

AREA 72 GOOGLE ACCOUNT ACCESS



Welcome to Panel 71 of Area 72!

As an Elected or Appointed Trusted Servant, DCM, Alt DCM, District Committee Chair, Other District Appointed/Elected position or Past-Delegate you have an Area 72 google account that gives you access to a suite of fantastic communication and collaboration tools to use during your two-year rotation. Once you receive your email address and temporary password, you will use it to set up your email account. Once you are logged in, you will be required to change your password to something that you will remember. Directions on how to change your password are included below. Your google account provides you access to:

- **Email and Contacts**
Your service position now has an email account.
- **Calendars**
Keep track of events for Area 72 and your individual committees with Google Calendars.
- **Storage**
Each user also has 30GB of Google Drive storage. Shared Drives are set up to provide access to multiple people.
- **Sheets, Docs and Slides**
Create and share spreadsheets (ala Excel), documents (ala Word), slide shows (ala PowerPoint).
- **And more!!!!**

If you have any issues, concerns or questions, feel free to reach out to the Area Webmaster at webmaster@area72aa.org or the Area Web Chair at webchair@area72aa.org.

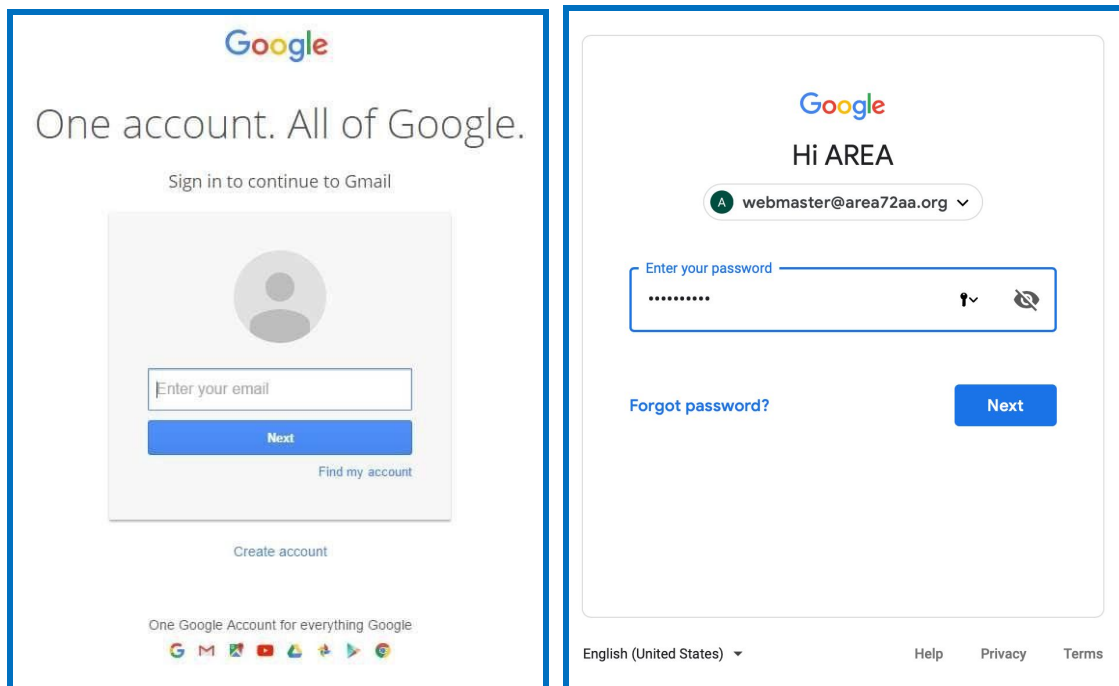
Let's get started!



ACCESSING YOUR GMAIL ACCOUNT

In order to access your email, you will need to use a smart phone or a computer with a web browser. It does not matter which browser, it can be Chrome, Firefox, Internet Explorer, Edge, Opera, etc. all of them will work for accessing your email. We encourage you to access your email using the Gmail web interface. It allows you complete accessibility to all of the other Area 72 trusted servants as well as the collaborative tools that are built into the Gmail service.

