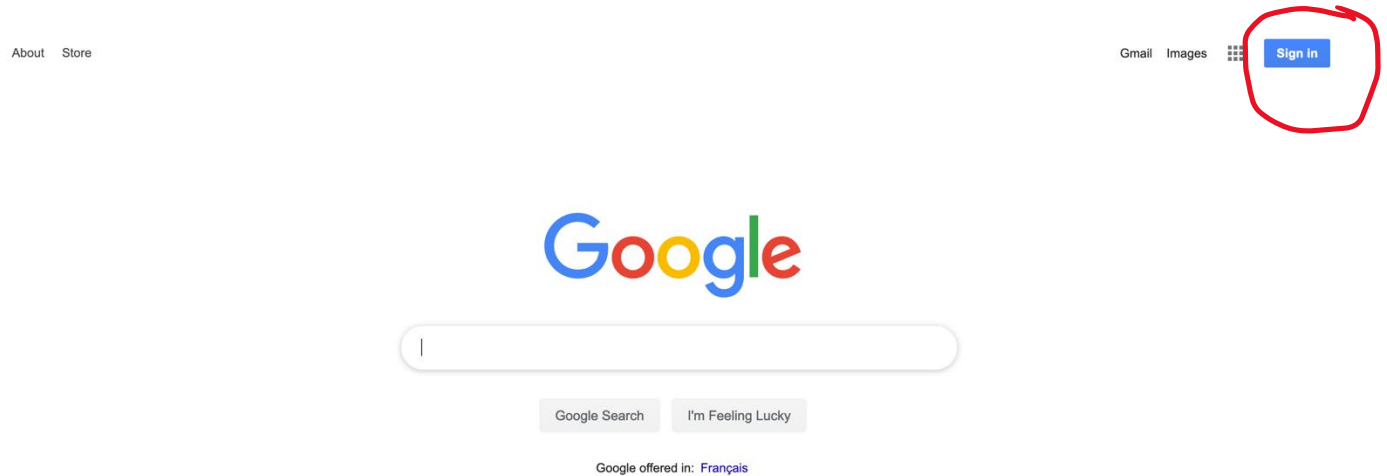


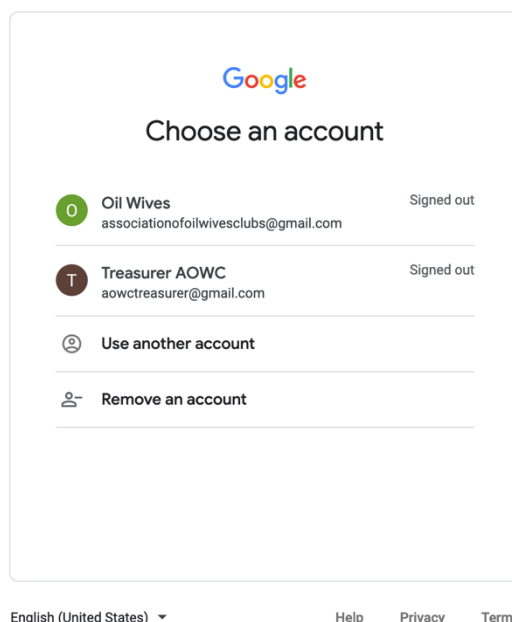
HOW TO USE GOOGLE DRIVE AND GMAIL

Go to your internet browser and it should look like this:

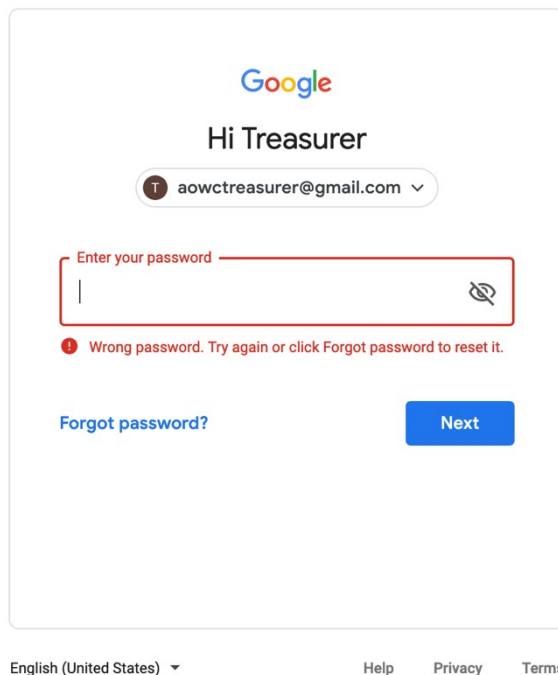


Click on the blue “Sign In” rectangle

Next Choose the Gmail account to log into or enter your club’s email address by clicking on “Use another account”



