

AREA 72 GOOGLE BASICS WORKSHOP

Panel 75 – Google Workspace Essentials

This handout is designed as a practical reference for the **Area 72 Google Basics Workshop**. It supports **DCMs, Alternate DCMs, District Committee Chairs, and Area Trusted Servants** during their two-year rotation.

It covers the core Google tools most used in Area service, with emphasis on:

- Gmail
- Google Groups
- Google Drive
- Google Docs
- Calendars and collaboration tools

Welcome to Area 72 – Panel 75

Whether you are a **DCM, Alt DCM, or District Committee Chair**, you now have an **Area 72 email and Google account**. This account gives you access to a full suite of communication and collaboration tools to support Area and District service work.

Tools Included with Your Area Account

- **Email & Contacts** – Official Area communication
- **Calendars** – Track Area, District, and committee events
- **Storage** – 30 GB of Google Drive storage per user
- **Shared Drives** – Team-based file access that continues through rotations
- **Docs, Sheets & Slides** – Documents, spreadsheets, and presentations
- **And more**

If you need assistance:

- **Area Webservant:** webservant@area72aa.org
- **Area Tech & Web Chair:** webchair@area72aa.org

1. Google Account Basics

A Google Account gives access to:

- Gmail
- Google Drive
- Google Docs, Sheets, and Slides
- Google Groups
- Google Calendar and more

Access:

<https://accounts.google.com>

Tips:

- Use a strong password
- Enable **2-Step Verification**
- Keep recovery email and phone number up to date

2. Accessing Your Gmail Account

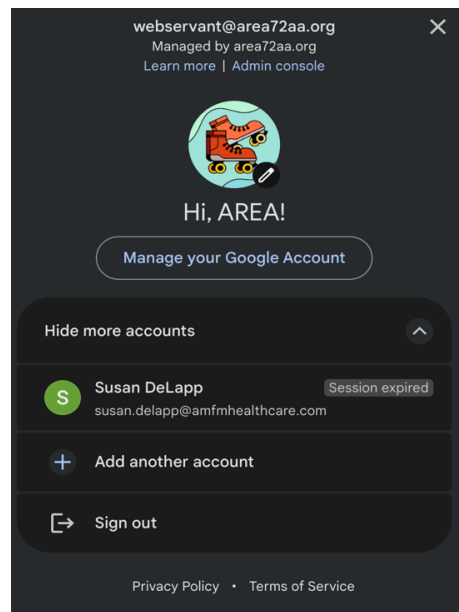
To access your Area email, you will need a smartphone or a computer with a web browser. Any browser works (Chrome, Safari, Firefox, Edge, etc.).

We recommend using the **Gmail web interface** for full access to Area communication and collaboration tools.

First-Time Login

1. Open a web browser and go to:
<http://mail.google.com/>
2. Click **Add another account**
3. Enter your Area email address and temporary password
4. Create a new password for your rotation
5. Your mailbox will open in the browser

You may see emails left by the previous trusted servant. This is intentional and helps pass along important information.



3. Gmail Basics

Sending & Receiving Email

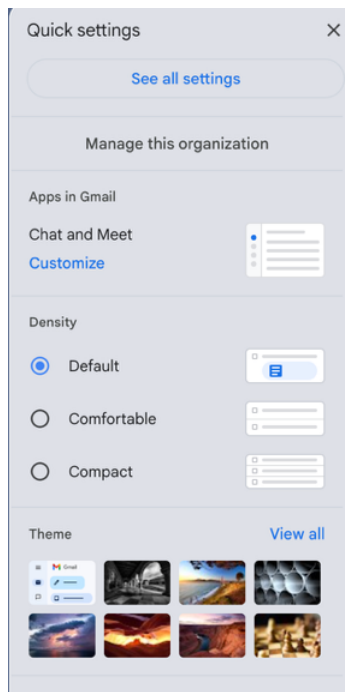
- Click **Compose** to write a new email
- Use **To**, **Cc**, and **Bcc** appropriately
- Attach files using the paperclip icon
- Insert Google Drive files directly into emails