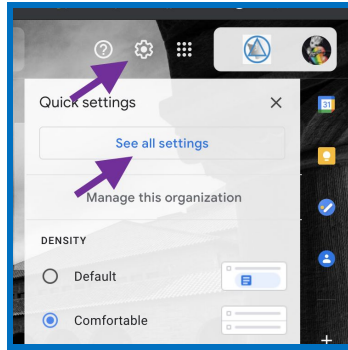
1. Open the web browser and type in <http://mail.google.com/>
2. Type in your email address and temporary password. (see below)



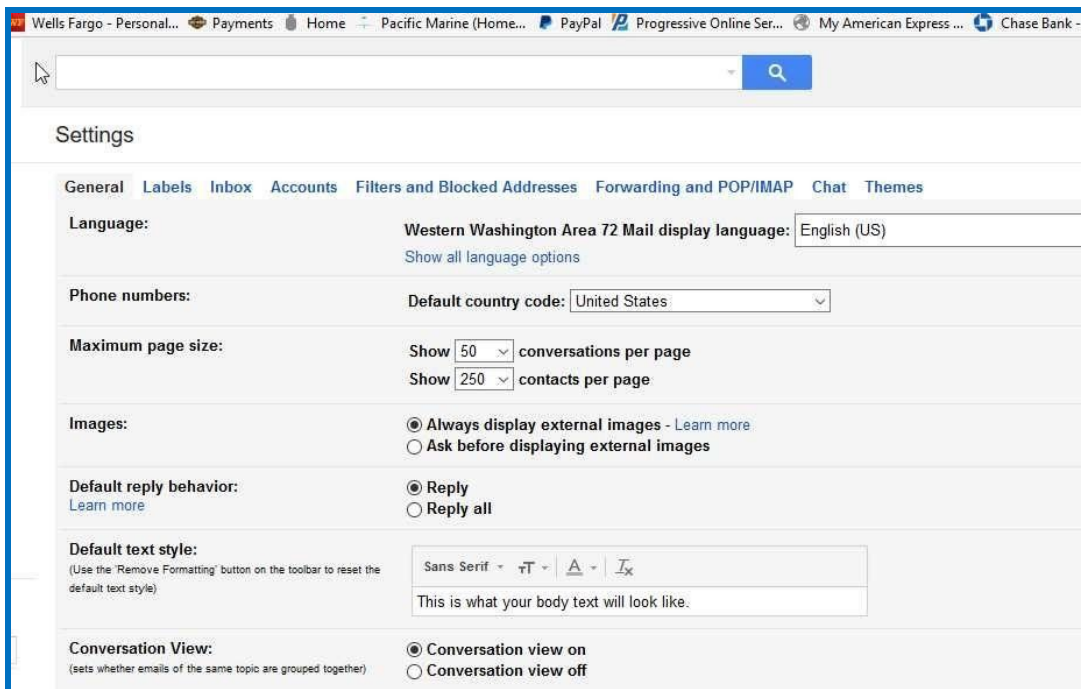
3. Next, you will be prompted to change your password. Your password must be at least 8 characters long and can include letters, numbers, and/or symbols. You should select a secure password that is unique and not something that is simple (i.e. "password123").
4. Your email will open in the web browser. You may already have emails in your email account that was left from the previous trusted servant. This is a way of passing on information that maybe important for your rotation.

Now we are going to guide you through setting up your recovery email and recovery phone number. This will help you if you ever forget your password and need to reset it without having to wait for the Webmaster or Web Chair to reset it for you.

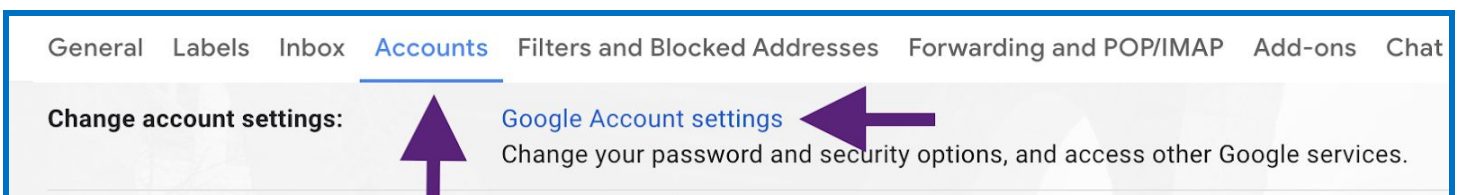
1. Go to the upper right corner of the screen and select the silver/grey wheel that says "settings" when you run your mouse over the top of it. Then click, "See all settings"



