

Google Account Instructions

(Gmail, Google Calendar, and Google Drive)

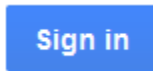
Last updated: June 11, 2014

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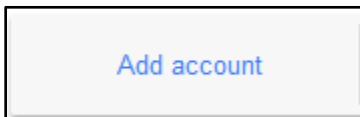
Sign in to the First Parish Google account

1. In your web browser, go to the URL: www.google.com.
2. On the top right of your browser screen, click **Sign in**:

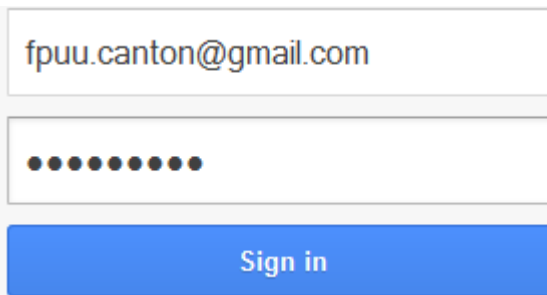


3. Do one of the following:

- a. Click **Add Account**:

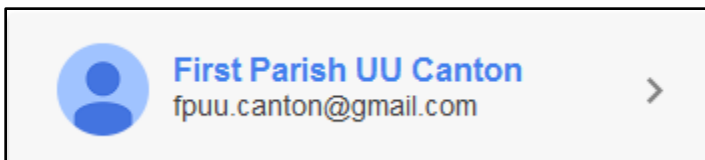


- b. Enter **fpuu.canton@gmail.com** and the password, and click **Sign in**:

A sign-in form with two input fields and a button. The first field contains the email address "fpuu.canton@gmail.com". The second field contains a password represented by ten black dots. Below the fields is a blue button with the text "Sign in" in white.

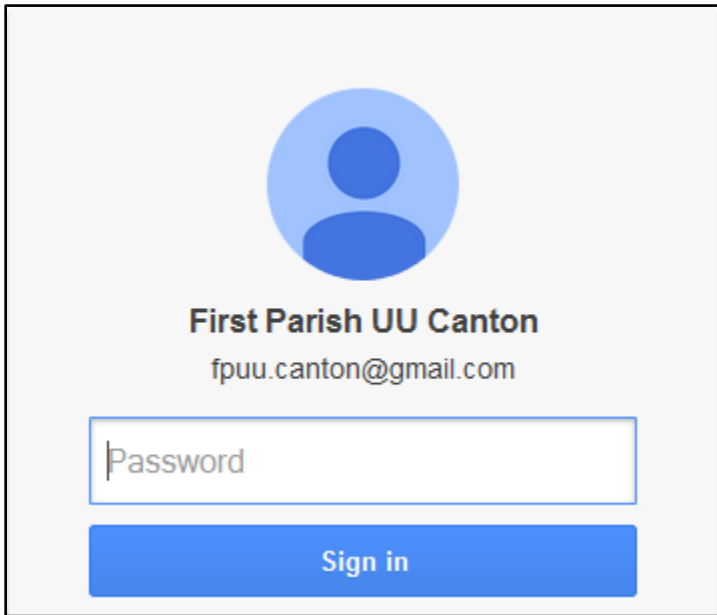
or

- a. Choose the previously entered account **fpuu.canton@gmail.com** by clicking the >:



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- b. Enter the password, and click **Sign in**:



The image shows a Google sign-in interface. At the top is a blue circular profile picture icon. Below it, the text reads "First Parish UU Canton" and "fpuu.canton@gmail.com". There is a text input field with the placeholder text "Password". Below the input field is a blue button labeled "Sign in".

The following selections will be displayed at the top right of your web browser screen:



Google Mail (Gmail)

The fpuu.canton@gmail.com account is currently the backup email account for First Parish Unitarian Universalist – Canton.

Announcements, newsletters, directory updates and other communication is sent from the Power Church database. The gmail account is accessible from any computer and when there is a power or Internet services problem at First Parish or when travel to First Parish is difficult.

