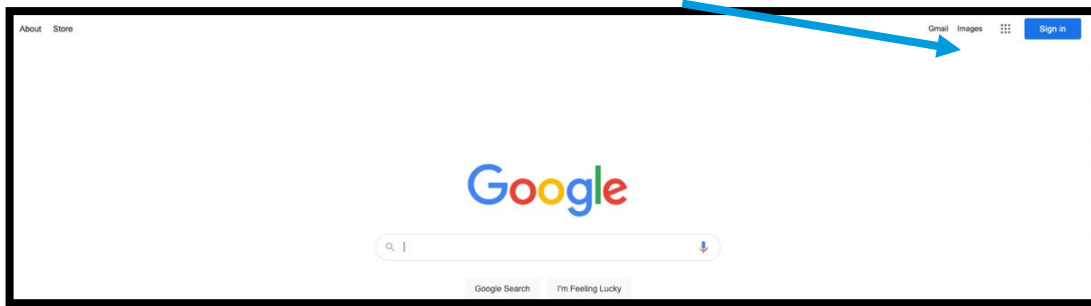## Setting up a Gmail email (Shared email account)

Gmail is one of the most popular and easiest emails to set up, it's also free and doesn't require you to have a paid plan. One of the great benefits of setting up and having a Gmail email is that your group can have a shared generic email account that you can all access. Also, once you have a Google account/Gmail you can make use of Google Drive which allows for creating Google documents and spreadsheets, and collaboration through sharing documents and files in the cloud-based storage platform.

How do I set up a Gmail email?

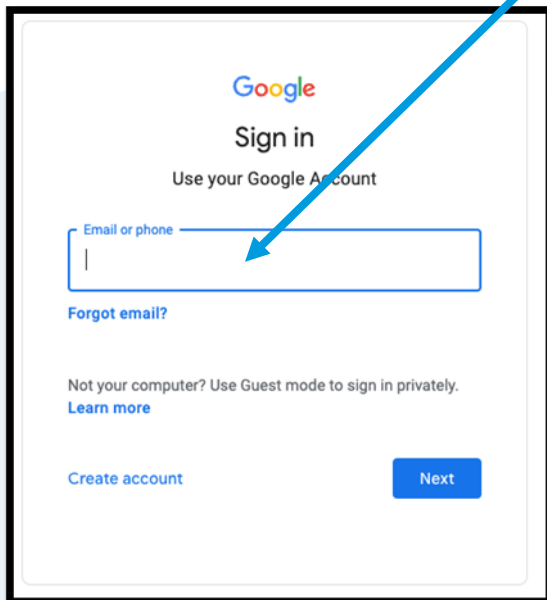Before setting up a Gmail you will first need to create a free Google account.

For instructions on how to set up a free Google account click here or follow the steps below:
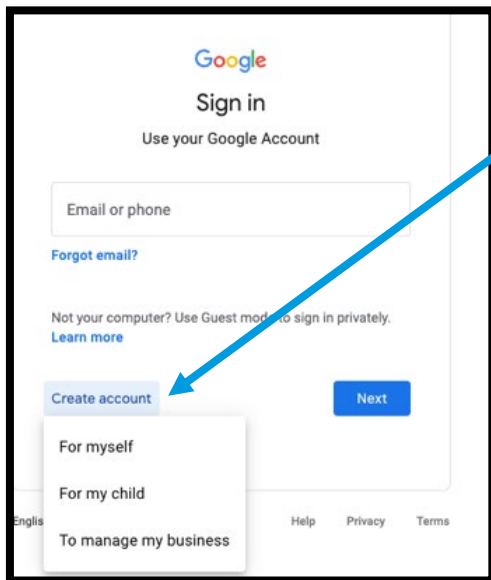
Go to www.google.com, click on the blue 'Sign in' button
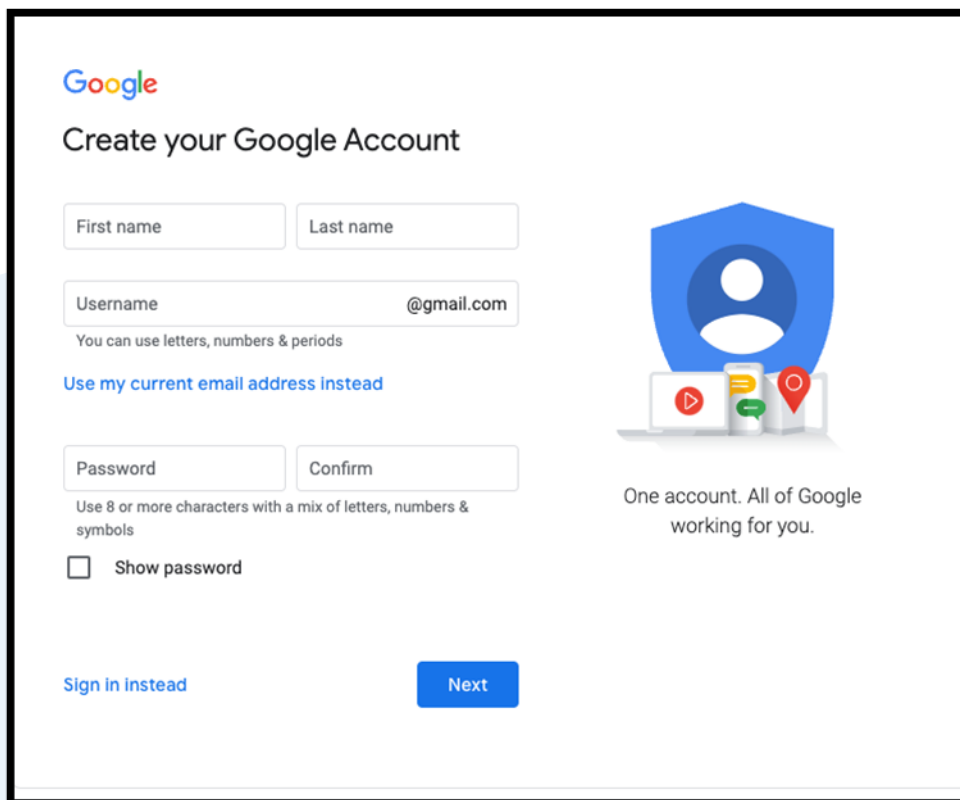
A new pop-up box will

appear. Click on 'Create account'

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You will then be asked who the account is for, select 'For myself'.