Put in your password



The image shows a Google login interface. At the top is the Google logo. Below it, the text "Hi Treasurer" is displayed. Underneath, there is a dropdown menu showing the email address "aowctreasurer@gmail.com" with a small "v" icon. Below the email field is a password input field with a red border and a red error message "Enter your password" above it. To the right of the password field is an eye icon. Below the password field, there is a red error message: "Wrong password. Try again or click Forgot password to reset it." Below this message are two links: "Forgot password?" and a blue "Next" button. At the bottom of the page, there are links for "English (United States)", "Help", "Privacy", and "Terms".

PLEASE DO NOT CHANGE THE PASSWORD YOU WERE GIVEN. If you are locked out, contact one of the Board of Directors and we will help you get back in.

Once you are logged in, your screen should look like this:

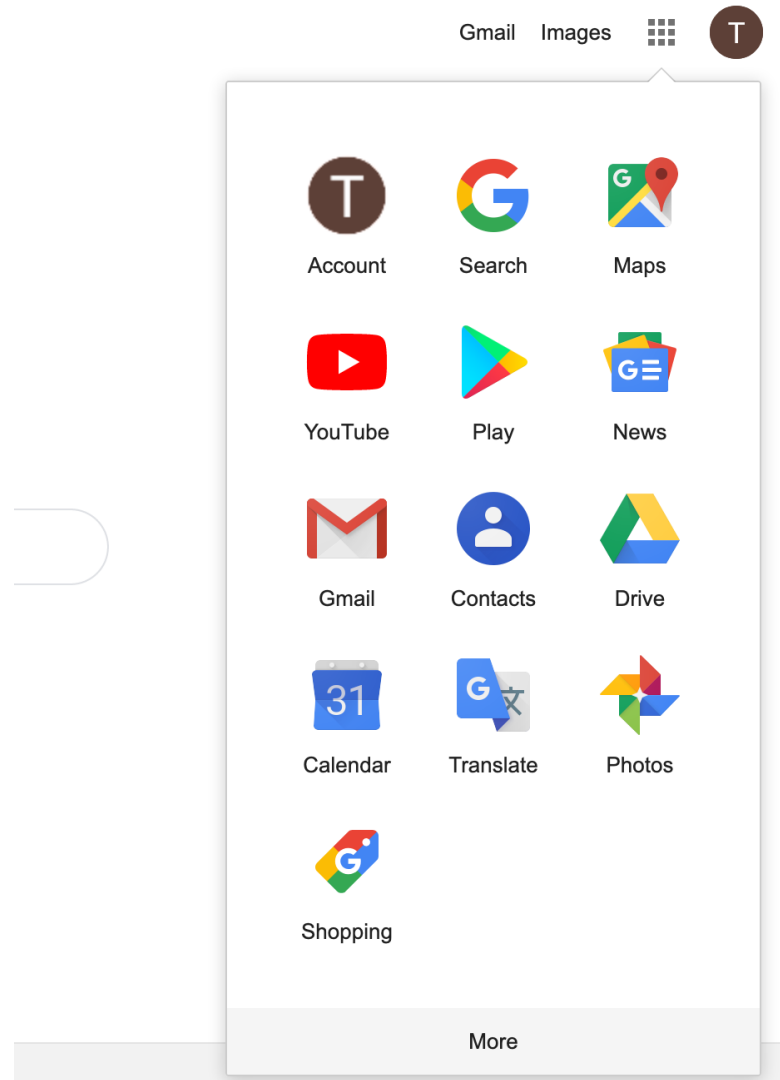
Gmail Images  



At the top of the screen, you will see: Gmail, Images, 9 squares and a circle with your initial. Click on the 9 squares:

Gmail Images  

It should open and look like this:



From here, you can choose the “Google Drive” or “Gmail”