Accessing the Gmail account inbox

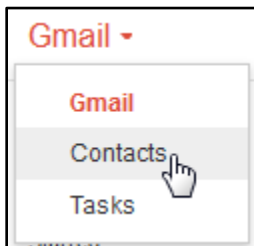
1. Log in to google.com as described in “Logging in to your Google account” on page 1.
2. In the upper-right corner of the web browser screen, click Gmail:



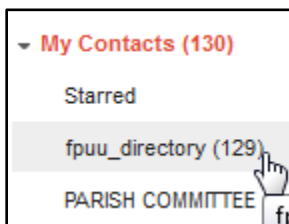
The email inbox is displayed.

Sending an email to all members and friends

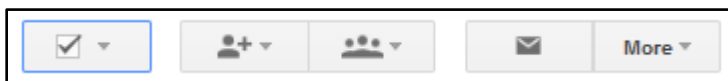
1. Click the down arrow next to Gmail in the upper left of the screen, and click **Contacts**:



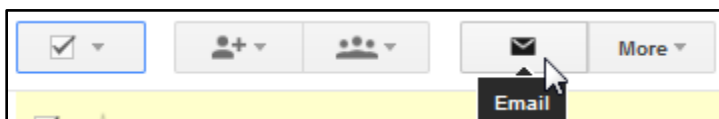
2. Select the fpuu_directory contacts list:



3. Check the box at the top left of the list to select all the contacts in the list:



4. Click the envelope icon at the top of the contact list:



Google Account Instructions

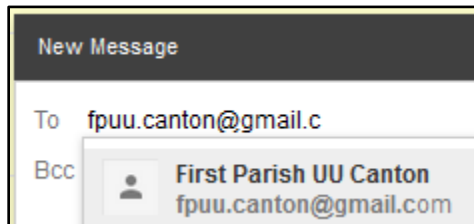
5. In the New Message box at the lower right of the screen, click anywhere in the To: box.:



6. Press Ctrl-A (to select all email addresses), Ctrl-X to "cut" the addresses.
7. Click Bcc:



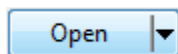
8. In the Bcc field, press Ctrl-V to paste the email addresses.
9. Begin typing fpuu.canton@gmail.com in the To field, and select the email address from the list:



10. Enter the email subject in the Subject field.
11. To attach a document to the email, click the paperclip (Attach files) icon:



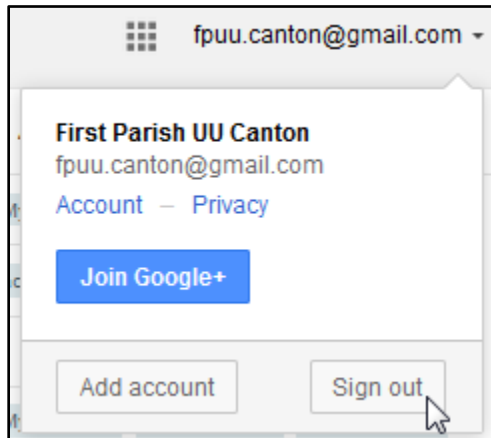
12. Attach a file. Locate the file on your computer, and click Open:



13. Type the email message, and click Send.

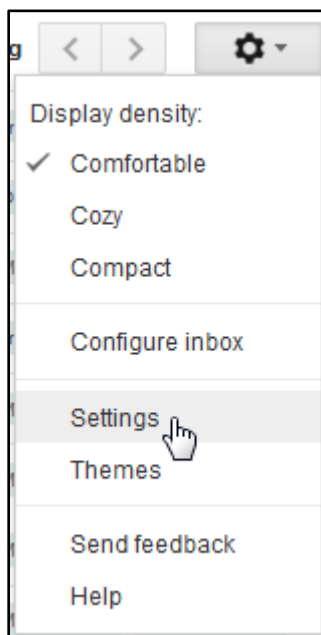
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14. To log out of the email account, on the top right of the screen, click the arrow to the right of the email address. Then click **Sign out**:



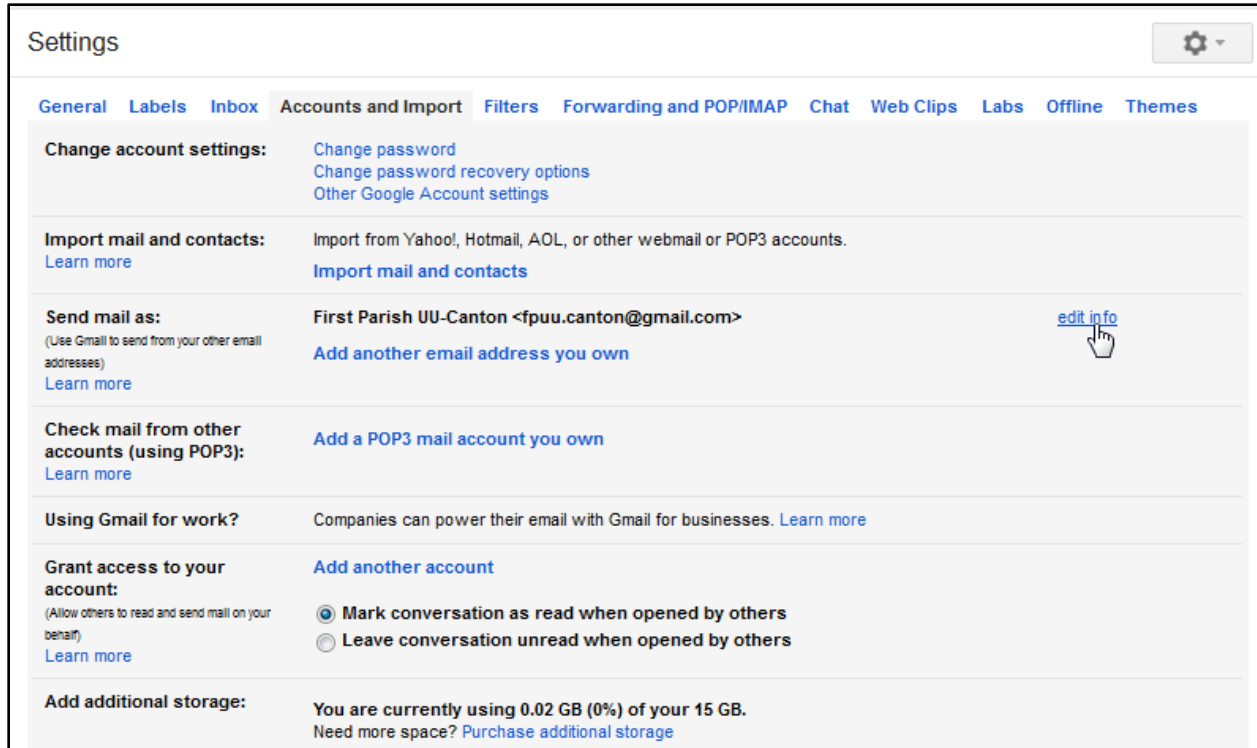
Specifying an alternate email address for replies

