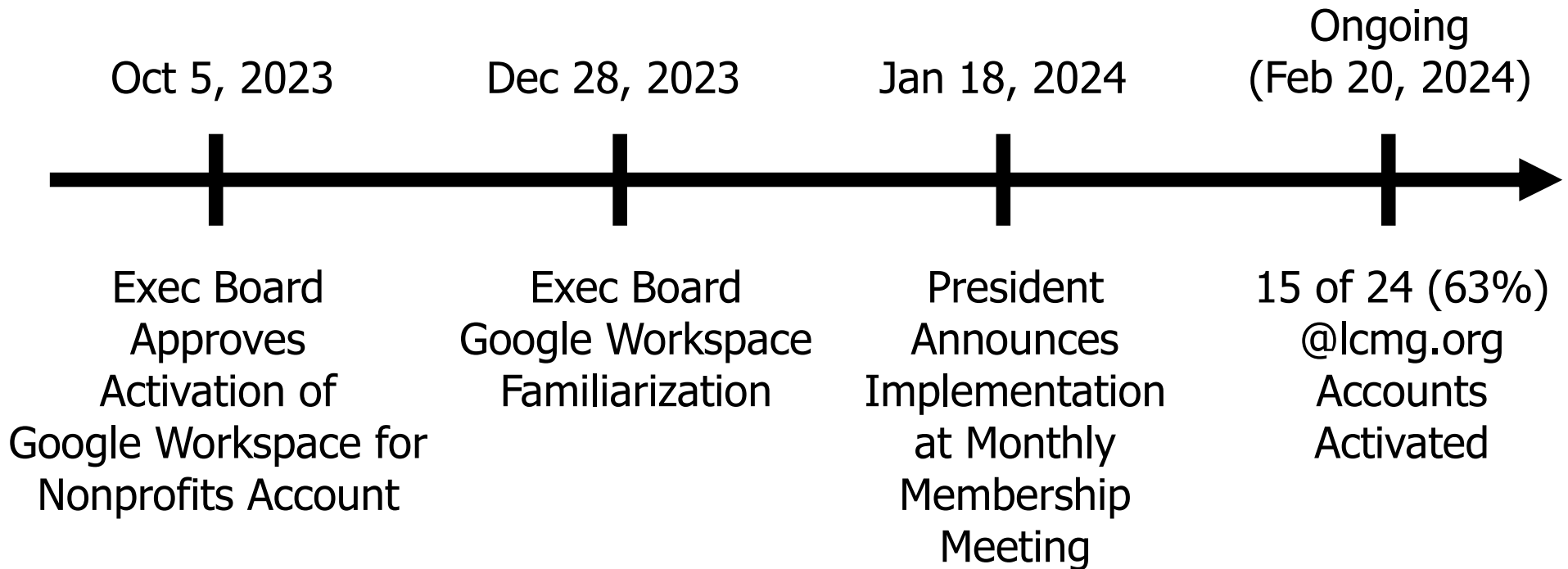
- **Managed thru Contacts**
- **Personal Use (only account owner can use)**
- **Can share docs & calendars; recipient see emails in inbox only**
- **Can change contacts in group/label, but those changes will not apply to existing shares**

Google Groups

- **Managed thru Google Groups**
- **Multiple Use by Managers & Members of the group**
- **Has its own email address; retains copy of message as Google Group "conversation"**
- **Can share Google Drive (docs, etc.) & Calendars; recipients see through email, Google Groups Forum**
- **Change in group membership will apply to existing events and shares**



Implementation Plan





Summary

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