
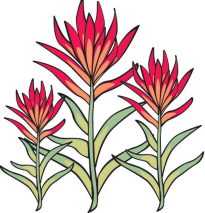







	COUNTY	
LARAMIE		MASTER
	GARDENERS	

# LCMG Google Workspace Orientation

February 28, 2024

1

	COUNTY	
LARAMIE		MASTER
	GARDENERS	

## Overview

---

- **Introduction to the LCMG Google Workspace**
- **Business Rules**
- **Ways to Use Google Workspace**
- **Implementation Plan**
- **Questions?**

2



## 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

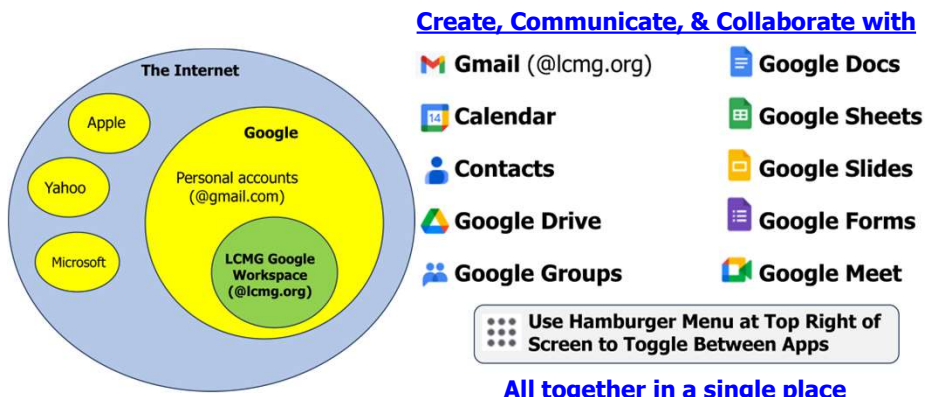
### • Benefits

- 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)

3



## The LCMG Google Workspace



**To Login: <https://myaccount.google.com>  
or through any of the Google App URLs**

4



## Business Rules

- **Committees responsible for maintaining own records**
  - LCMG Secretary not responsible for committee records (ref: P&P)
  - No LCMG backup servers – retain copies, as required
- **Create/add email signature blocks to your Gmail**
  - Do not add images or animation (may cause email rejection)
  - Do not use email to communicate on subjects that conflict w/ or nonprofit status
- **Please use Google Calendar to create & manage LCMG Meetings**
  - Share to LCMG Secretary's Google Calendar for awareness
  - Future: auto-updates to new LCMG Website Calendar feature
- **Continue to email Monthly Committee Reports to all LCMG Exec Board Officers**
  - Future: shared drive for you to upload your reports (minimize emails)
  - Future: shared drive for templates, LCMG Records, etc.

5



## Ways to Use Google Workspace

- **Organize & manage your volunteers**
  - Use Google Calendar to show upcoming opportunities/activities
  - Use Google Forms to collect volunteer information or poll audience
  - Use Google Meet to collaborate with your committee, train volunteers
  - Stay in touch through Google Groups and Gmail
- **Be productive & collaborative**
  - Organize your inbox with labels & filters
  - Collaborate with others on Google Docs
  - Share your calendar & efficiently schedule meetings
  - Use Tasks to assign & track your committee to-do list

6



## Getting Started

- **Account Creation**

- Created for the position, not the person
- "Delegation" for Co-Chairs (share same account but different logins)

- **Security: Two-Factor Authentication +**

- **"How-To" References**

- Google Drive Shared Folder: "Google Workspace "How-To" Sheets"
- [www.lcmg.org](http://www.lcmg.org) > "About Us" > "Tools for Members & Officers" > "LCMG Google Workspace Information"

**Administrator: [greenthumb@lcmg.org](mailto:greenthumb@lcmg.org)**

7



## Communicate *Gmail & Google Contacts*

- **Gmail**

- Your Email Service (@lcmg.org email address)
- Please create & add your email signature block to your emails
- May use Labels to organize your emails ("Labels" = Folders)
- View your @lcmg.org email on your mobile device's email app (no separate app required)
- Create / use email templates for repetitive emails

- **Google Contacts**

- Your Address Book
- May use Labels to organize contacts into groups (e.g., "Committee All")