1. Click the gear icon in the upper right; then select Settings:



2. Click the **Accounts and Import** tab.
3. Click edit info at the far right:

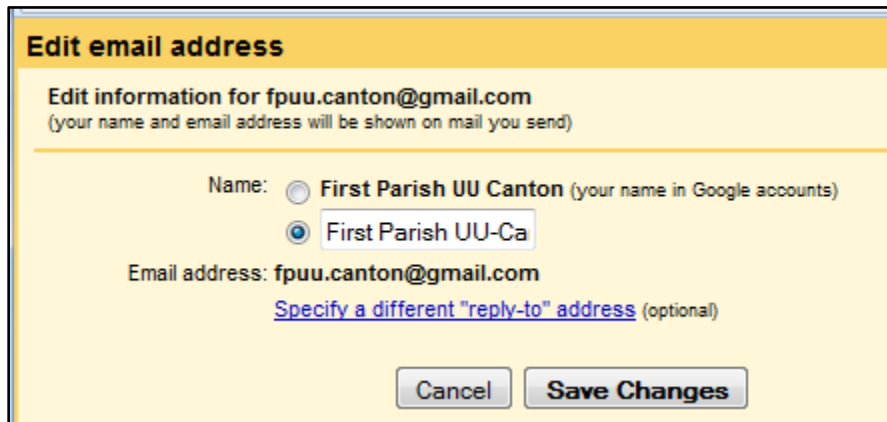
Google Account Instructions



The screenshot shows the Gmail Settings page with the 'Accounts and Import' tab selected. The settings are organized into several sections:

- Change account settings:** Includes links for 'Change password', 'Change password recovery options', and 'Other Google Account settings'.
- Import mail and contacts:** Includes a description 'Import from Yahoo!, Hotmail, AOL, or other webmail or POP3 accounts.', a 'Learn more' link, and an 'Import mail and contacts' button.
- Send mail as:** Shows the current email address 'First Parish UU-Canton <fpuu.canton@gmail.com>' with an 'edit info' link and a mouse cursor. Below it is an 'Add another email address you own' link.
- Check mail from other accounts (using POP3):** Includes an 'Add a POP3 mail account you own' link and a 'Learn more' link.
- Using Gmail for work?:** Includes a description 'Companies can power their email with Gmail for businesses.' and a 'Learn more' link.
- Grant access to your account:** Includes an 'Add another account' link and two radio button options: 'Mark conversation as read when opened by others' (selected) and 'Leave conversation unread when opened by others'.
- Add additional storage:** Includes a description 'You are currently using 0.02 GB (0%) of your 15 GB.' and a 'Need more space? Purchase additional storage' link.

4. Click Specify a different "reply-to" address in the dialog box:



The dialog box is titled 'Edit email address' and contains the following information:

- Edit information for fpuu.canton@gmail.com**
(your name and email address will be shown on mail you send)
- Name:** Two radio button options: 'First Parish UU Canton (your name in Google accounts)' and 'First Parish UU-Ca' (selected).
- Email address:** 'fpuu.canton@gmail.com' with a link to 'Specify a different "reply-to" address (optional)'.
- Buttons for 'Cancel' and 'Save Changes'.

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5. Enter the address to which you want the recipient(s) to reply:

Edit email address

Edit information for **fpuu.canton@gmail.com**
(your name and email address will be shown on mail you send)

Name: **First Parish UU Canton** (your name in Google accounts)
 First Parish UU-Ca

Email address: **fpuu.canton@gmail.com**

Reply-to address:
(a reply to mail you send will go to this address. [Learn more](#))

6. Click **Save Changes**.

Google Calendar

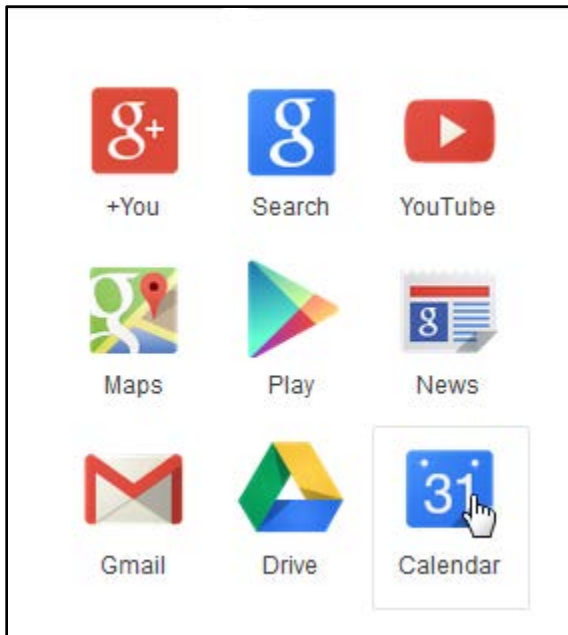
Google Calendar is used to record all church events, rentals, and meetings (on-site and off-site), for feeding into and display in Events > Monthly Calendar and Events > Event List on the website. Entries on the calendar can be marked Private to prevent them from being listed on the website.

