

Google

Account

Guidelines

TABLE OF CONTENTS

1. [What is Google Account?](#)
2. [How do I log in?](#)
3. [How do I add my photo?](#)
4. [How do I add my name to the signature?](#)
5. [How do I access shared drives?](#)
6. [Where can I learn more?](#)

1. What is Google Account?

Your Google Account is the key to your technology accounts. You will use this account to access your Board Email Account as well as sign into other services. You may access your Google Account using a web browser and from your smartphone.

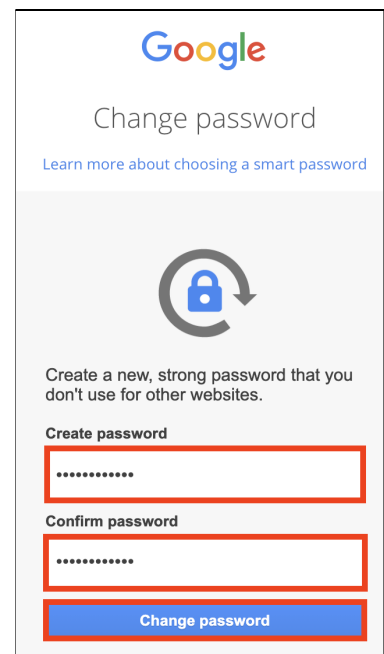
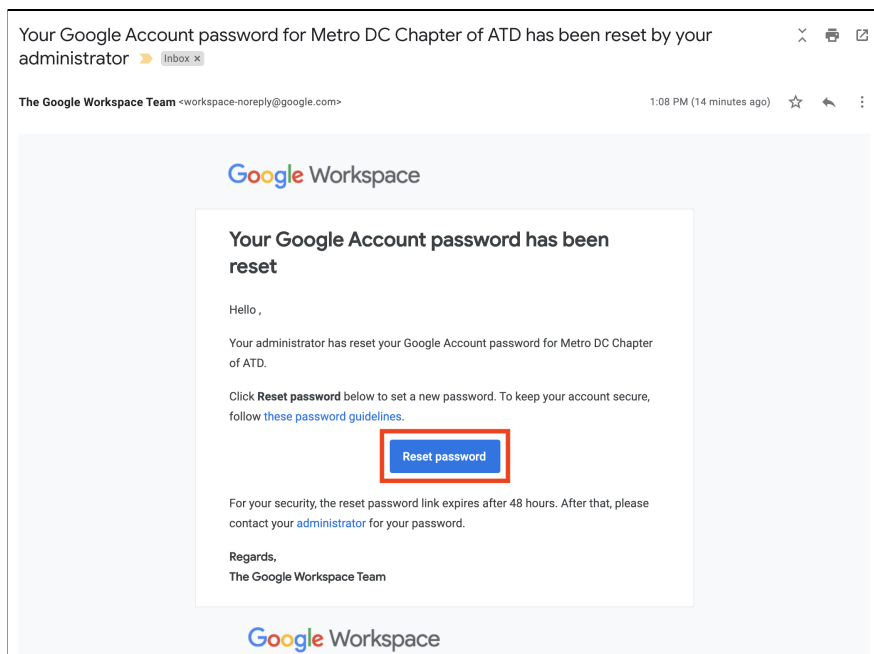
Email the Director of Operations and Technology (dir_tech@dcatd.org) if you have issues accessing your account.

2. How do I log in?

Upon joining the Metro DC Board, the Director of Operations and Technology will send you a link from **The Google Workplace Team** with instructions to reset the password to your Google Account. For your security, the reset password link expires after **48 hours**.

Follow these steps to log in:

1. From **The Google Workplace Team** email, select **Reset password**.
2. **Create** and **Confirm** password.
3. Then select **Change password**.



Use the following tips to create a secure password:

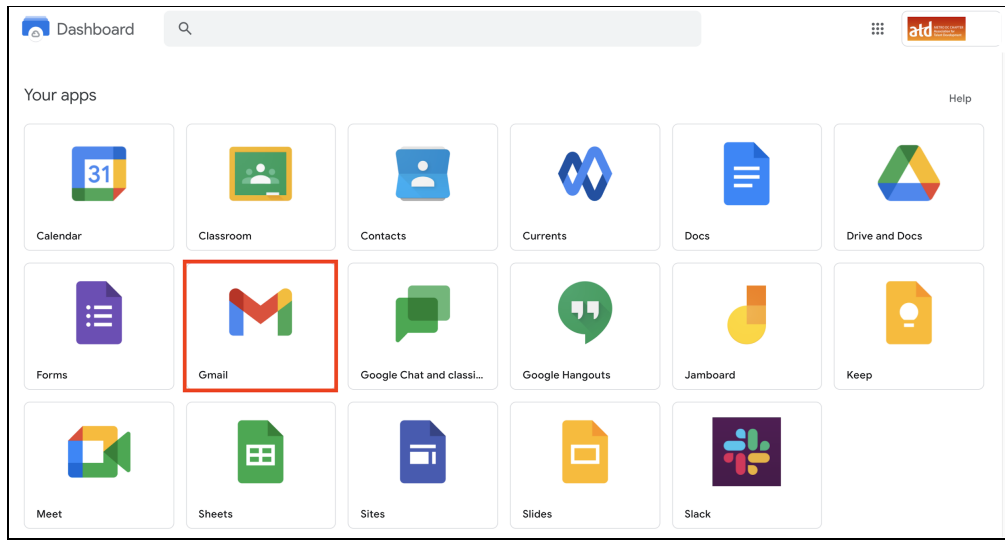
- Passwords must be at least 8 characters in length
- Use 3 of the 4 available character types:
 - Uppercase letters (e.g., AB)
 - Lowercase letters (e.g., ab)
 - Numbers (e.g., 12)
 - Keyboard symbols (e.g., !@)

- Create hard-to-guess passwords (i.e., don't base them on pet names, family names, sports teams, sequences like "1234", keyboard patterns like "qwer", etc.)
- Don't use passwords you've used before for this or other accounts
- Use memorable passphrases:
 - A lyric from a song or poem
 - A quote from a movie or speech
 - A passage from a book
 - A series of words that are meaningful to you
 - An abbreviation: Make a password from the first letter of each word in a sentence

Examples

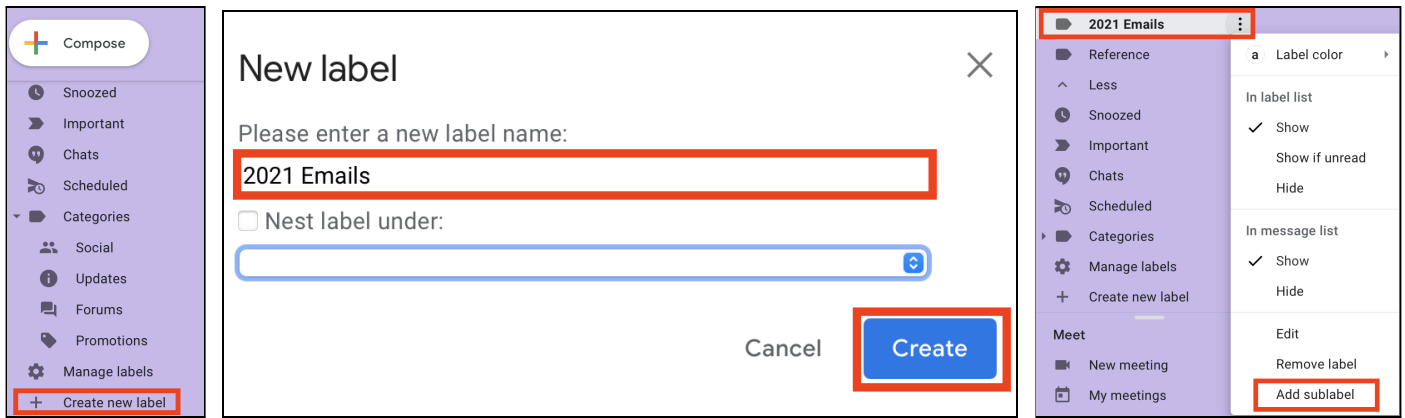
Good – **1AnimalLover1**
 Better – **il0vemycat@1**
 Best – **il0vemy1Ca+T@!**

Congratulations! You are now logged into your Google Account. Select **Gmail** to access your Board Email Account.



Explore your email account and set up a way to organize your emails using labels (folders).

1. Under compose, select **More** to expand the menu.
2. Select **Create new label**.
3. Type **2021 Emails** and select **Create**.
4. Within the 2021 Emails folder, add sublabels (subfolders) applicable to your portfolio.



✉ Important Email Accounts

Board of Directors
board@dcatd.org

- Board members
- Administrator

Executive Committee
ec@dcatd.org

- President
- President-Elect
- Past President
- VP of Finance
- VP of Learning
- VP of Membership