8



## 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**

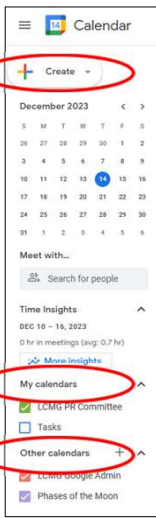
### Google Groups

- **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 (e.g., Drive, etc.)**

9




## Collaborate *Google Calendar*

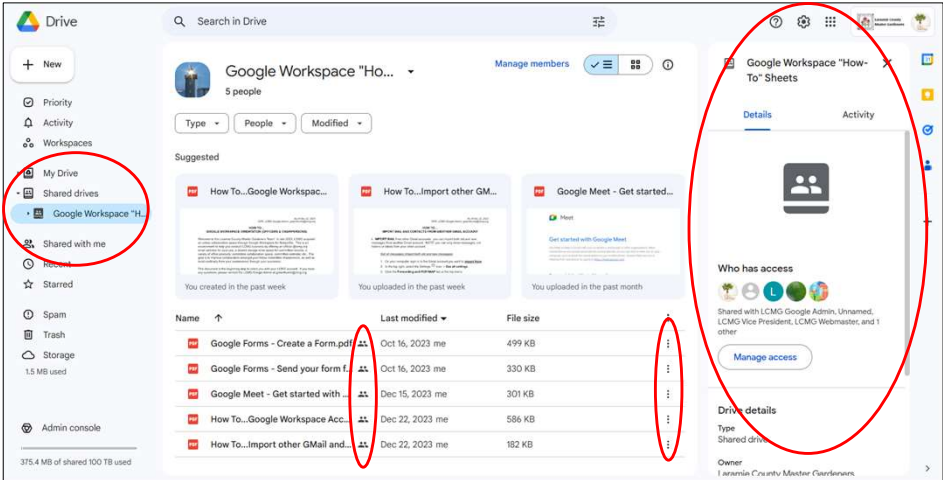


- **Create & manage calendar events, appointment schedule, set event reminders**
- **Share your calendars with others**
  - **My calendars** – calendars you own
  - **Add new calendars** (subcommittee, etc.)
- **Other calendars**
  - Calendars owned by others and shared with you
  - **"LCMG Secretary"**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

10




# Continuity Google Drive



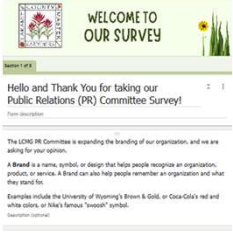
Back up your own files, as desired -- LCMG is not maintaining local backup servers


11



# Google Forms & Google Meet

- **Google Forms – Collect Information, Surveys**
  - Short or long answer questions, multiple choice, checkboxes, dropdowns, etc.
  - Collect email addresses, limit responses, allow or don't allow people to change their answers
  - Output responses to .pdf with graphs or in spreadsheet format (Google Sheets)
- **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





12



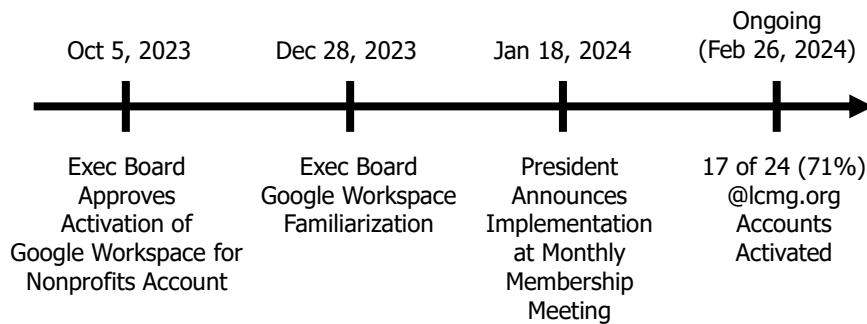
## File Sharing *Google Docs, Sheets, Slides*

- **Share Docs, Sheets, Slides directly**
- **Copy the link and share link via email, text, etc.**
- **Share using Google Drive**
  - Save/Upload file to your Google Drive & share w/ other Google users (@lcmg.org users see when logged in, or using Google mobile apps)
  - Non-Google users will require you to send them a link

13



## Implementation Plan



14



## Summary

---

- Introduction to the LCMG Google Workspace
- Business Rules
- Ways to Use Google Workspace
- Implementation Plan
- **Questions?**