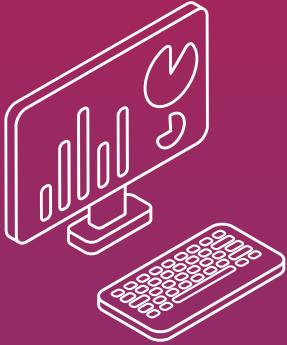





Google Workspace Tips & Tutorials

ATD Nebraska Board Member Onboarding





To share this
slide deck
outside of ATD
Nebraska, please
use [this link](#).

Menu

[Log in to Google Workspace](#)

[How to find and access other Google Apps](#)

[Google Apps ATD Nebraska Utilizes Frequently](#)

[Switching Between Google Accounts](#)

[How to find the “All Board” drive](#)

[Organization Tips in the ATD NE Drive](#)

[How to Change Your Profile Picture](#)

[Group Email Addresses](#)

[How to Set Your ATD Email Signature](#)

[How to Setup Email on Your Phone- iPhone Mail App](#)

[How to Setup Email on Your Phone- iPhone and Android Gmail App](#)

[How to Setup Google Chat on Your Phone-iPhone and Android](#)

[How to Add the ATD Nebraska Calendar to your Personal Google Calendar](#)

[How to Add the ATD Nebraska Calendar to your iPhone Calendar](#)

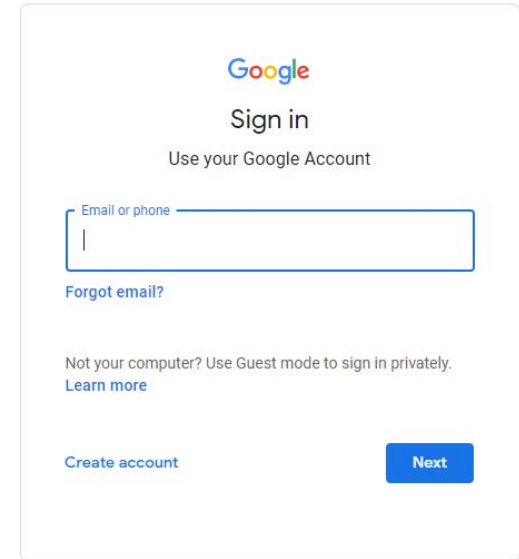
Log in to Google

Go to any google workspace app website. The two apps you will probably use most are:

- [Mail.google.com](mailto:vpcommunications@atdnebraska.org)
- [Drive.google.com](mailto:vpcommunications@atdnebraska.org)

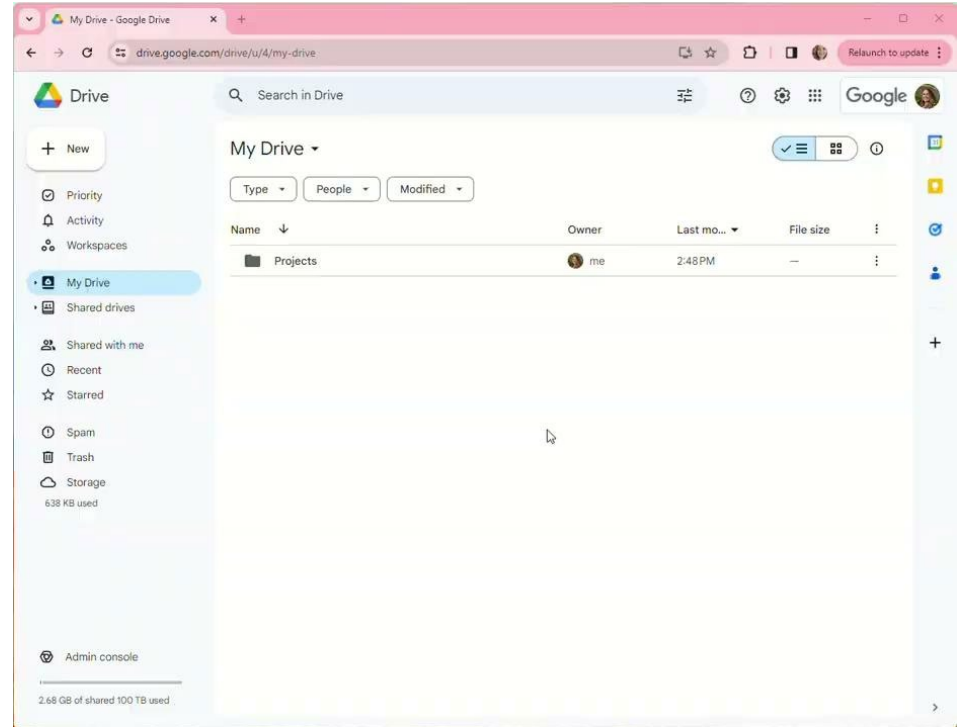
Enter your board email and password.

