

How to add your Google Account to your computer

Make sure you are signed into your CORRECT Google Account - UUSSD

Open www.gmail.com

Check **top right** of the screen



Click the word GOOGLE

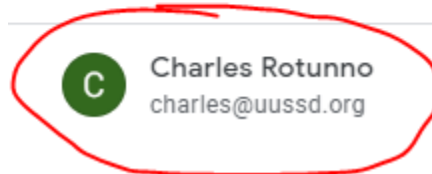
You may see your PERSONAL Gmail account on top

Look for your UUSSD account below



Charles Rotunno
charles@corotechnology.net

Manage your Google Account



If you do not see your UUSSD account click Add Another Account

 Add another account

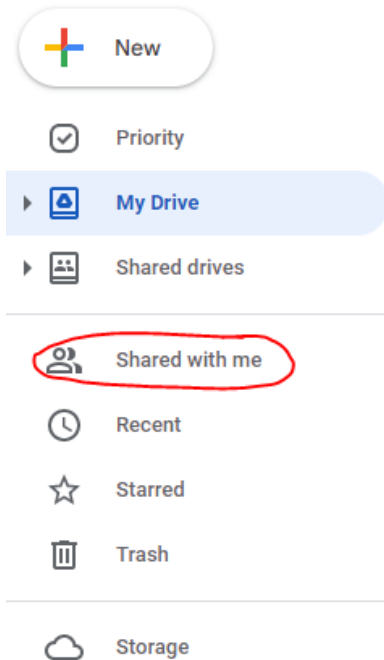
Sign into your UUSSD account (first initial.lastname@uusd.org)

How to access files that have been shared with you

Go to www.drive.google.com

Check the top right corner and click GOOGLE to make sure you are signed into the UUSSD account

On the left side of the screen click Shared With Me



You will now see files that another UUSSD member has shared with you on the RIGHT side

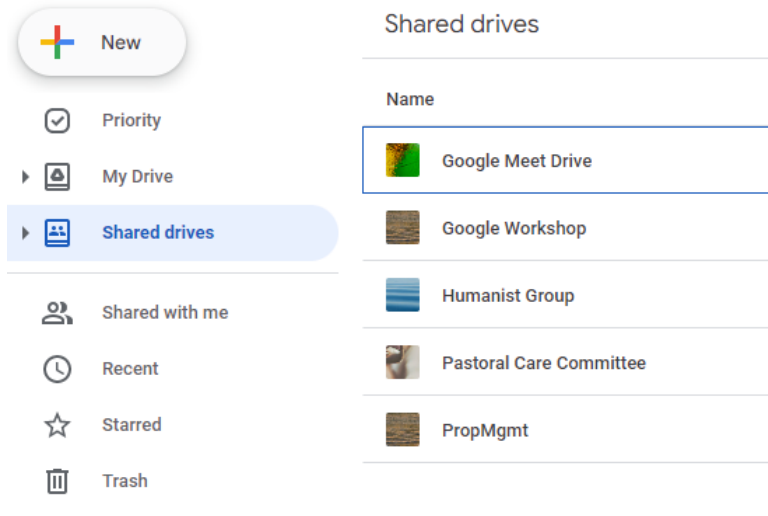
How to access a shared drive

If you are a MEMBER of a committee, your committee chair has created a SHARED DRIVE for the committee. They have given you access to the drive ([explanation of shared drive permissions can be found here](#)) which means you have the same access level to any files inside.

Go to www.drive.google.com

Check the top right corner and click GOOGLE to make sure you are signed into the UUSSD account

On the left hand side click Shared drives

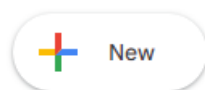


You will see all the drives you have access to - if you are part of a committee and you don't see the shared drive, please reach out to your committee chair to be invited.

How to create a new file in Google Drive (Docs, Sheets, Slides, Forms, etc)

Go to www.drive.google.com

On the top left click NEW



Choose the type of document you want to create (Google Docs, Google Sheets, Google Slides, Google Forms)

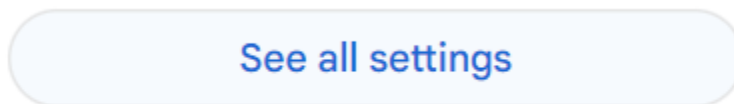
Once the document is open you can rename it on the top left corner of your screen

How to forward emails to your @uusd.org email address to your personal email address

From your @uusd.org email, click on the “gear icon” at the top of the page.



Click on See All Setting



Click of Forwarding and POP/IMAP

[General](#) [Labels](#) [Inbox](#) [Accounts](#) [Filters and Blocked Addresses](#) [Forwarding and POP/IMAP](#) [Add-ons](#) [Chat and Meet](#) [Advanced](#) [Offline](#)

Click on Add a forwarding address

Forwarding:

[Learn more](#)

Tip: You can also forward only some of your mail by [creating a filter!](#)

Type in the address to which you want your @uusd.org emails to be forwarded.

NOTE: Treat this ONLY as a notification that you have a new email in your @uusd.org account! Go to your @uusd.org account to respond to the email. If you respond from your personal email, the information will be lost to UUSD.