Opening and using Google Calendar

1. Log in to google.com as described in “Logging in to your Google account” on page 1.
2. Click the Apps button at the top right of the screen:



3. Click the Calendar App:



Google Account Instructions

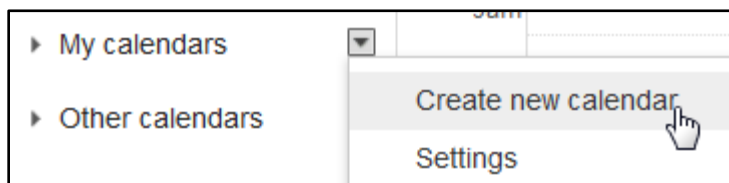
4. Enter events in the calendar, for example:

The screenshot shows the Google Calendar event creation interface. At the top, the event title is "Summer worship service". Below the title, the date and time are set to "6/15/2014 9:30am to 10:30am 6/15/2014" with a "Time zone" link. There are checkboxes for "All day" and "Repeat...". Below this, there are tabs for "Event details" and "Find a time". The "Where" field contains "Chapel" with a "map" link. The "Video call" section has an "Add video call" link. The "Calendar" dropdown is set to "First Parish UU Canton". The "Description" field is empty. Below the description, there is an "Event color" section with a grid of color swatches, where the blue swatch is selected. The "Reminders" section shows "No reminders set" and an "Add a reminder" link. The "Show me as" section has radio buttons for "Available" and "Busy", with "Busy" selected. The "Privacy" section has radio buttons for "Default", "Public", and "Private", with "Default" selected. At the bottom, there is a note about sharing settings and a "Publish event" link.

5. Click **Save**.

Adding a new calendar

1. From the Google Calendar window, in the left column, click the down arrow next to My calendars, and click **Create new calendar**:



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2. In the Create New Calendar screen, type the name of the calendar, and make other entries and selections, as desired:

Create New Calendar

Calendar Details

« Back to calendar **Create Calendar** Cancel

Calendar Name:

Description:

Location:
e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar (if it's public)

Calendar Time Zone: Please first select a country to select the right set of time zones. To see all time zones, check the box instead.

Country:
(choose a different country to see other time zones)

Now select a time zone: Display all time zones

Make this calendar public [Learn more](#)
This calendar will appear in public Google search results.

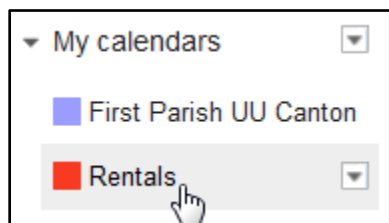
Share only my free/busy information (Hide details)

3. Click Create Calendar at the top of the screen:

Create Calendar

Working with multiple calendars

First Parish has two calendars (and can have more, if needed):



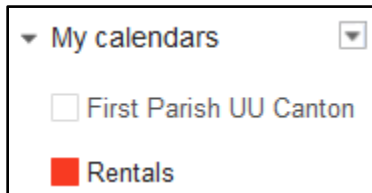
The calendar titled **First Parish UU Canton** is used for events, programs, meetings, and services that are to appear on the website calendar, in monthly calendar or event list view.

The calendar titled **Rentals** is used for private events or any scheduled item that should not appear on the website calendar.