If you don't remember your board email or password, email
vpcommunications@atdnebraska.org

A screenshot of the Google sign-in page. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone" with a cursor inside. To the left of the input field is a blue link "Forgot email?". Below the input field is another blue link "Not your computer? Use Guest mode to sign in privately. Learn more". At the bottom left is a blue link "Create account", and at the bottom right is a blue button labeled "Next".

How to Find and Access Other Apps on Google Workspace

- In the top right hand corner of any Google app window you are in, find the icon with 9 dots.
- Click on the 9 dots icon and scroll to find the Google app you are looking for. Click it, and it will open in a new window.





Google Apps ATD Nebraska Frequently Utilizes

Organization and Communication



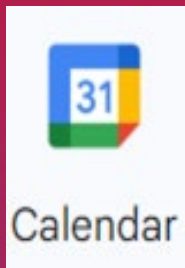
Drive

Houses all files for the board. Separated into departments for easy organization.



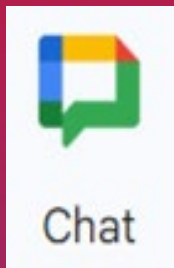
Gmail

This will be your ATD NE position title email address. All board communication should be done here.



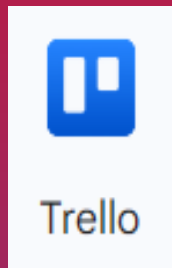
Calendar

Here, you can view upcoming board meetings. If attending on Zoom, meeting info can be accessed here, too.



Chat

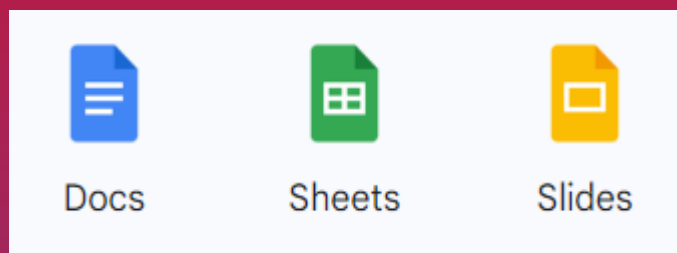
For quicker board communication, this can be installed on your phone as an app.



Trello

Project tasks can be created, assigned, tracked and checked off.