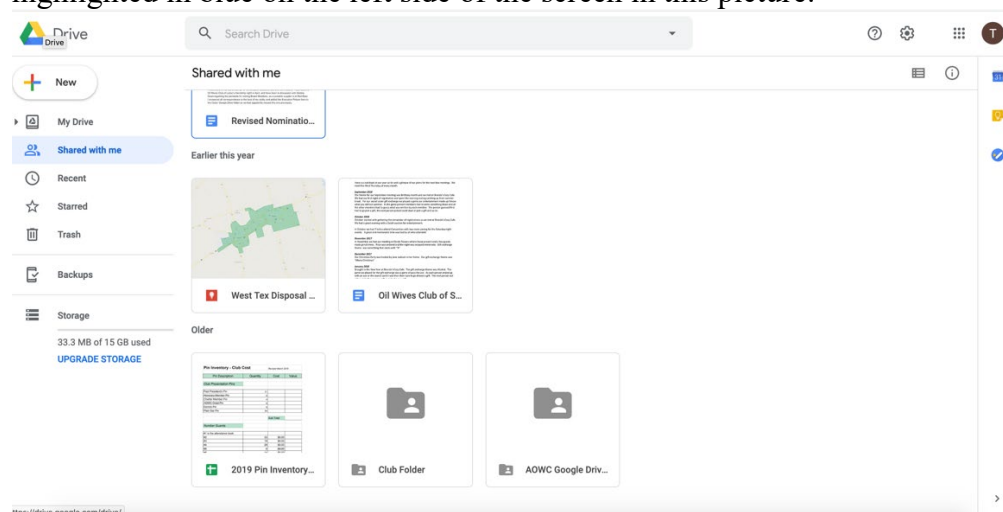


Drive

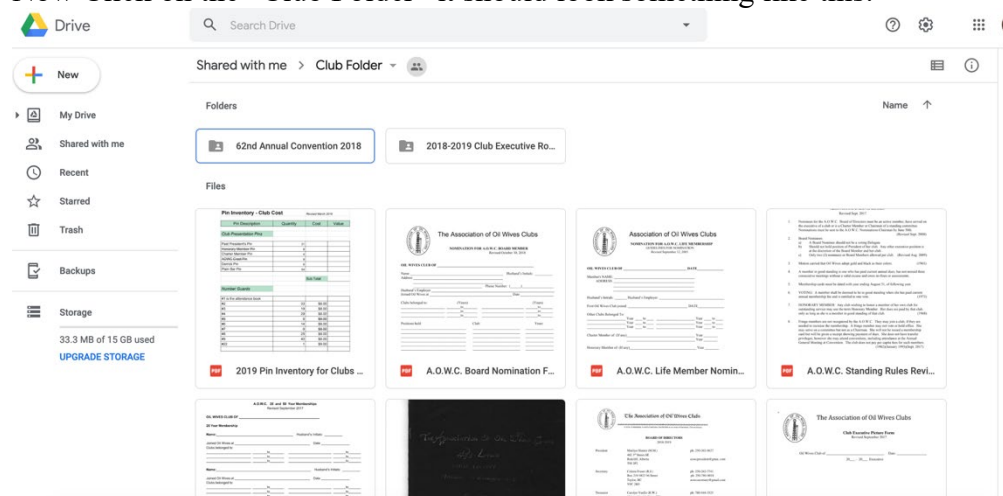


Gmail

“Google Drive” should look like this when you click on it. Now click “shared with me” This is highlighted in blue on the left side of the screen in this picture:



Now Click on the “Club Folder” it should look something like this:



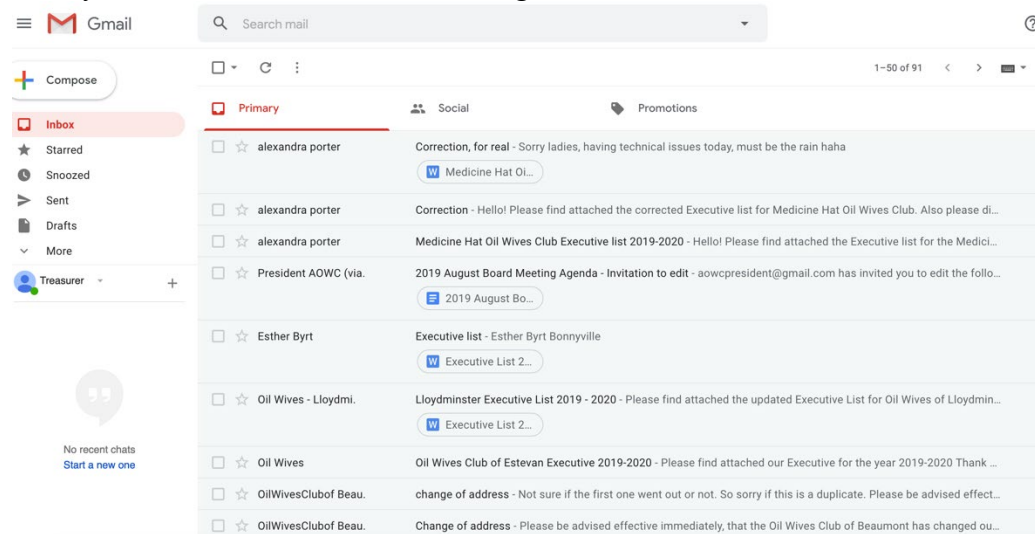
Choose what you are looking for and you can open it and print what you need.