Inbox Organization

- **Labels:** Like folders, but more flexible
- **Stars:** Mark important messages
- **Archive:** Removes messages from inbox without deleting
- **Search:** Powerful filters (from:, to:, has:attachment)

4. Gmail Settings & Account Setup

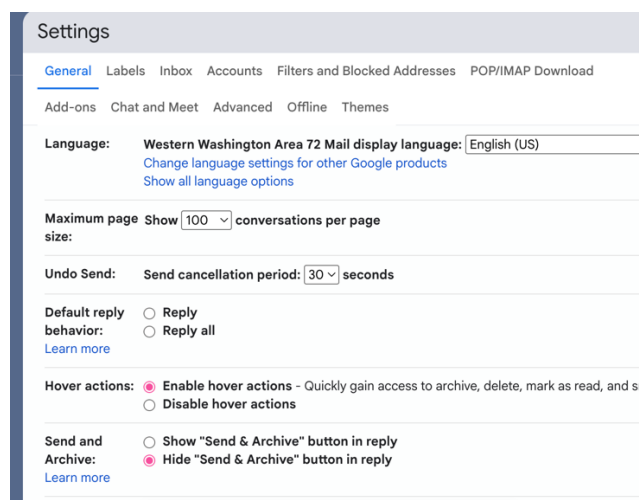
6. Click the  **Settings** icon (upper right)
7. Select **See all settings**



Key Settings to Review

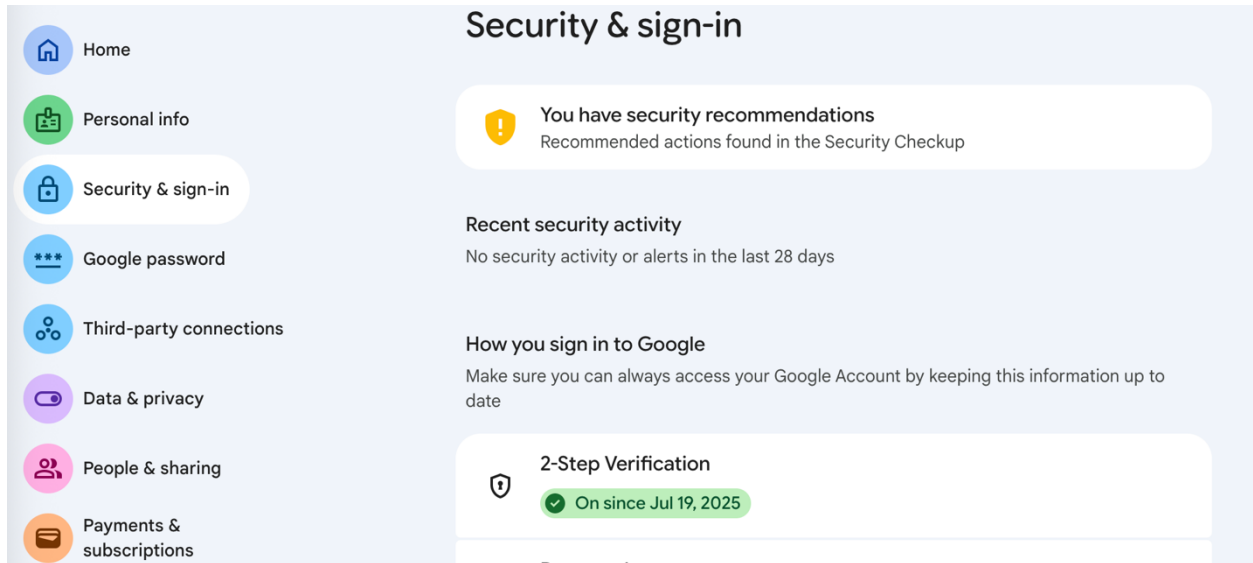
- **General:** Undo Send, default reply behavior
- **Inbox:** Inbox type (Default, Priority, Unread First)
- **Labels:** Create, hide, or show labels
- **Filters & Blocked Addresses:** Auto-label or archive emails
- **Signature:** Add your name and service position