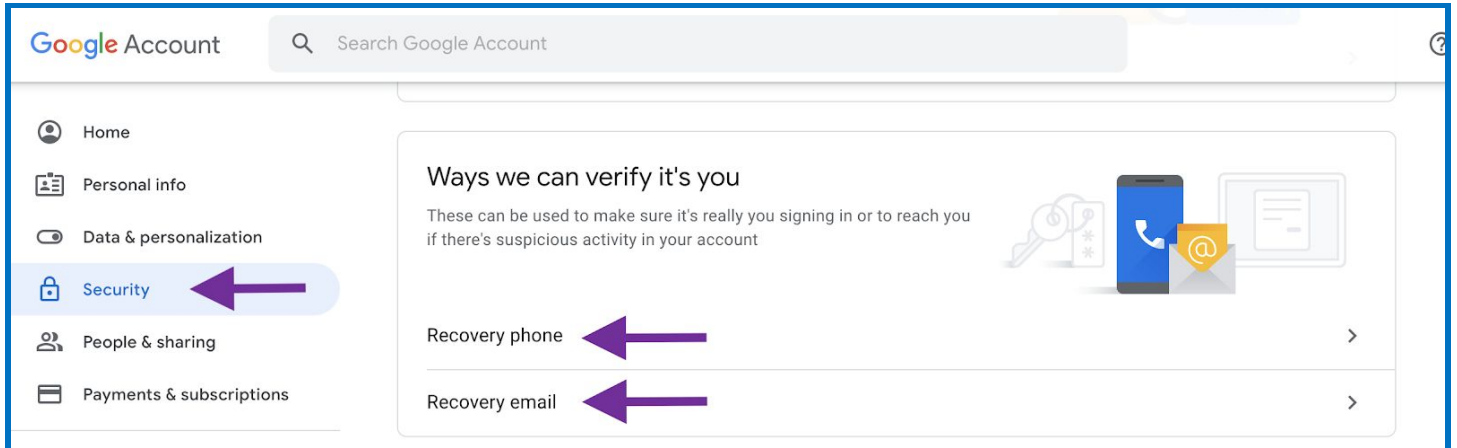
2. This will open a new screen in your browser that looks like the below screen shot.



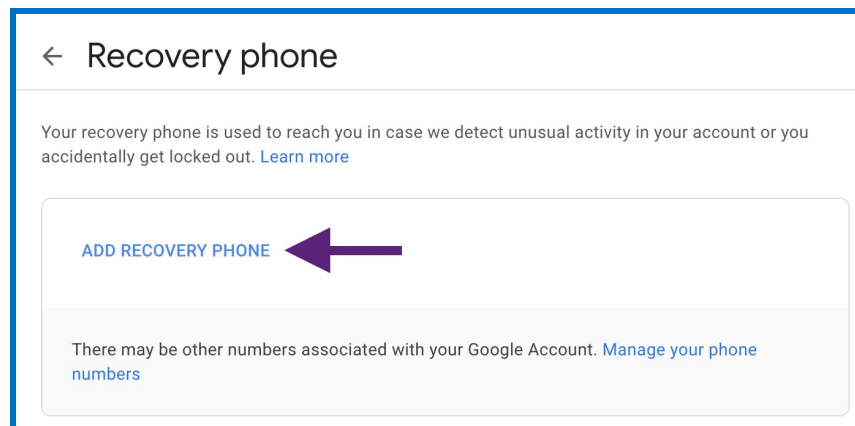
1. Don't get overwhelmed here, there are a lot of settings that you can change, including forwarding your email to your personal account. **We do not encourage this** because it is one of the settings that cannot be reset in bulk at the end of the rotation like we do when we change passwords.
2. Select the "Accounts" tab that is the fourth over from the left and a new menu will open.
3. Where it says "Change account settings" go right and select the blue "Google Account settings" link. This will open another menu. (see below)



4. Under "Security" select "Recovery phone" under "Ways we can verify it's you". You may be prompted to enter your password again



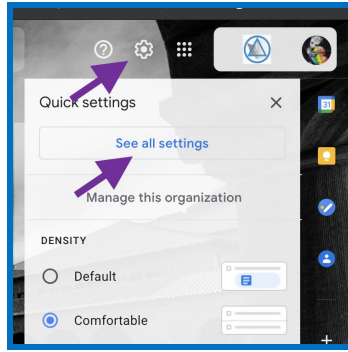
5. Select the option to "Add Recovery Phone" and type in the number you would like to use (must be a number that can receive a text message).



