



GOOGLE WORKSPACE ORIENTATION (OFFICERS & CHAIRPERSONS)

Welcome to the Laramie County Master Gardeners Team! In late 2023, LCMG acquired an online collaboration space through Google Workspace for Nonprofits. These business accounts are a resource to help you conduct LCMG business, improve collaboration and communication, and build continuity from your predecessor through your successor. If you have any questions, please contact the LCMG Google Admin at greenthumb@lcmg.org.


Step 1. Receive your Google Workspace Login information and Login to your account (username and password) from your predecessor during your transition as the incoming officer/chairperson. If you did not receive account information, contact the LCMG Google Admin (greenthumb@lcmg.org) for assistance.

Username: _____


Password: _____

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

Step 2. Know Your Google Workspace Admin. The LCMG Google Workspace Administrator is a volunteer position with the email address greenthumb@lcmg.org. You may periodically receive emails from this address, “**Google Workspace Admin**,” or “**The Google Account Team**,” or “**Google Groups**.”

- **Online Google Support:** Users also have access to Google Support by selecting the Support icon  in the upper right corner of your computer screen (next to settings, hamburger menu, and profile icon)



- **LCMG “How To” Guides:** In addition to asking for assistance through the Support icon , the LCMG Google Workspace Administrator posts “How To” guides to a shared drive accessible by all @lcmg.org account holders; to access, **login** to your account, go to your **Google Drive** > (left-side menu) select **Shared drives** > look for a folder labeled “**Google Workspace “How To” Sheets**”
- Finally, users may contact the LCMG Google Workspace Administrator (greenthumb@lcmg.org) with questions, concerns, or suggestions for new features—please understand this is a volunteer position so a response may not be immediately available.

Step 3. Personalize and manage your Account: You can manage your account information, privacy, and security by either (a) clicking on Your Account at the **Account Icon** at the top right of your screen and selecting “**Manage Your Google Account,**” or (b) clicking on the **Google Apps Icon** and selecting “**Account**” from the available options.

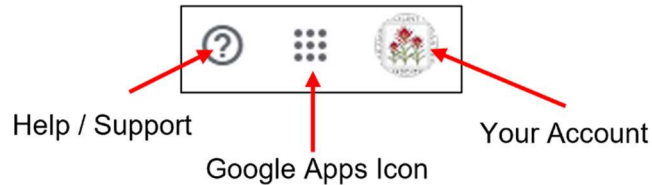


- (Optional) Update your Profile Picture:
 1. Open your Google Account.
 2. Select **Personal Info** from the left-side menu.
 3. Scroll down the screen until you reach the **Basic Info** section.
 4. You may change or remove your picture by **clicking on the circle** in the **Profile Picture** section.
 5. If you change the picture, you may select any of the Google-provided illustrations or select **From Computer** to upload your own picture from your own computer. Once selected and saved, you may exit back to the Personal Info Dashboard.
 6. The profile picture you set will also display as your Google Contacts picture.
- 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.
- Provide a Recovery Email and Phone Number: In the event Google detects any unusual activity on your account or if you get locked out, Google will help you access your account through another email address and/or text message.
 1. While still in the **Personal Info** dashboard, scroll down the screen until you reach the **Contact info** section.
 2. Select **Email**. Scroll down until you see the section for **Recovery email**, click on this section and follow the on-screen prompts. Type in a personal email address where you may be reached. Exit back to **Personal Info** dashboard when complete.
 3. Select **Phone**. Follow the on-screen prompts to add or verify your personal phone number (able to receive text messages). Exit back to **Personal Info** dashboard when complete.