8. Select the **Accounts** tab
9. Click **Google Account settings**



Security Recommendations

- Confirm your personal information
- Set a recovery email and phone number
- This allows password recovery without waiting for support



5. Gmail on Mobile Devices

- Gmail apps are available for **iOS** and **Android**
- Download from your device's app store
- Log in using your Area email and password

You may also connect your Area Gmail to Outlook or Apple Mail:

<https://support.google.com/mail/answer/7126229>

6. Using Google Chat

Google Chat allows quick communication with individuals and groups.

Chat Basics

1. Open Gmail and select **Chat** on the left
2. Click **+** to start a new chat
3. Enter a name or email address
4. Type your message and press **Enter**

Group Chats

- Select **New Group**
 - Add participants
 - Manage settings by clicking the group name
-

7. Google Groups

Google Groups are used for Area and District mailing lists.

Common Uses

- Area Committee communication
- District trusted servant groups
- Announcements

Creating a Group

1. Go to <https://groups.google.com>
2. Click **Create group**
3. Set:
 - Group name
 - Group email address
 - Description
4. Choose privacy settings

8. Important Area 72 Email Addresses

Group Addresses

- committee@area72aa.org – Area Committee
- elected@area72aa.org – Elected members
- appointed@area72aa.org – Appointed members
- dcms@area72aa.org – All DCMs
- altdcms@area72aa.org – All Alt DCMs
- dist#committee@area72aa.org – District trusted servants
- pastdelegates@area72aa.org

Individual Address Patterns

- chair@area72aa.org
- dcm#@area72aa.org
- altdcm#@area72aa.org
- dist#web@area72aa.org
(# = district number)

9. Google Drive Overview

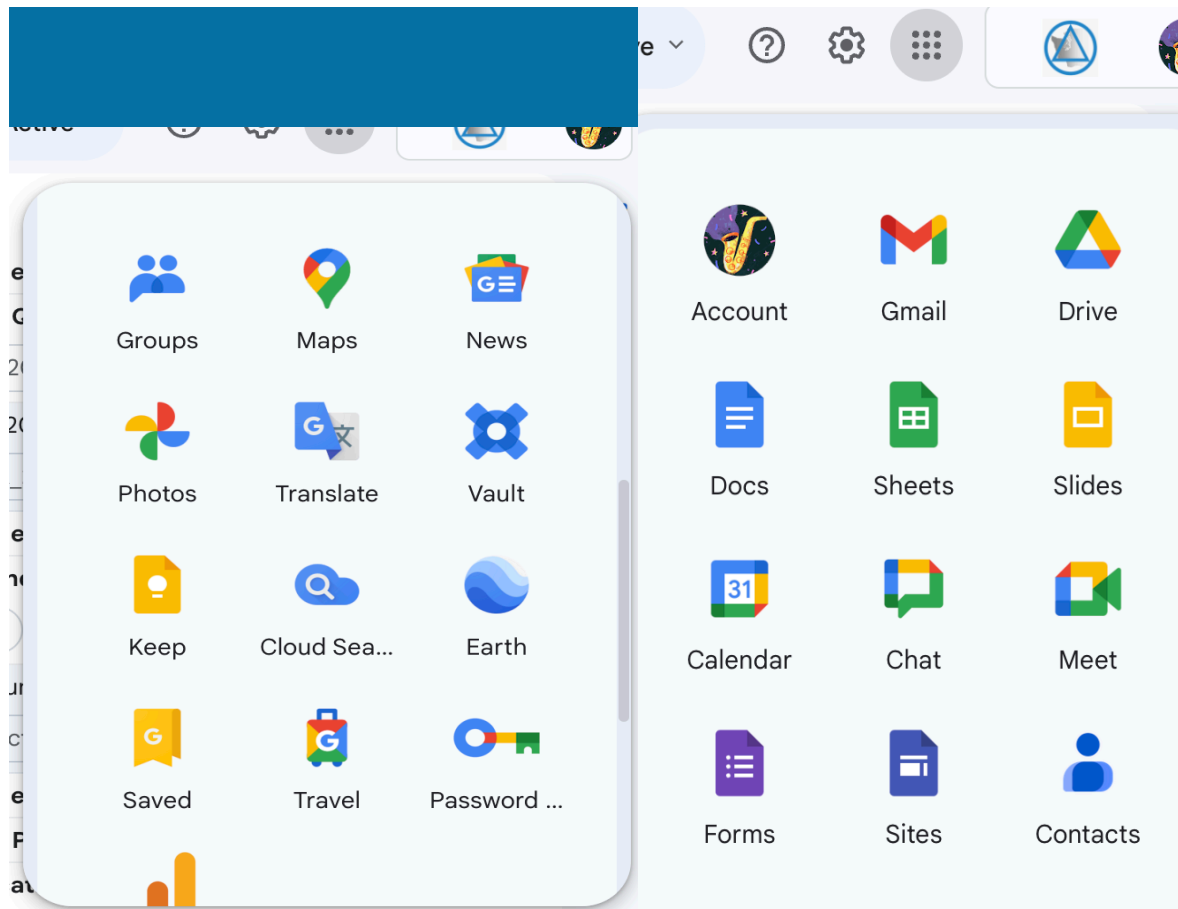
Google Drive is cloud storage for files and folders.