Resource Creation



Docs

Microsoft Word

Sheets

Like Excel

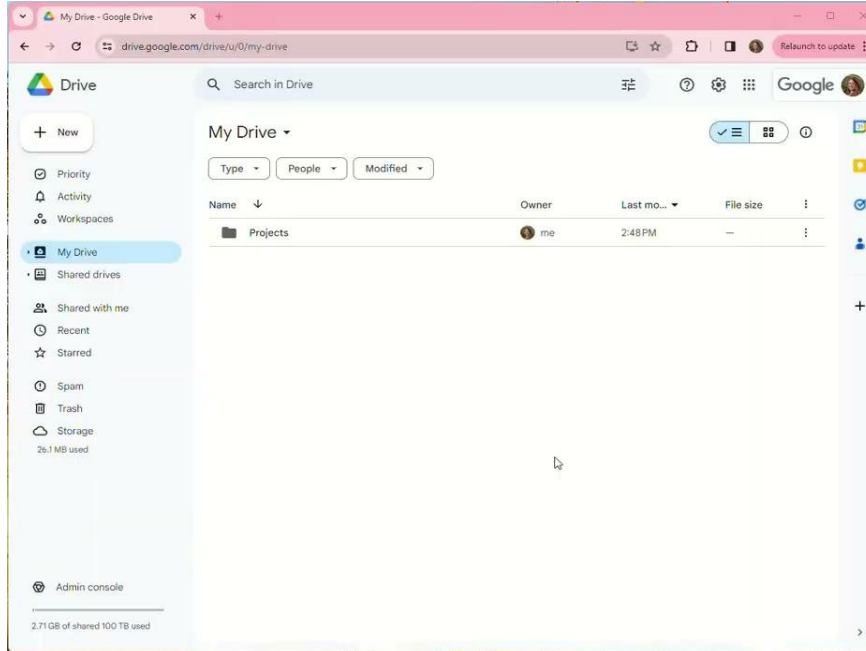
Slides

Like PowerPoint



Switching Between Google Accounts

- If you have more than one Google account, you can easily switch between them.
- Go up to the right hand corner where you see the circle with a letter in it or your photo.
Depending on the size of the window, it may also say Google next to it.
- Click that circle and you will see a menu of account options. Click a different account to open in a new window. You can also add and sign out of accounts.

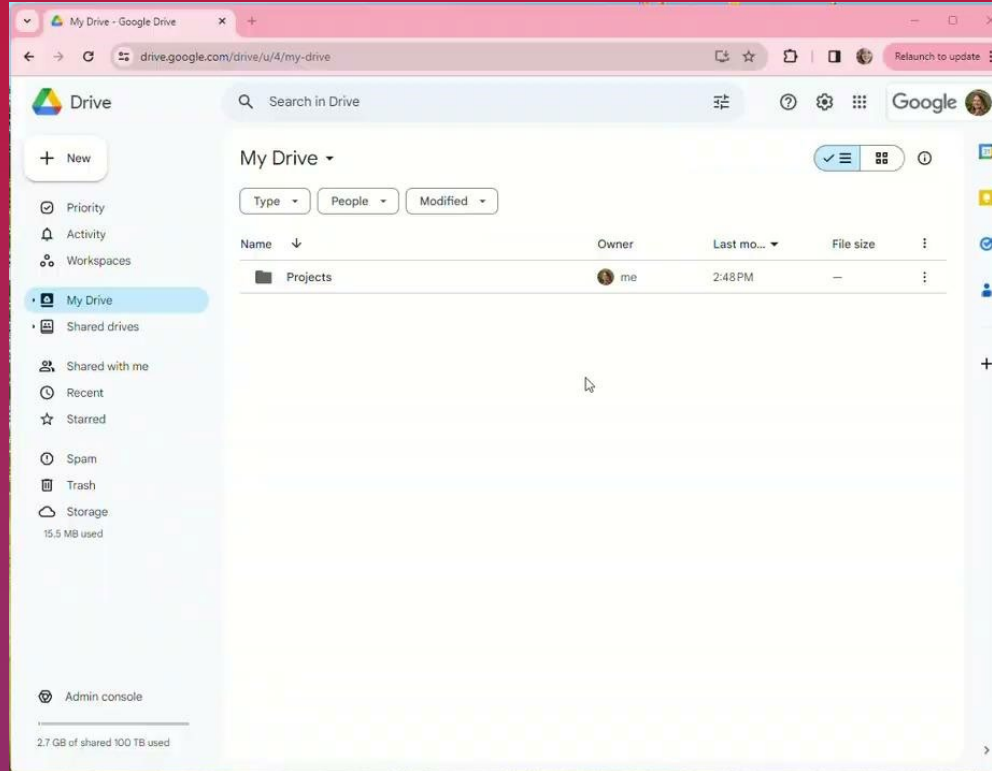


How to Find the “All Board” Drive

If you aren't already in Drive, use the 9 dots icon to get to Google Drive.