Administrator
admin@dcatd.org

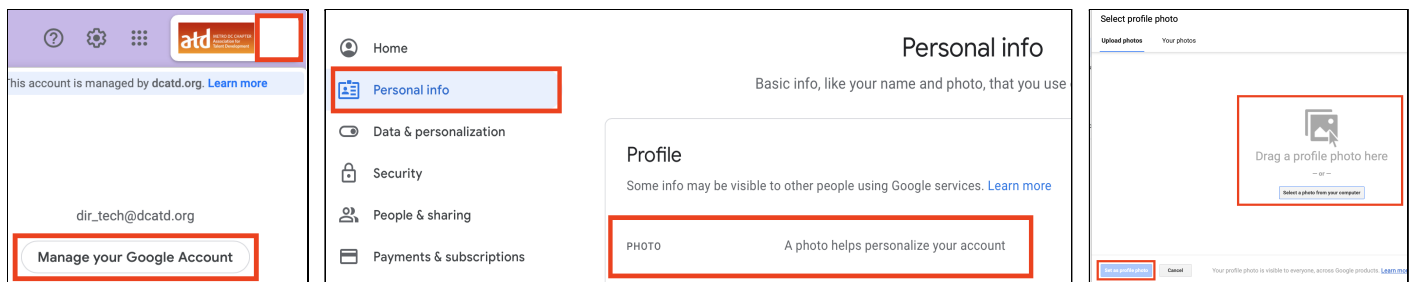
CoP Leaders
cop_leads@dcatd.org

3. How do I add my photo?

To add your photo:

1. Open your email by visiting <https://mail.google.com/>
2. In the top right, select the **Photo** icon.
3. Go to **Manage your Google Account**.
4. Select **Personal info**.
5. Select **Photo**.
6. Select **Drag a profile photo here** or **Select a photo from your computer**. Please use a photo of you (and not an object or animal)
7. Select **Set as profile photo**.

Note: Sometimes it takes up to 24 hours for your photo to be updated in the Google Account.



4. How do I add my name to the signature?

To add your name to the signature:

1. Open your email by visiting <https://mail.google.com/>
2. In the top right, select **Settings** ⚙️ and then **See all settings**.
3. In the **Signature** section, add your name in the box.

4. At the bottom of the page, select **Save Changes**.



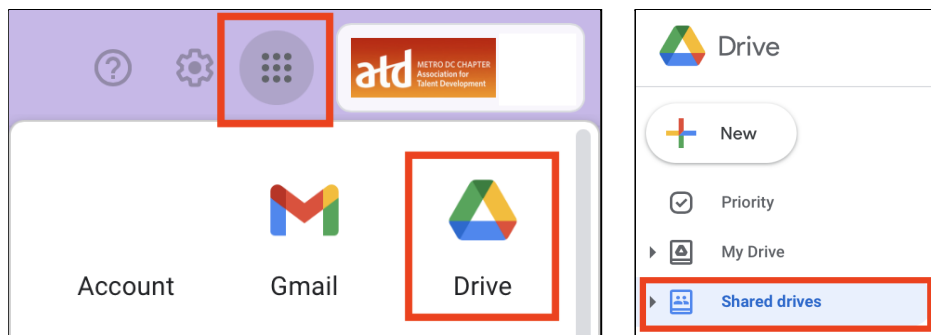
Email Signature Requirements

- Name
- Position
- Metro DC Chapter of ATD
- Logo (optional, but nice)
- www.dcatd.org

5. How do I access shared drives?



To access shared drives:

1. In the top right, select **Google apps**.
2. Select **Drive**.
3. Go to **Shared drives**.



Tips:

- Be sure to select **Shared drives** vs. **My drive**.
- Store all files related to Metro DC Chapter Business in the shared drives.
- Storing files in the shared drives allows:
 - Continuity
 - Collaboration (if created as a Google file vs. uploaded PDF)
 - Sharing links to documents in emails and Slack instead of attaching the documents

- Chapter files are organized into folders.
- Review [Google Shared Drive Structure](#).
- Create Google Doc, Google Sheets, or Google Slides if other board members will be editing the document
- Additionally, you can upload PDFs, Microsoft Word Documents, Excel Spreadsheets, and other file types.
- Navigate to the folder you want to add a new file and right click in the open area in the middle. You will see options to **Create a New Folder**, **Upload Files**, **Upload Folder**, as well as **Create new Google Docs**, **Google Sheets**, and **Google Slides**.
- If you need to update a Google Doc and do not need to have a separate version saved (e.g., policies and procedures), directly edit and save your changes in the original document. Google will store all prior versions in that same document.
- You can drag and drop files using the Google Chrome web browser.
- Right-click on a file to **Get shareable link** or Select a file and click the **Link** icon 
- Right-click on a file to **Share** or Select a file click the **Share** icon 



All board members have access to **all** shared drives.

You do not need to formally share documents in the shared drive - just the link will suffice.

6. Where can I learn more?

Refer to the following resources to learn more:

1. [Add and Edit Files](#)
2. [Create and Send Emails](#)
3. [Create Folder](#)
4. [Create Signatures](#)
5. [Find Email](#)
6. [Organize Your Inbox](#)
7. [Share Files](#)
8. [Turn off Conversation View](#)
9. [Vacation Responder](#)

Dear Board Member!

If you have suggestions about other Google Account features that could be included in this document or if you need tech support, please contact the Director of Operations and Technology at dir_tech@dcatd.org.