Access:

<https://drive.google.com>

Key Areas

- **My Drive:** Files you own
- **Shared with me:** Files shared by others
- **Recent:** Recently opened files
- **Trash:** Recoverable for 30 days



Google Drive: Shared Drives (Important for Area Service)

Shared Drives are designed for **team and service work**. Unlike "My Drive," files in a Shared Drive **belong to the Area**, not to an individual.

Why Area 72 Uses Shared Drives

- Files remain available when trusted servants rotate
- Multiple people can access the same documents
- Prevents loss of information when positions change
- Ideal for **committees, districts, and Area projects**

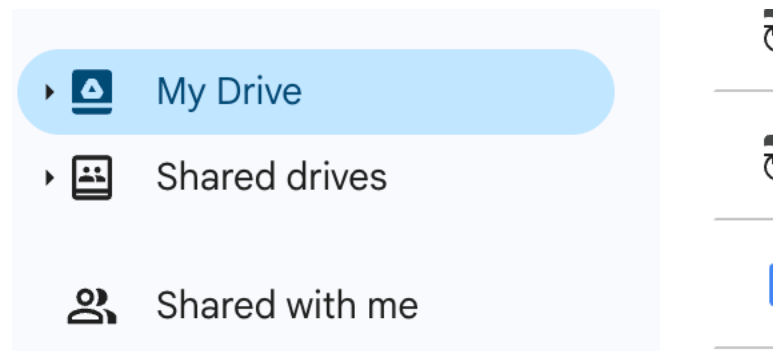
My Drive vs. Shared Drives

My Drive

- Files belong to *you*
- Best for drafts or personal work
- Files may be lost when positions rotate unless shared

Shared Drives

- Files belong to the *team*
- Access is based on role, not ownership
- Recommended for all Area and District business



Accessing a Shared Drive

1. Go to **<https://drive.google.com>**
2. Click **Shared drives** in the left-hand menu
3. Select the drive you need (Area, District, or Committee)

If you do not see a Shared Drive you believe you should have access to, contact the **Area Webservant** or **Area Tech & Web Chair**.

Creating Folders in a Shared Drive

1. Open the Shared Drive
2. Click **New** → **Folder**
3. Name the folder clearly (example: *Panel 75 Reports* or *District 12 Minutes*)

Best Practices

- Organize by **committee, year, or function**
- Avoid deep folder nesting
- Use consistent naming conventions

Adding Files to a Shared Drive

- Drag and drop files directly into the Shared Drive
- **OR**
- Click **New** to create Google Docs, Sheets, or Slides inside the drive

Tip: Creating files directly inside the Shared Drive ensures correct ownership.