4. NOTE: While on the Email dashboard, you may notice your account could have alternate email addresses listed. These alias email addresses may be necessary if your position required an alias. Speak with your predecessor about the continuing need for these addresses.
- Security – How you sign into Google: There are multiple options for signing into Google. These are all designed to provide another layer of protection against unauthorized access.
 1. Open your Google Account.
 2. Select **Security** from the left-side menu.
 3. Scroll down the screen until you reach the **How you sign into Google** section. We recommend you select the following options:

Security Option	Description
Two-Step Verification	This security feature provides a second form of authentication after entering your password. Google will send you a text message asking you to authenticate any attempted password entry. This feature will automatically be turned on within a week of accessing your account, so it is important you provide a phone number that can receive text messages . You may choose to go ahead and turn it ON yourself by selecting and following the on-screen prompts.
Passkeys	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
Password	Change password, as required.
Recovery Phone	Enter (or verify) the phone number you want Google to send a text message to if you have difficulty accessing your Google account by other means.
Recovery Email	Enter (or verify) the personal email address you want Google to contact you about your account.
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.

Step 4. Access your Google Apps: To access your Google Apps, such as Google Mail, Google Contacts, Google Groups, Google Calendar, Google Drive, etc., click on the 9 dots located at the top right of your screen (these 9 dots in a square are also referred to as a “hamburger menu”). All your available apps will display. Click on the app of your choice.



Step 5. Google Mail (GMail): GMail is the email service for Google. The primary inbox and default labels (such as “Sent Mail” or “Drafts”) and categories are listed on the far-left side of the page. Messages appear in the middle of the page with the latest emails at the top of the list.


- **Create an Email Signature Block:** this is important to ensure the receiver of your email knows who the email is coming from and how to contact you with questions or concerns. This is where you will provide your First Name, Last Name, email address, and phone number (optional) which will automatically appear at the bottom of all emails you compose in the future.
 1. Open Gmail.
 2. At the top right, click the Settings icon  , click **See all settings**.
 3. In the **General** tab, scroll to **Signature** and click **Create New**.
 4. Name your signature (e.g., President or Youth Education), click **Create New**.
 5. In the text box at the right, add your signature text. For example:


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

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

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)

6. 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.
 7. Scroll down to the bottom of the dashboard and click **Save Changes**.
- (Optional) Share your GMail with Co-Chairs (Delegate Access): For committees with more than one chairperson, the primary account holder (you) may choose to delegate access to your inbox to another @lcmg.org user. The user granting access (you) is referred to as the *delegator* and the user receiving the access (them) is the *delegate*.
 - Delegates must have an email address ending in @lcmg.org; you may grant up to 10 people access.
 - Delegates can read, send, and delete messages, and edit GMail settings on your behalf—they can also view, add, and edit Contacts for the delegator's account. Delegates cannot chat with anyone for you or change or GMail password; when they send a message, their email address appears.
1. How to Add a Delegate: *It may take up to 24 hours for the delegation to take effect.*
 - a. On your computer, open GMail (you must do this from a web browser, not the app).
 - b. In the top right, click Settings > **See all settings**.
 - c. At the top menu, click the **Accounts and Import** tab.
 - d. In the "**Grant access to your account**" section, click **Add another account**. (NOTE: ensure the delegated account has been activated and the delegate signed into it – they must sign into their account and update their password prior to you assigning it as a delegate on your account.)
 - e. Enter the email address of the person you want to add.
 - f. Click **Next Step > Send email to grant access**. The person you added will get an email asking them to confirm. The invitation expires after a week.
 2. How to Remove a Delegate:
 - a. On your computer, open **GMail** (must do this from a web browser, not the app).
 - b. In the top right, click the Settings icon > **See all settings**.
 - c. At the top menu, click the **Accounts and Import** tab.
 - d. In the "**Grant access to your account**" section, click **Delete** next to the account to remove.