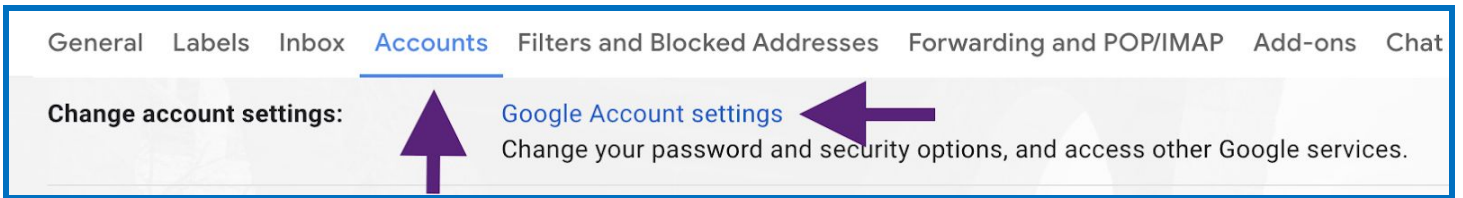
6. After you add your number, Google will send a verification code to your number that you will need to enter on the screen.
7. Next, repeat the above steps for adding your recovery email address
8. There are many other options that you can set within settings and you can explore those as you become familiar with Gmail. There isn't anything that you can change that we can't fix so please feel free to look around.

If you need to change your password in the future, here are the steps to do so:

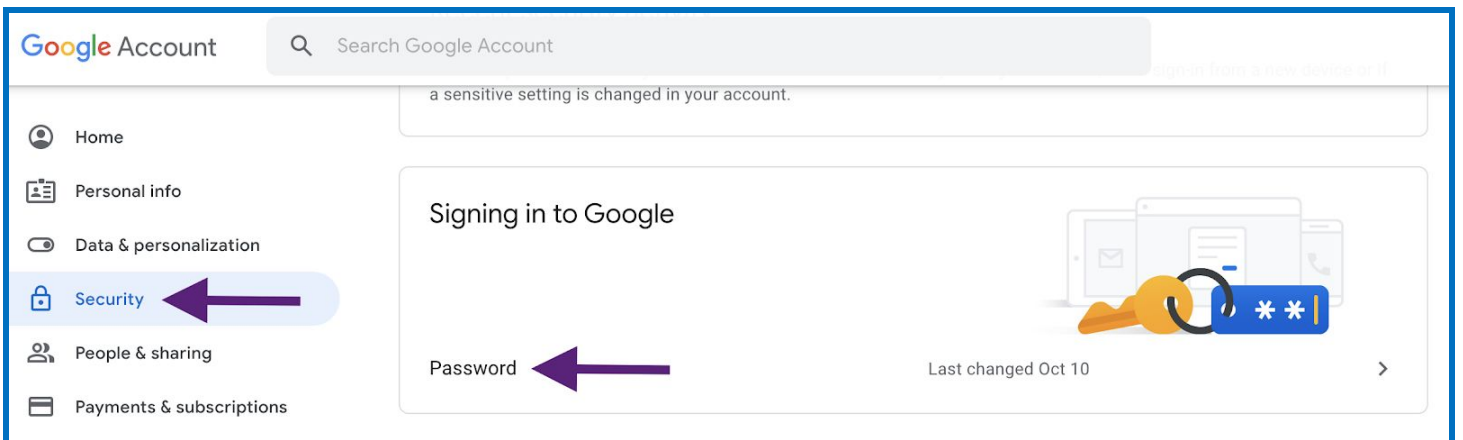
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2. Select the "Accounts" tab that is the fourth over from the left and a new menu will open.
3. Where it says "Change account settings" go right and select the blue "Google Account settings" link. This will open another menu. (see below)



4. Under "Security" select "Password" under "Signing in to Google".



5. You will be prompted to reenter your current password and then a new screen opens. This is where you will change your password and save it.

If you want to receive your Gmail on your smartphone there is an app for both IOS (Apple) and Android devices that you can download from the App stores. You will just use your Gmail address and password to access that in the app.

You can also set it up to receive your Gmail to your own Outlook or Apple iMail or Thunderbird accounts. The information for doing this can be found at: <https://support.google.com/mail/answer/7126229?hl=en>

IMPORTANT AREA 72 ADDRESSES

It is important to be able to get ahold of people when you need to so here are some ways to address email to groups as well as individuals within our Gmail organization.