[Back to Menu](#)



It will automatically open to “My Drive”. You will click on “Shared Drives” right under that. Then, you will see which shared boards you are on. Everyone will have “All Board”



Organization Tips in Your ATD NE Drive



Put all items in your team's designated folder.
Within each team folder, use additional folders to organize materials.



Feel free to use "My Drive" for ATD Projects that are specific to your role and the board.
If they are in "My Drive" they aren't automatically shared with anyone.



If creating new materials, try to use Google docs, sheets, slides, etc. They are editable and collaborative within Google workspace.
(If necessary, they can be downloaded in their "Office" format later)



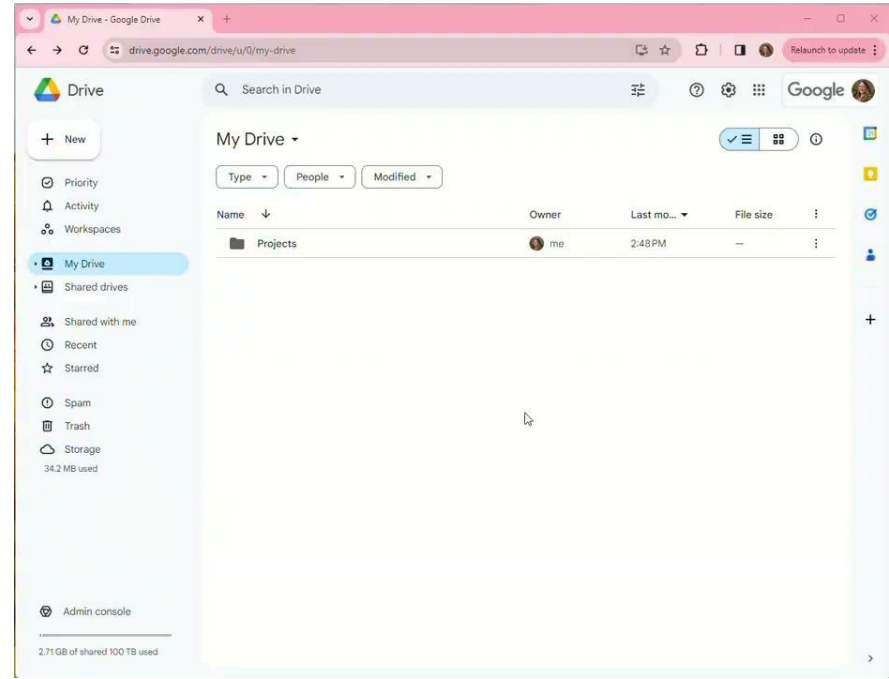
Make sure to only house ATD Board files on this account. It will belong to someone else next year.



As you use resources from Hinztime, save them and put them into your team's folder in the shared drive.

How to Change Your Profile Picture

- Go up to the top right corner and click on the circle that has a letter/color or an existing photo.
- When that opens, click the white pencil icon that is on that circle, above your name.
- Click the pencil “Change” button.
- Click “From Computer”.
- Drag a photo there, upload one from your computer, or take a photo using your webcam.
- Move the photo so your face is in the circle, click “Next”.
- If you are satisfied, click “Save as profile picture.”
- Close out the editing windows using the X in the top right corner.



Group Email Addresses

To make communication easier between board members, group email addresses have been created to email all members of each team quickly. Email addresses and who is included in each group is listed below. Start typing the group email address in the "To" box when you're in your ATD email and it will pop up.