Managing Access in Shared Drives

Shared Drives use **roles**, not just sharing links.

Common roles include:

- **Viewer:** View only
- **Commenter:** Add comments
- **Contributor:** Add and edit files
- **Manager:** Full control (including adding members)

⚠ Only Managers can add or remove members from a Shared Drive.

Google Groups (Email Lists for Area & District Communication)

Google Groups are used to create **email addresses that reach multiple people at once** (for example, committee or district mailing lists).

Examples:

- committee@area72aa.org
- dcms@area72aa.org
- dist12committee@area72aa.org

What Google Groups Are Used For

- Sending announcements to multiple trusted servants
- Area and District communication
- Committee discussions
- Reducing the need to manage individual email lists

Creating a Google Group

1. Go to **<https://groups.google.com>**
2. Click **Create group**
3. Enter:
 - **Group name** (example: *District 12 Committee*)
 - **Group email address**
 - **Description** (purpose of the group)
4. Click **Next**

1 of 3

Enter group info

 You do not have permission to create a group for this domain. Contact your IT Admin for more information. [Learn more](#)

Group name

Group email

@area72aa.org

@googlegroups.com

Group description

0 / 4,096

Next

Choosing Group Privacy Settings

When setting up a group, you will choose who can:

View conversations

- Area members only (recommended)
- Group members only

Post messages

- Group members
- Managers only (for announcement lists)

Join the group

- By invitation only (recommended for Area service)

Recommendation: Most Area groups should be **restricted** to avoid outside access.

Adding Members to a Group

1. Open the group in Google Groups
2. Click **Members**
3. Select **Add members**
4. Enter email addresses
5. Assign roles:
 - Member
 - Manager
 - Owner

Using a Google Group Email Address

- Send an email to the group address (example: `committee@area72aa.org`)
- All members receive the message
- Replies may go to:
 - The whole group **or**

- Just the sender (depending on settings)

Best Practices for Google Groups

- Use Groups instead of large CC lists
- Clearly define the purpose of each group
- Review membership regularly
- Remove outgoing trusted servants and add incoming ones

When to Ask for Help

Contact the **Area Webservant** or **Area Tech & Web Chair** if you need help with:

- Creating a Group
- Fixing permissions
- Recovering access
- Shared Drive membership issues

10. Creating & Organizing Folders

Creating Folders

- Click **New** → **Folder**
- Use clear, consistent names

Best Practices

- Avoid deep folder nesting
- Use descriptive names (e.g., *2026 Budget*)
- Separate personal and shared content

11. Sharing Files & Folders

How to Share

1. Right-click a file or folder → **Share**
2. Add email addresses or copy a link

3. Choose permission level:

- Viewer
- Commenter
- Editor

Sharing Tips

- Share folders instead of individual files
- Be cautious with “**Anyone with the link**”
- Review access regularly

12. Google Docs Basics

Google Docs is an online word processor.

Creating a Document

- Drive → **New** → **Google Docs**
- Or <https://docs.google.com>

Core Features

- Auto-save
- Real-time collaboration
- Version history
- Comments and suggestions

13. Google Docs Formatting Essentials

- Use **Heading styles**
- Bullets and numbered lists
- Insert:
 - Links
 - Images
 - Tables
- Use templates when available

14. Workflow Tips

- Store Docs in shared folders
 - Name files consistently
 - Use comments instead of email
 - Use version history instead of duplicating files
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15. Other Google Tools (Optional)

Google Sheets

- Budgets, lists, and data

Google Slides

- Presentations

Google Calendar

- Scheduling meetings
 - Sharing calendars
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16. Help & Learning Resources

- Google Help Center: <https://support.google.com>
 - Google Workspace Learning Center:
<http://gsuite.google.com/learning-center/products/>
 - Built-in Help
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