Group Addresses:

- committee@area72aa.org: Area Committee (Elected and Appointed Area Servants, DCMs, Alt DCMs, and Past Delegates).
- elected@area72aa.org: Elected Area Committee Members
- appointed@area72aa.org: Appointed Area Committee Members
- dcms@area72aa.org: All DCMs
- altdcms@area72aa.org: All Alternate DCMs
- district#@area72aa.org: All trusted servants for that district (# = district number)
- pastdelegates@area72aa.org: All past Delegates

Individual Addresses:

- Elected and Appointed Trusted Servants:
 - Example 1: chair@area72aa.org

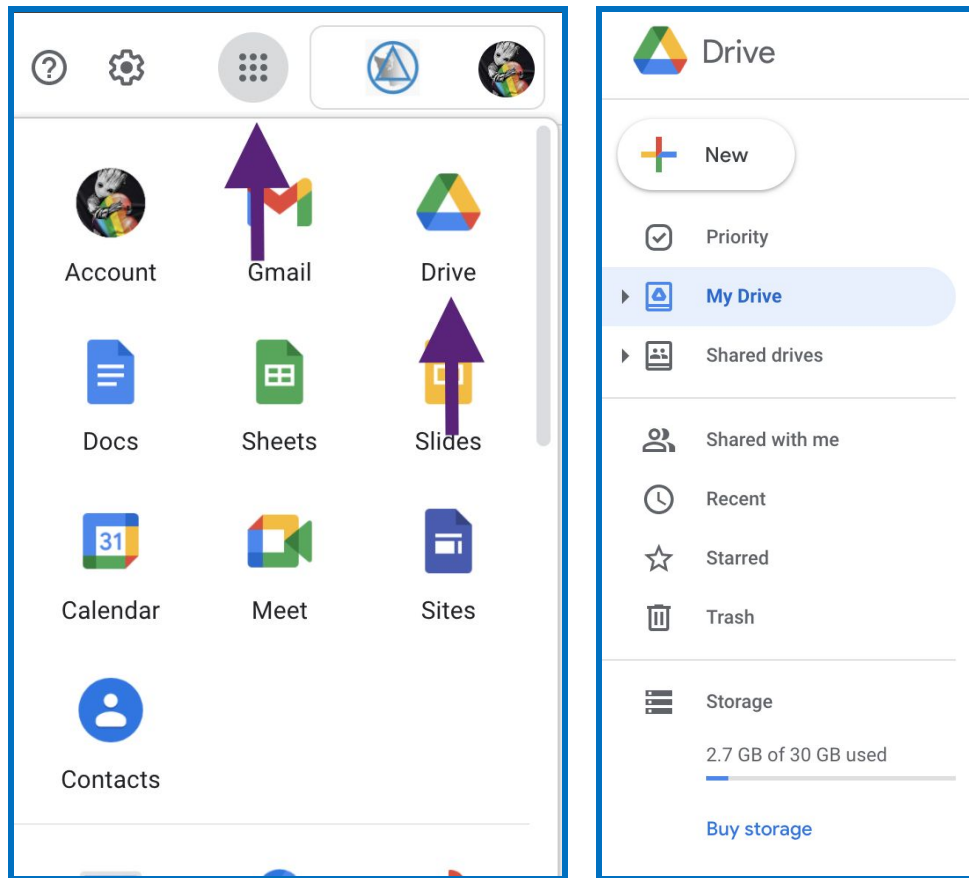
- o Example 2: accessibility@area72aa.org
- DCMs / Alt DCMs:
 - o Example 1: dcm#@area72aa.org
 - o Example 2: altdcm#@area72aa.org
 - o # = District number
- District Committee Chairs:
 - o Example 1: dist#web@area72aa.org
 - o Example 2: dist#treatment@area72aa.org
 - o # = District number
- Past Delegates:
 - o pastdel#@area72aa.org
 - o # = Panel number for the Delegate
 - o See Area Directory for past delegates' addresses, as not all of them have designated Area email addresses

Other useful Area email addresses:

- archivesrepository@area72aa.org: WWA72 Archives Repository
- corbridge@area72aa.org: WWA72 Corrections Bridge
- treatbridge@area72aa.org: WWA72 Treatment Bridging The Gap
- articles@area72aa.org: Newsletter Articles
- osdchair@area72aa.org: Our Stories Disclose Committee Chair
- meetingupdates@area72aa.org: Updates to meeting schedule
- password@area72aa.org: Password Help

ACCESSING YOUR GOOGLE DRIVE AND TEAM DRIVE

You can access your google drive here:



Your “My Drive” is for data that isn’t shared. A “Shared Drive” can be used for sharing and collaborating with others. There are shared drives for each district and district committee (i.e. Treatment, PI, Web, etc.), all DCMs, All Alt DCM, steering committees, and appointed and elected trusted servants. The contents of these drives are shared with all of the member of the team drive

INFO ABOUT YOUR GOOGLE CALANDER, SHEETS, DOCS, SLIDES AND CONTACTS

Instructions on you calendar, contacts, sheets, docs and slides can be found in the Google learning center page. There you will find quick tutorials for all the products included with Google account. The site for the Google learning center is: <http://gsuite.google.com/learning-center/products/>