- (Optional) Add Gmail account to your phone or ipad: you have the option to read your @lcmg.org emails from your personal mobile devices. You may do so either by downloading the GMail app or adding your @lcmg.org account to your device's mail app.
 1. Add Gmail Account to your iPhone or iPad Mail Settings: this allows you to view your @lcmg.org email inbox without having to log into a separate GMail App.
 - a. On your iOS device, open **Settings**.
 - b. Scroll down until you see the Mail icon; Tap **Mail > Accounts > Add Account**.
 - c. Tap **Google**.
 - d. Follow the on-screen prompts; you will be asked to enter your username and password for your @lcmg.org account; you may be asked to verify Two-Step Verification. Hit **Save** when complete. You should now see your @lcmg.org account listed. If you do not, it may have saved as Google or GMail – simply click on either of those > click **Account** > and **rename the listing** to your @lcmg.org email address > click **Done** from upper right corner and back out to Accounts list to verify the rename worked.
 - e. Exit out to Main Screen and open your Mail app. At top of screen, you may see the header “All Inboxes” – this indicates all email accounts, including your @lcmg.org inbox, will appear in this consolidated list. If you do not see “All Inboxes,” click on either the “< Back” or “< Mailboxes” link listed above the “Inbox” – this will take you to a list of available inboxes to view. You may either select “All Inboxes” to see all incoming messages from all your inboxes or select the specific inbox to just view it.
 2. Add Gmail Account to your Android:
 - a. On your Android device, open the **GMail app** .
 - b. At the top right, tap your **profile picture**.
 - c. Tap **Add another account**.
 - d. Choose the type of account you want to add: **Google**
 - e. To add your account, follow the on-screen prompts; you may be asked to enter your username and password for your @lcmg.org account.
 - f. Save your addition.

Step 6.  **Google Calendar.** Please use the Google Calendar app to create meeting events, set reminders, or share your committee's calendar with others. Unless you create a new calendar for your committee, your @lcmg.org personal calendar will become the default committee calendar when you choose to share it with your committee members.

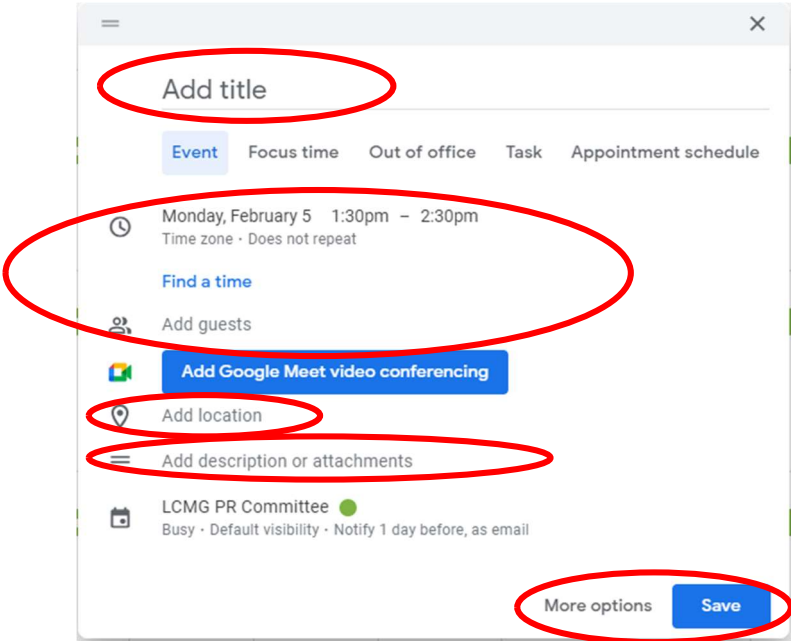
- **LCMG Master Calendar**: the LCMG Secretary maintains the LCMG Master Calendar and it is from here that we update our LCMG Website (www.lcmg.org). This calendar is shared to all committees. To access:
 1. Open your Calendar (<https://calendar.google.com> in web browser or choose from the list of Google Apps available under the hamburger menu (9-dots-in-a-square icon) at upper right corner of your computer screen).
 2. On left-side menu, find **Other calendars**. The “LCMG Secretary” should be listed and checked in order to view LCMG Master Calendar events on your calendar dashboard. You should have access to add your committee events to the LCMG Secretary Calendar, if not, please contact the LCMG Secretary (secretary@lcmg.org) to be added—you’ll need to provide your @lcmg.org address so he/she knows the account to add.
 3. If the “LCMG Secretary” calendar is not listed, select the + icon > **Subscribe to calendar**. On the next screen, type in “**LCMG Calendar**” to the “**Add Calendar**” field. Scroll down to set up any notifications you desire.