Chapter Board

board@atdnebraska.org

All ATD Nebraska Board members

Communications Team

communications@atdnebraska.org

VP Marketing & Communications, Dir Communications, Dir Marketing

Executive Council

executivecouncil@atdnebraska.org

Past President, President, President Elect and Secretary

Finance Team

finance@atdnebraska.org

VP Finance, Dir Sponsorship

Membership Experience Team

membership@atdnebraska.org

VP Membership, Dir Membership

Professional Development Team

professionaldevelopment@atdnebraska.org

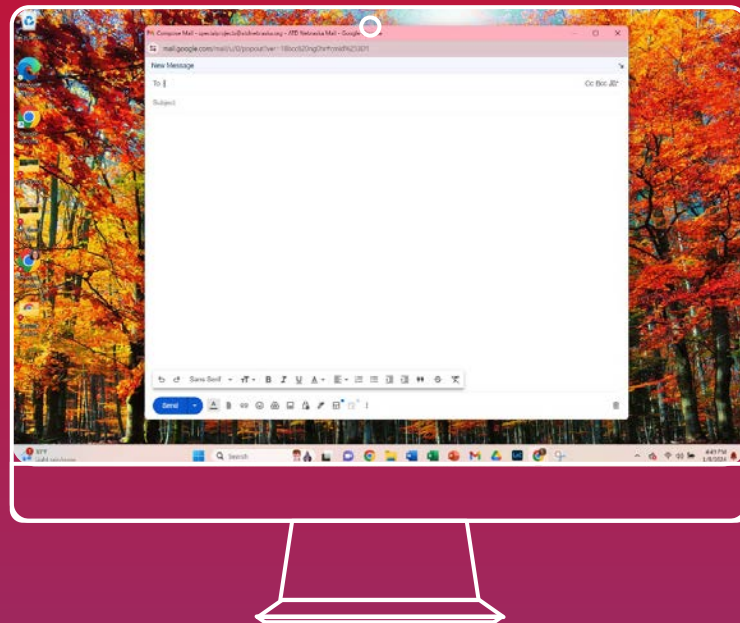
VP Professional Development, Dir Professional Development, Dir Career Resources

Programming Team

programming@atdnebraska.org

VP Programming, Dir Programming, Dir Speaker Connections

[Back to Menu](#)