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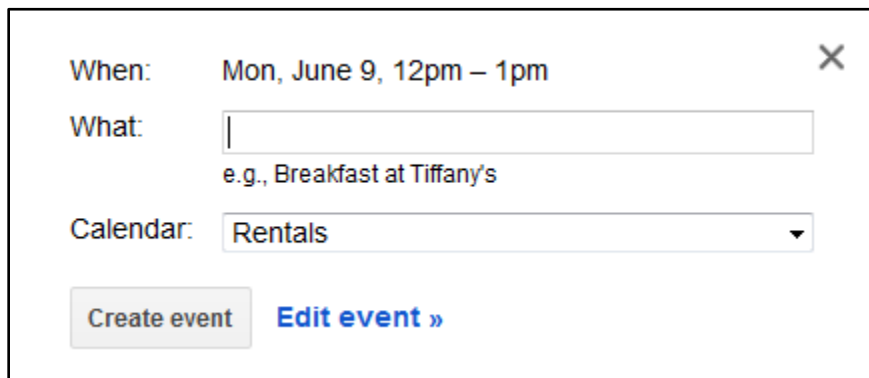
Viewing entries from all, or just one, calendar

- Select both calendars (both boxes have colors in them) to see all calendar entries in one calendar view.
- Deselect one calendar (changing the box color to white) to see only the entries for the selected calendar (with the colored box). For this example, you would only view the events in the Rental calendar:



Making calendar entries in the appropriate calendar

1. Click the appropriate date and time slot for an event in the calendar. The Create/Edit Event dialog box is displayed:

A screenshot of the 'Create/Edit Event' dialog box. It has a title bar with a close button (X). The 'When:' field shows 'Mon, June 9, 12pm – 1pm'. The 'What:' field is empty, with a placeholder text 'e.g., Breakfast at Tiffany's'. The 'Calendar:' field is a dropdown menu showing 'Rentals'. At the bottom, there are two buttons: 'Create event' and 'Edit event »'.

2. Enter the event title in the What field.
3. Click the arrow to the right of the Calendar field, and select the appropriate calendar for this event. If the calendar entry is complete, click **Create event**. If not, continue to step 4.

Google Account Instructions

4. To make additional selections for this event, click **Edit event** ». The Edit Event dialog box is displayed:

← **SAVE** Discard

Birthday party rental

to [Time zone](#)

All day Repeat...

Where

Video call [Add video call](#)

Calendar

Created by fpuu.canton@gmail.com

Description

Event color |

Reminders No reminders set
[Add a reminder](#)

Show me as Available Busy

Privacy Default Public Private

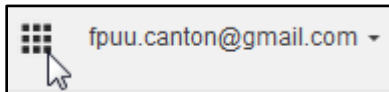
5. Click **Save**.

Google Drive

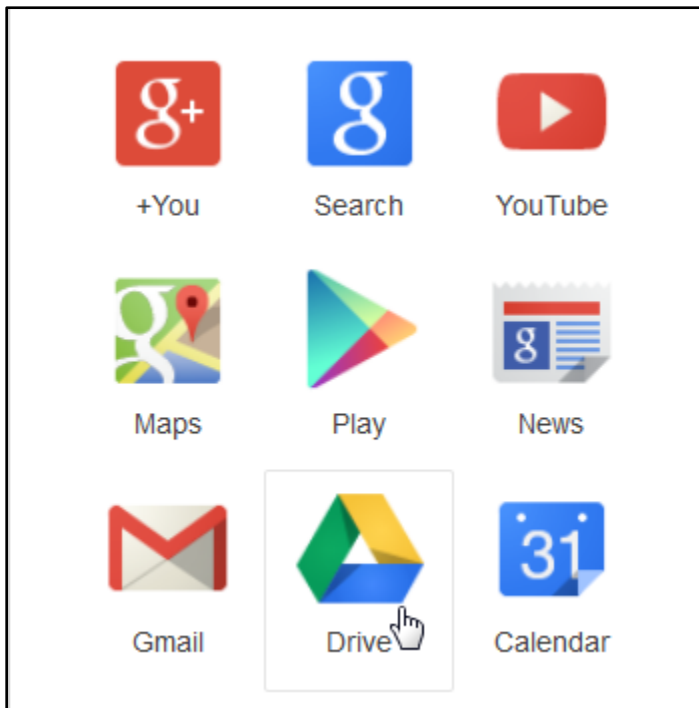
Google Drive is used to store and share documents. Documents can be Microsoft Office applications (Word, Excel, PowerPoint, etc.) or Google applications (Document, Spreadsheet, Presentation, etc.) or PDF.