- **Share your (or a committee) calendar.**
 1. Using your desktop/laptop web browser, login to your @lcmg.org account (if not already logged in) and open your Google Calendar (use the 9-dot hamburger menu at the top right of your display to move between your Google Apps like Calendar).
 2. Hover your cursor over calendar name you want to share & click on **More** icon ⋮ , select **Settings and sharing** from the pop-up menu options.
 3. Scroll down to “**Access permissions for events**” section
 - i. Check the box next to “**Make available to public**” to allow non-Google users to see your calendar events. Recommend permissions set to **See all event details**.
 - ii. The box next to “**Make available for Laramie County Master Gardeners**” should be checked – this allows other @lcmg.org account users to see your calendar events if you choose to invite them.

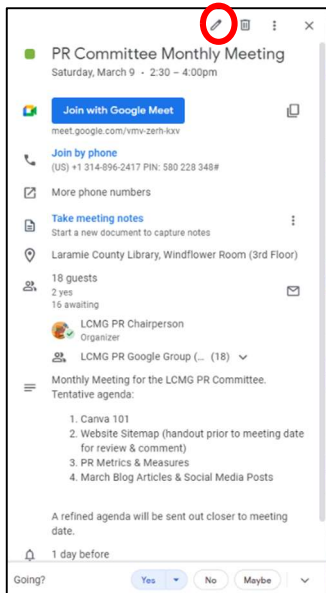
- iii. Check the box next to “**Show calendar info in other Google apps, limited by calendar access permissions**” – this allows Google users (including personal @gmail.com) accounts to use their mobile device apps to view your Google Calendar.
4. Scroll down to “**Share with specific people or groups**” and click the “**Add people and groups button.**” Type in the email address of the person (or the email address of a Google Contacts list or Google Group, if you created those) to share and select the permissions you want them to have (recommend “See all event details”).
5. Click the “**Send**” button to activate sharing. Changes may take up to 24 hours.

If the person you’ve shared a calendar with is having trouble finding your calendar:

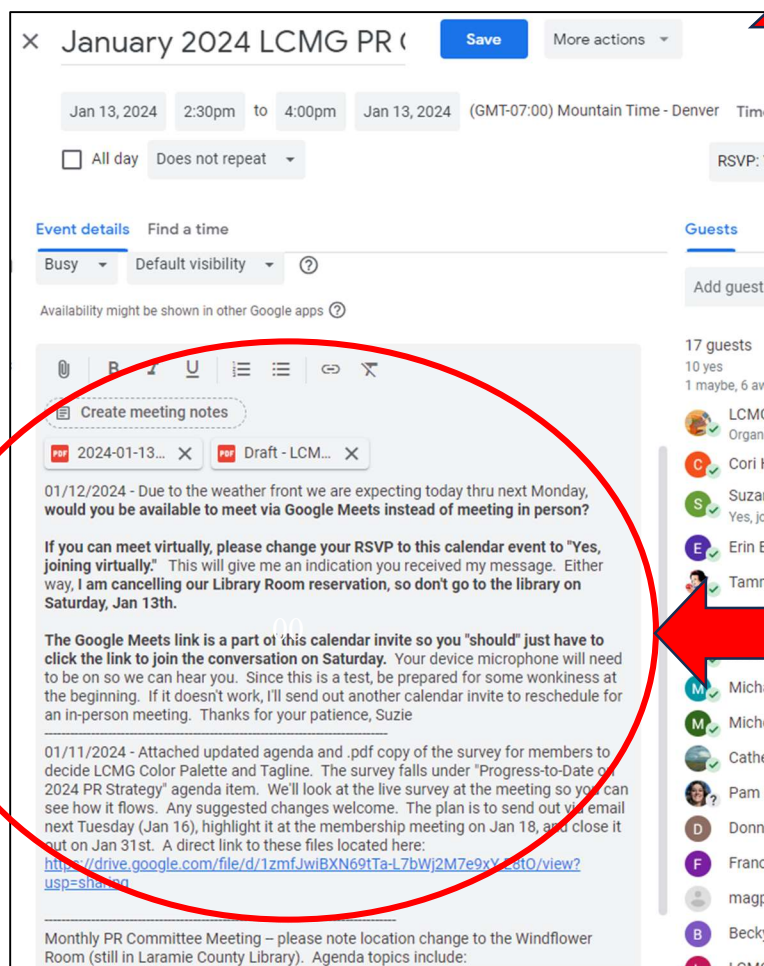
1. Check that you added the correct email address.
 2. Make sure they click the link in the email they received. They should check their Spam folder if they can’t find it. If you need to resend the link, open the calendar’s “Settings and sharing,” scroll down to the “Access permissions for events” section and click on the “Get Shareable Link” button to copy and paste it into an email you can send to your guest.
 3. Remove the person from the calendar’s sharing settings and add them back in.
 4. Contact the LCMG Google Workspace Admin to notify them of the issue.
- **Create a Calendar Event:** You can use the Google Calendar App to create a calendar event or task, invite attendees, add attachments and important notes, and set up a virtual meeting through Google Meets.
 1. Open your Calendar (<https://calendar.google.com> in web browser, or choose from the list of Google Apps available under the hamburger menu (9-dots-in-a-square icon) at upper right corner of your computer screen).
 2. On left-side menu, click the **+ Create** button and select **Event**. Add relevant meeting information to the pop-up screen and select **Save**.
 3. (Optional) Join with Google Meet: if you click this button, Google will set up a URL link that attendees may use to join your meeting virtually. The meeting host will need to be logged into this same Google Meets URL link in order for attendees to join and be seen.
 4. Click **More Options** to view the complete invitation or click **Save** when complete and Google will send the calendar invitation to your guests.




- **Modify a Calendar Event:** If you ever need to modify a calendar event (e.g., change location, date/time, add/delete attendees, add Agenda, Meeting Notes, etc.), click on the calendar event, then click the Edit icon  in upper right corner to open the event for edit.





- This is also a good opportunity to see if your invited guests indicated their attendance (yes, no, or maybe).
- You may also choose to upload the meeting minutes/attachments to the Description section so users may easily reference them in the future instead of having to search through emails.
- Recommendation: when modifying the calendar event, your invited guests will receive an email once you hit Save so to help them easily identify what change(s) were made, recommend adding a note in the event's description field with a summary of the change, the date change made, and any additional information that may help them determine if they should still attend, ask questions, etc.



Step 7.  Google Drive. Google Drive is your storage space in the cloud (each user has 30GB storage limit). You can save or upload files to Drive and access them from anywhere. This includes documents, spreadsheets, photos, videos, and other files, and you can organize them into folders.

- **“My Drive”** -- Files or folders only visible to you.
- **“Shared Drives”** -- Files or folders you own and choose to share with others.
- **“Shared with Me”** – Files or folders owned by others that choose to share with you. This location is organized with the most recent file that was shared with you at the top of the selection list.