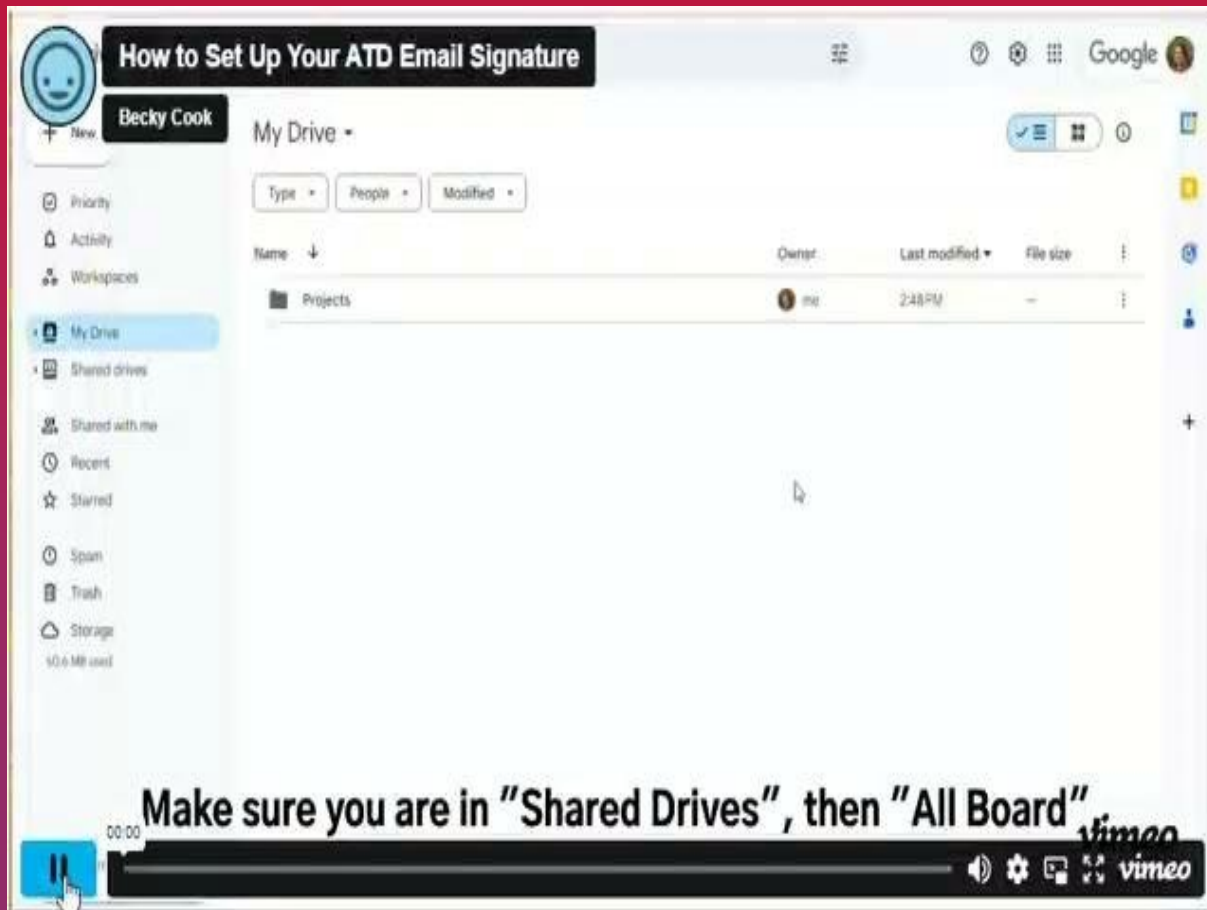


Please commit to checking your board email often and responding to emails within 24-48 hours. If you need to, set up your board email on your phone or a calendar reminder to check.



If you have old board related emails in your personal email account, please forward those emails to your board account and refrain from using personal email for board matters in the future.

How to Set Your ATD Email Signature



How to Set Up Email on Your Phone

iPhone Mail App

Apple “Mail” app

- Go to your Settings app
- Scroll down to “Mail”
- Tap “Accounts”
- Tap “Add Account”
- Tap “Google”
- Enter your board email and password



How to Set Up Email on Your Phone

iPhone and Android Gmail App



“Gmail” app

- Download the Gmail app from the app store if you don't have it
- Follow the prompts to sign into your account
- If you already have the app, go to the app and tap on your photo in the top right corner.
- Tap “Add another account”
- Follow the prompts to sign into your board account.
- Make sure if you have multiple accounts, you tap the three horizontal lines in the top left corner and select “All inboxes” to see emails from all of your email addresses at one time.
- When replying to board emails on your phone, make sure you select your board email as the sending email in the drop down menu on the “From” line.

How to Set Up Google Chat on Your Phone

iPhone and Android

- Download the Google Chat app from the app store if you don't have it
- Follow the prompts to sign into your account.
- Tap the three horizontal lines in the top left corner then go into "Settings".
- Turn on notifications so you know when the board is communicating via Google chat.



Google Chat on Your Phone

iPhone and Android (Continued)

- You can also access your Google chat threads via the Gmail app. Watch [this video](#) to learn how to allow chat access from the Gmail app.
- Once you have allowed this, make sure you have your ATD email selected (click the accounts circle in the top right corner and choose your ATD account).
- You should now be able to access Google Chat via the chat bubble icon at the bottom of the app.



How to Add the ATD Nebraska Calendar to Your Personal Google Calendar



- You will receive an email stating a calendar has been shared with you.
- On a computer, within this email, click “Add this calendar”.
- This will open a new window with your Google Calendar. You will want to make sure you are only logged into your ATD Nebraska Google profile, or that you have it selected as default.
- When it opens in the new window, it will ask you to add the Calendar.
- Once it is added, you will be able to check the box to view it or hide it by going to the “My Calendars” section on the left.

How to Add the ATD Nebraska Calendar to Your iPhone Calendar

- On your phone, open your Settings App
- Scroll down and click “Calendar”
- Click “Accounts” and choose “Add Account”
- Choose “Gmail” and login with your ATD Nebraska Credentials
- Allow permissions
- Toggle on what you would like to use on your phone with your ATD Account. Your options are Mail, Contacts, Calendars, and Notes.
- You can now go into your Calendar app and click “Calendars” at the bottom to toggle any calendars on and off as you please. If any are duplicated, you can toggle them off.