Opening and using Google Drive

1. Log in to google.com as described in “Logging in to your Google account” on page 1.
2. Click the Apps button at the top right of the screen:

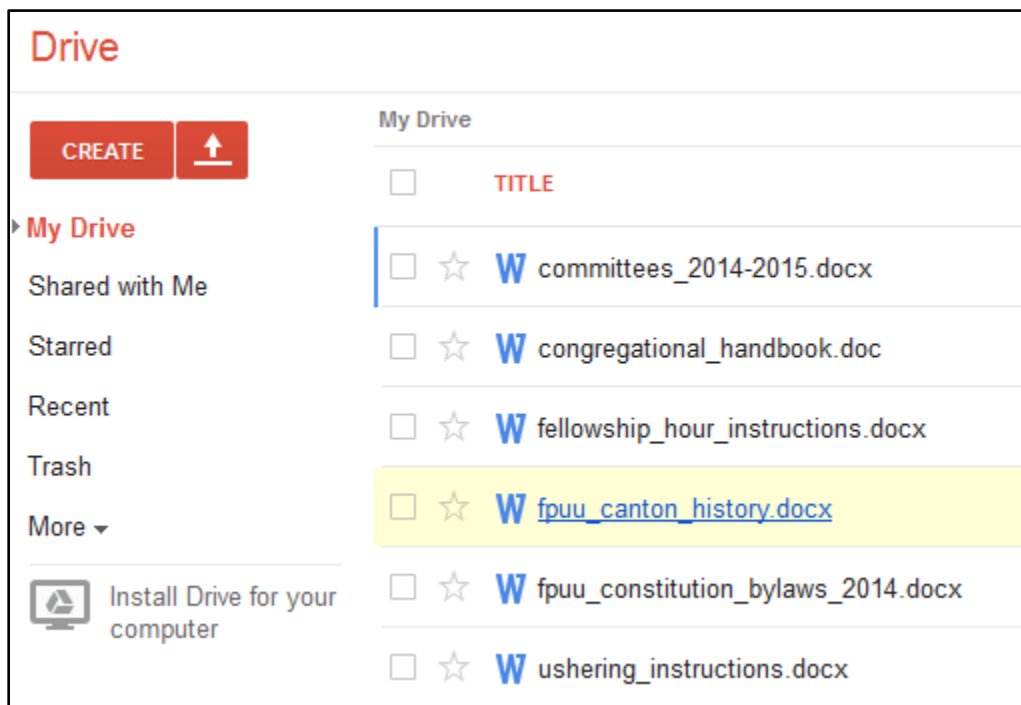


3. Click the **Drive** app icon:



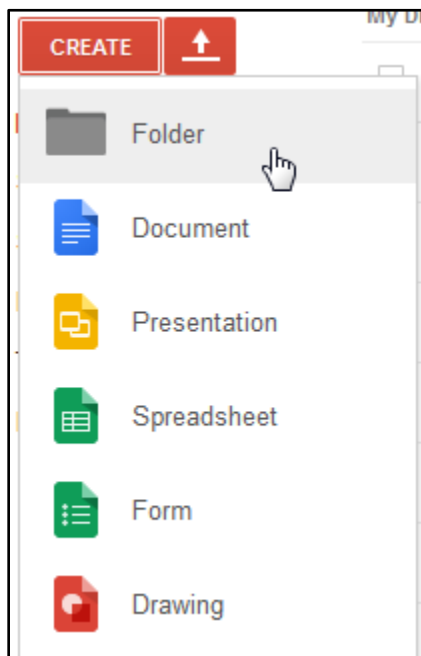
Google Account Instructions

The Google Drive screen displays documents that have been stored:



You can:

- Drag and drop documents into Google Drive
- Share documents with others
- Create folders and Google documents:



Sign out of the First Parish Google account

1. Click the down arrow to the right of fpuu.canton@gmail.com in the upper-right corner of the browser screen.
2. Click **Sign out**:

