

Google Workspace Guidelines

UUSD leadership has chosen to implement Google Workspace for its work. Eventually all UUSD work (documents, committee activities, BOT agendas and minutes, etc.) will be stored on UUSD's Google Workspace account. Google Workspace offers a lot of new efficiencies that we can take advantage of. We recognize that this is a new tool and it will take some time to fully implement. We hope all Committee members will give it a try, but it isn't mandatory.

When should I use my UUSD Google Workspace Account?

- The UUSD Google Workspace Account is for UUSD work ONLY! Neither the UUSD personal and shared drives nor the @uussd.org email accounts may be used for personal business.

How do I know that I am in the UUSD account and not my personal account?

- For users with both a personal (@gmail) or UUSD (@uussd.org) account, it will always be important to make sure you are not in the UUSD account for personal business. This can always be confirmed by clicking on the colored circle with your initial (top right of your screen). The first account shown is the account you are currently in. If you are in your UUSD account and want to work on personal business, click on your personal (@gmail) account.

Who will be issued an @uussd.org account?

- Since the @uussd.org accounts are to be used only for UUSD business, only UUSD Members who serve on committees will be provided with a @uussd.org account, except as approved by the Executive Team.
 - If UUSD Friends serve on committees, their personal email addresses can be used when sharing documents or using Google Meet for virtual meetings.

Who are the UUSD Administrators for Google Workspace?

- The UUSD Office Administrator (admin@uussd.org) and someone from the ET (GWadmin@uussd.org) will serve as administrators.

When should I contact a UUSD Administrator?

- Contact the Administrators for:
 - any questions about accessing accounts,
 - changing Committee Chairs,
 - providing email accounts to new Members who do not already have @uussd.org accounts

- any other question concerning the use of Google Workspace.

What are the responsibilities for members of Church Council with respect to Google Workspace?

- Creating shared drives for their committee in which Committee documents are created and stored.
- Adding and deleting Committee members with access to the Committee's shared drive.
 - This is done through the "Manage members" link (top right in shared drive).
- As the use of Google Workspace expands within the congregation, we hope that all Committee Chairs will check their @uusd.org email periodically and encourage their members to do the same.

Are we required to use Google Meet for virtual meetings rather than Zoom?

- We strongly encourage Committees to begin using Google Meet for their virtual meetings, rather than UUSD's Zoom accounts. (UUSD currently pays Zoom \$350 per year for two Zoom rooms. Google Meet is free to UUSD and there is no limit on the number of meetings that can happen simultaneously, so there is no need to schedule with the UUSD Office Administrator.)
- The use of Google Meet does not require a reservation. Any Committee can schedule a Google Meet meeting at any time. There is no limit on the number of Google Meet meetings that can happen simultaneously.
- This in no way is intended to limit Committee Chairs with personal Zoom accounts from continuing to use those accounts for Committee meetings if they choose to do so.
- We also encourage Committee members to "think green." We encourage Committees to consider the extent to which they conduct virtual meetings, rather than driving to meet in person. The more meetings that are conducted on-line the lower our carbon footprint.