# Edmonton Outdoor Club Google Account Handbook

## Introduction

You have received this handbook because you are responsible for proper use and management of one of the EOC's official Google Accounts for E-Mail (GMail) and File Management (Drive).

***For simplicity and professionalism, the EOC utilizes e-mail forwarders named with the volunteer role AT Edmonton Outdoor Club.***

***For continuity, these forwarders forward to Google (Gmail) accounts which are owned by the EOC (not the volunteer currently using it).***

All club-related conversations take place under these EOC GMail accounts, NOT a volunteer’s personal e-mail address.

A volunteer who performs more than one role with the EOC may be required to use more than one Google account - one for each role they perform.

Following these rules will help ensure that the EOC retains ownership of its important information capital over time, even as people move in and out of specific volunteer roles.

The EOC appreciates that monitoring additional e-mail accounts can be cumbersome, and we appreciate your patience and diligence in ensuring that you follow these processes for the ongoing health and professional image of the EOC.

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## GMail Account Configuration

The "recovery e-mail" and "recovery phone number" associated with each EOC Gmail account is the club's secretary. Even though you may hold exclusive control over the account for a time, you should not update these things to your own information - they should be retained as the EOC Secretary's information.

The "signature" associated with the account should be configured to indicate your name for the duration of your time holding the account.

## Getting Started

When getting started with one of the EOC GMail accounts, please:

1. Familiarize yourself with our policies and procedures of use. It is very important to the EOC that we retain club-related conversations even when volunteer roles change hands.
2. Get the current password for the account. If you ever change the password on the account, notify the Secretary of the new password.
3. Do NOT update the Password Recovery Options on the account. They are configured to the secretary's information. If you forget the password, you will be able to get the password through any member of the executive team (send an e-mail to executives@edmontonoutdoorclub.com).
4. Familiarize yourself with the labels and conversations in the account
5. Begin regularly monitoring and using the account for your club-related conversations

## Using the EOC GMail Acount

### Monitoring the Account

The EOC recognizes that it is an inconvenience to you to have to monitor a separate e-mail address for club-related conversations. We appreciate your diligence in following these processes to ensure that we retain the history of your club-related conversations even after you've moved on from your particular volunteer role. If you have any questions or concerns (or suggestions for improvement), please don't hesitate to discuss with the club president.

1. Monitor your account regularly. Try to check it daily if you can, although, depending on your specific role that may not be necessary. Use your judgement, and if you have any questions, please discuss with the club executive team.
2. Personal, irrelevant, or unimportant e-mail conversations can/should be deleted from the account at your discretion. Please try to retain only the conversations which are relevant to the club in the account.
3. If/when you create a document for the EOC (ie policy or procedure documents, informational documents), upload the document to the "Drive" folder of your account.

### Forwarding the GMail Account

Although it is possible to forward e-mails from the EOC Gmail account to your personal e-mail address, we prefer that you refrain from doing this. It is very important to the club that we retain the full club-related conversations, and from experience we know that if e-mail messages are forwarded to a personal e-mail address, it is tempting to reply from that address, increasing the odds that the club will lose the conversation. If you choose to forward messages from the EOC Gmail account to your personal e-mail address, please be extra diligent about ensuring that club-related conversations eventually end up back in the EOC Gmail account for our own records.

### Multiple GMail Accounts

To alleviate some of the inconvenience associated with monitoring this additional account, please note the following:

1. It is possible to have multiple GMail accounts open in your browser at once. To do this:
   * Log in to one of your accounts
   * On the top-right, drop down the list beside the current e-mail address and select "Add Account"
   * Log in to the second account you wish to use.
   * Voila - you now have your two GMail accounts open, one in each browser tab.
2. It is also possible to have multiple GMail accounts attached to your iPhone's E-Mail app. To do this:
   * Open your "Settings" app on your iPhone
   * Look for the "Mail, Contacts, Calendars" item in the list and select it
   * Under "Accounts", select "Add Account"
   * Choose GMail and enter the account information
   * Keep "Mail" on, and switch "Calendar" off

### Smart Phone EMail Access

When you use your iPhone (or other Smart Phone) E-Mail app, messages to all of your attached accounts will come to the "All Inboxes" item, and you can also access each account individually from the "Inboxes" list. Additionally, you can access each individual account (ie. to access folders other than the Inbox) by scrolling down to the "Accounts" section of the Mailboxes window.

## Google Drive

In the course of performing your EOC duties, you may create documents which are related to your EOC job. These documents should be stored in the "Drive" of the EOC Google Account associated with your job.

### Accessing the "Drive"

To access the account Drive, log in to the account at Google and click "Drive" at the top left. You can upload various files here and organize them into folders. You may "share" the documents if you wish, but keep in mind that the EOC Exec Team will have access to the "Drive" regardless (since they have access to the Google Account).