For your Club email account, click on the Gmail icon:

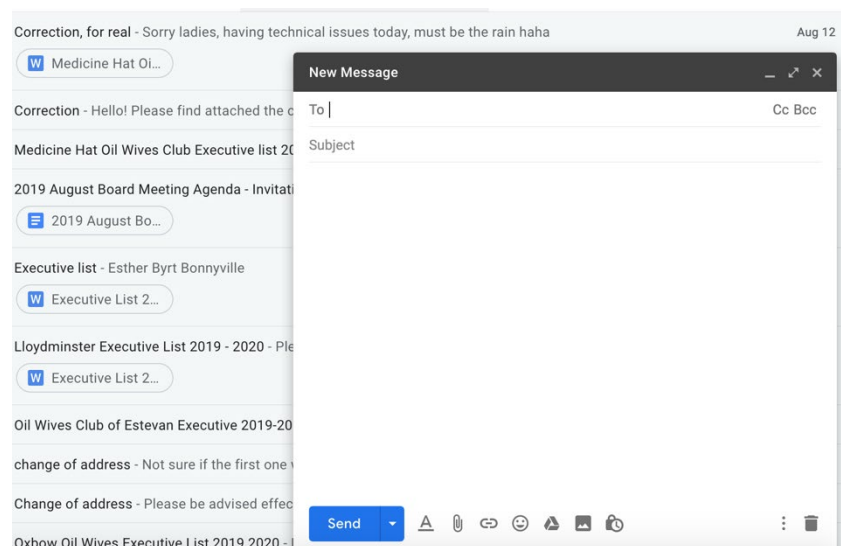


Gmail

Now your screen should look something like this:



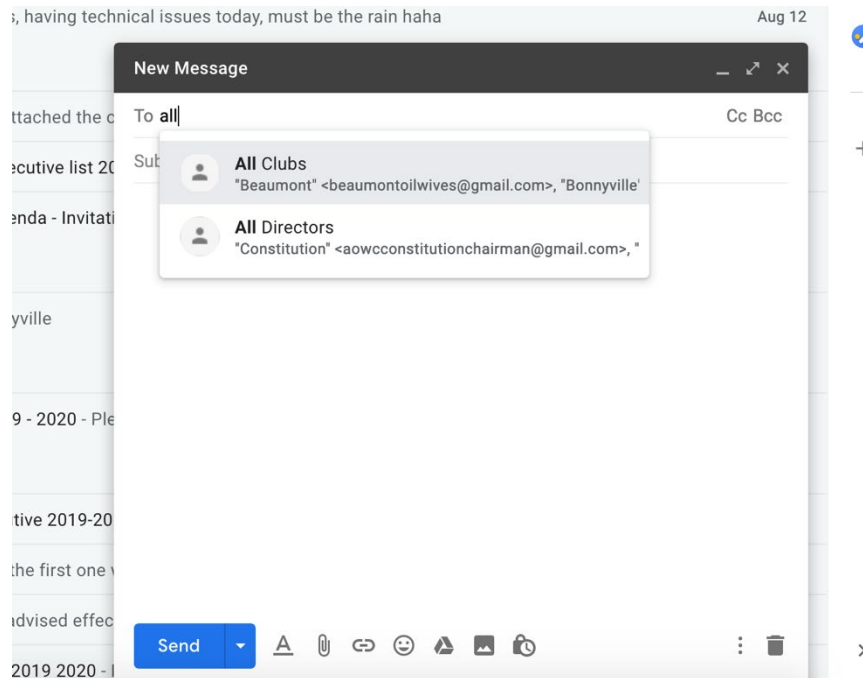
Now you can read emails that have been sent (under Inbox) or “Compose” an email to send to a sister club or to the Board of Directors. This is what it should look like:



To send to all the clubs and/or all the directors, click on “To” or type “all”. **ONLY from your club Gmail** can you send to “All Clubs” or “All Directors”. If you try this from your personal email, it will not work.

DO NOT use alldirectors@gmail.com as this does NOT belong to us.

This is what it should look like:



Choose (click on) one or the other selection and it will automatically upload to your email. If you are sending to both the AOWC Directors and the Clubs, you will have to type in “all” again (or click on the “To”) and choose the other selection. Once you have completed your email, hit “SEND”.

Attachments can be sent using the “paper clip icon” at the bottom of the email.