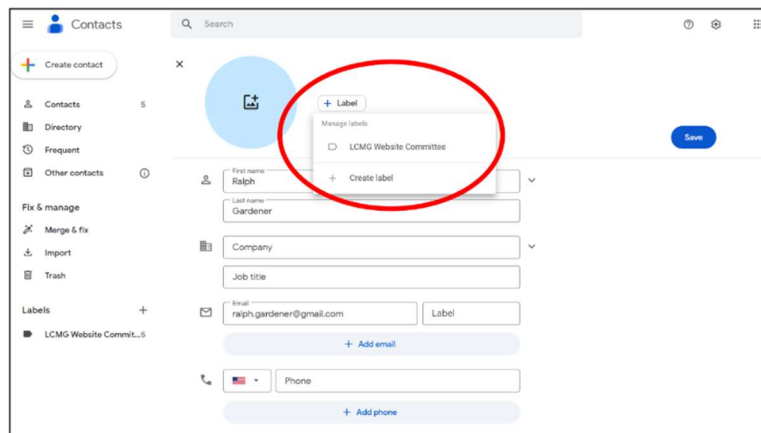
To share or manage access to your files and folders, hover your cursor over the file or folder name you want to share, click on the **More** icon  , then click **Manage Members**. Add or delete members, and their permissions, as required.


Step 8.  Google Contacts: When creating/sending emails, you have the option to manually type people’s addresses in the “To” field or easily retrieve the addresses from your Contacts List. To add people to your Contacts, begin by opening the Google Contacts App (click on the hamburger menu from Step 4 and select **Contacts** from the available drop-down menu).

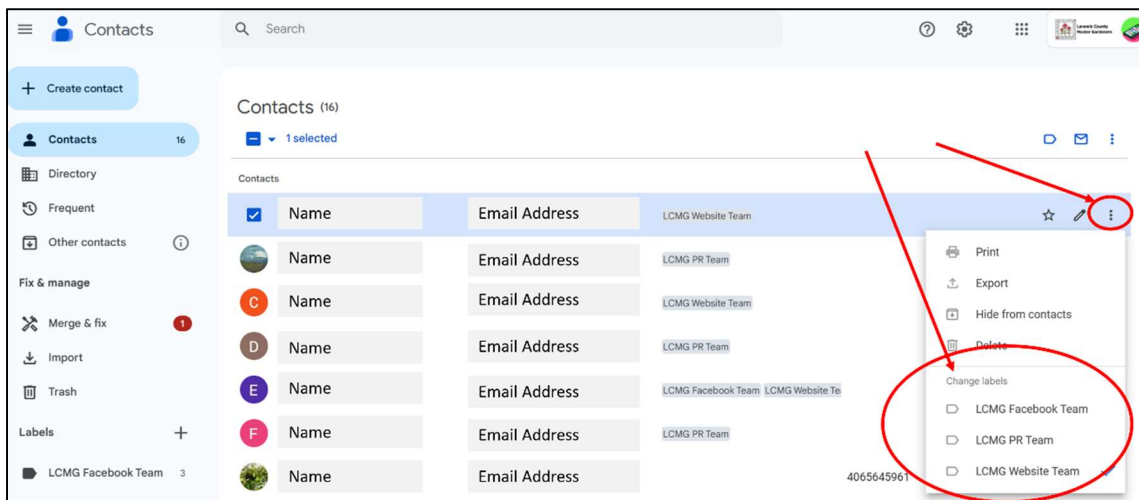
- Create a Contact: When the **Contacts** Dashboard opens, click **“Create Contact”** from the left-side menu in order to add a contact name, email address, phone number, etc. to your organizational account.
- Organize your Contacts using Labels/Groups: You may choose to organize people loaded into Contacts by creating and applying labels to individual contacts. More than one label may be applied per contact.


NOTE: Depending on how you intend to use your organization labels, you may want to use the Google Groups App instead (see Step 7 for more information on Google Groups)

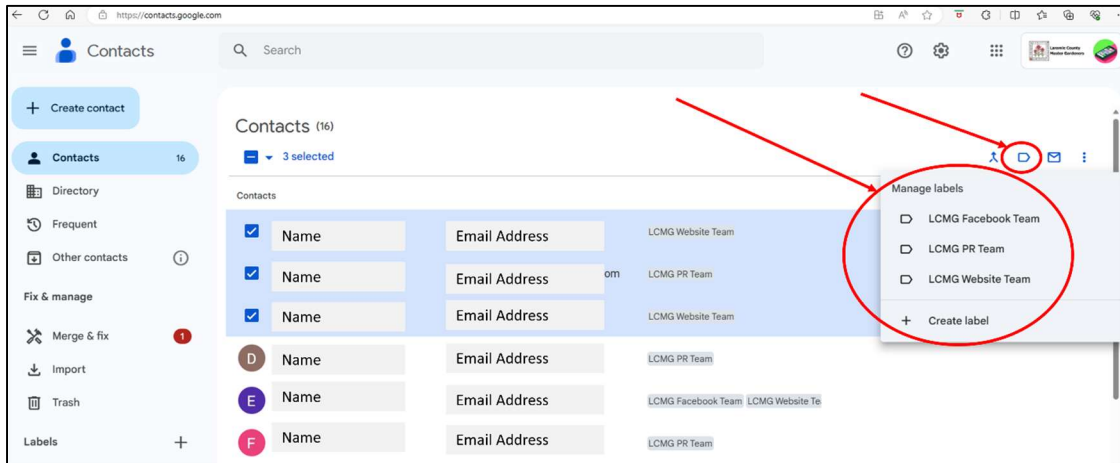
1. To create a label/group: Open the **Google Contacts App** > select the Plus (+) icon next to **Labels** (left-side menu) > type in the name of your label and **Save**.
2. To add the label/group at the same time you create a contact, select the label name you want > click “Apply” to save it with contact’s information.




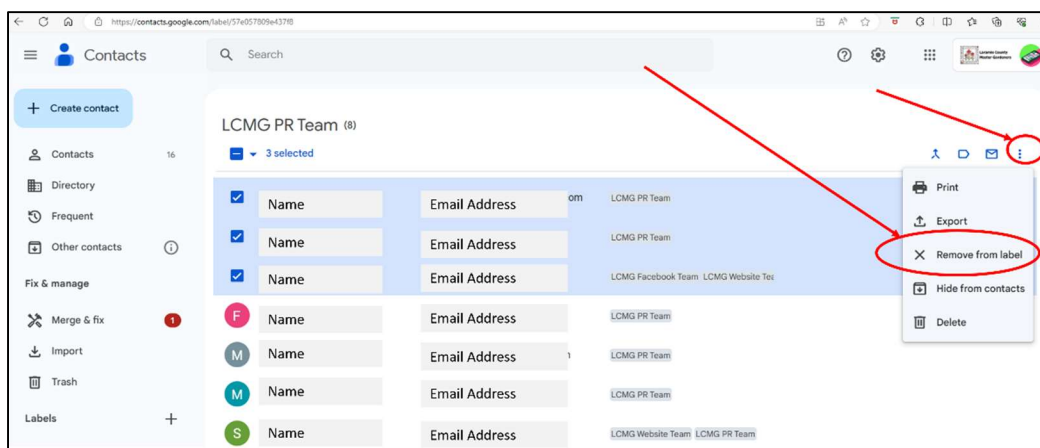
3. To add the label/group to previously-created contact, hover your mouse over the contact you want the label to apply, and check the box that appears left of the contact's name. Next, click on the **More** icon  at the end of the contact's entry. Your labels will appear and you may select which one(s) apply for this contact.



- To add the label/group to more than one contact at a time, hover your mouse over the contacts you want to apply a label to and check the box that appears to the left of the contacts' names. At top-right menu, select the labels icon  > select the label to apply or create a new label > click **Apply**.



- To remove a contact from a label/group: From the Google Contacts Main Dashboard, select the label/group the contact belongs to, then select the contact(s) to remove by checking the boxes that appear to the left of their name. At the top-right menu, select the **More** icon  > select **Remove from label**.



- To send an email to the label/group: Open your **Gmail App** < click **Compose** > in the **"To"** field, start typing the name of the label/group (it may also appear in a list of options) > select the label/group. By selecting the label/group, it will auto-populate the contact email addresses into the **"To"** field. These addresses will be visible to whomever receives your email.