A new pop up box will appear where you will be asked to enter your first and last name.

You now have a Google Account. The next steps show you how to create a Gmail email address.
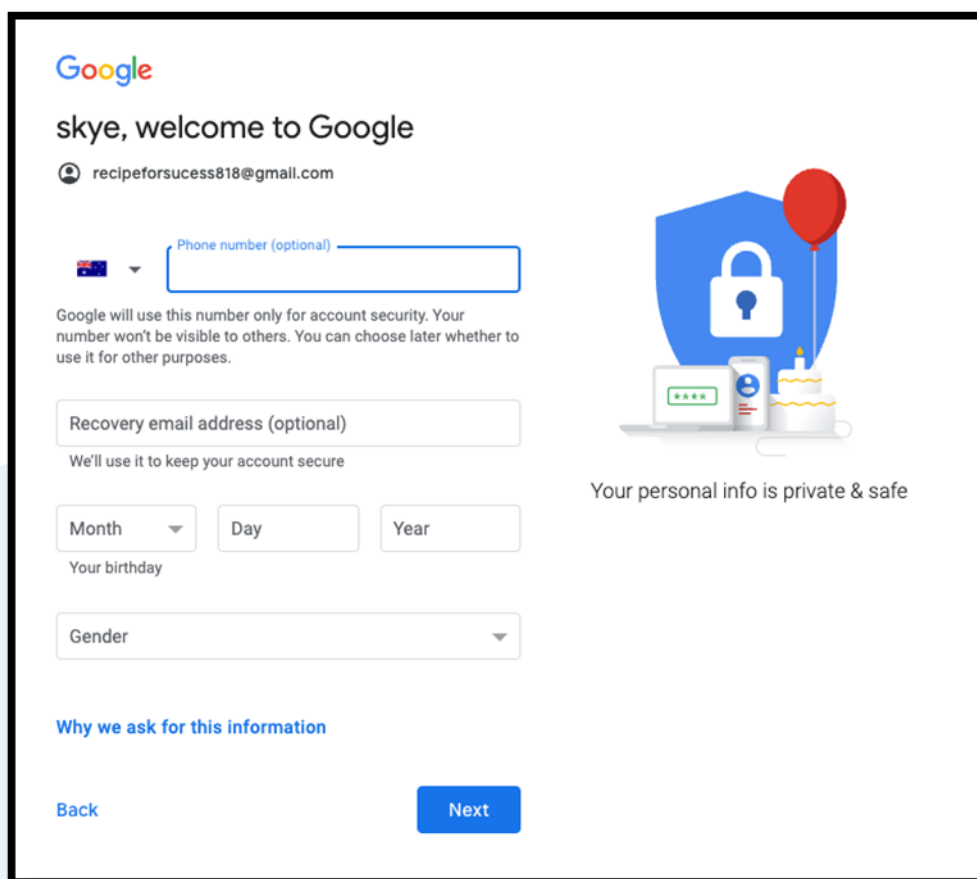
Creating a new Gmail address

To create a new Gmail address, in the username section, type the email address you want, e.g. SkyeRussell123, keep in mind your username will become your Gmail address, so pick something you're prepared to type in or spell out a lot. If the username box turns red, this means that the email address already exists so you will need to try a different username. A great option for the Gmail address is to use an address like –

towncommunitycoordinator@gmail.com

Once your email address is set up, create a password for your account.

A new pop-up box will appear where you will be asked to provide a phone number for security reasons, this is optional.

You will also be asked to provide a recovery email address, this is optional. You then need to put in a birthdate and gender, these are both required.

Once you have completed this section, click on the next button. You will then be presented with Googles terms and conditions and privacy policies for your Google account, once you've read everything, click 'I agree'.

You now have a Google account and Gmail email!

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Now you have your email let's look at ways you can share and collaborate on your documents and files with others.

Cloud based storage options for documentation

What is cloud-based storage?

Cloud-based storage is a way of electronically storing data/files/folders etc. that uses servers of third-party providers to store the data, which means you don't need to worry about buying data storage (i.e., hard drives). The benefits of cloud-based storage are that it's cheaper (or free in some cases), secure, and easy to access at any time and from anywhere. There are a range of options available for cloud-based storage, we are going to focus on Google Drive.

How do cloud based storage platforms work?

Cloud storage systems usually have one person as an administrator. Documentation can be uploaded (placed in the sharing folder) or downloaded (placed on your personal device), depending on the need and the level the organisation/group decides to provide access for each person involved in the organisation/group.

Benefits of document storage

Utilising cloud-based document storage allows collaboration across multiple devices and people. It also allows more security over amendments and security, creating a digital paper trail of modifications that have been made to various documents.

Online document storage also means, no one is utilising old or outdated documents and is accessing the newest version for your organisation/group.

Google Drive

Google Drive is a platform where you can store documents, create new documents files and folders, and share them with others.

Now you have your Google account you can access Google Drive. For full instruction on how to access Google Drive, upload files, create files and share and organise files click on the link below:

https://support.google.com/drive/answer/2424384?hl=en&co=GENIE.Platform%3DDesktop

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