



HEU

Creating a Google Account for your Local

Creating a Gmail Account

We recommend that HEU Locals create a gmail account for all of your email needs. This email can then be passed along to other Local activists in the future. Go to gmail.com

Click on “Create Account”

If you already signed into another Gmail account, click on your initial in the top right corner and click “add another account.” Then click “Use another account” then “Create account”.

The screenshot shows the Google Account creation interface. At the top is the Google logo and the text 'Create your Google Account' and 'Continue to Gmail'. There are input fields for 'First name' (containing 'HEU') and 'Last name' (containing 'Local name'). Below that is a 'Username' field containing 'HEU.Localname@gmail.com'. A note says 'You can use letters, numbers & periods'. Below that, it says 'Available: heulocalname hlocalname localnameh'. There are 'Password' and 'Confirm' fields, both containing asterisks. A note below says 'Use 8 or more characters with a mix of letters, numbers & symbols'. At the bottom left is a link 'Sign in instead' and at the bottom right is a blue 'Next' button.



One account. All of Google working for you.

You will be asked to provide a First Name and Last Name and Username (the email address will be: username@gmail.com). We recommend using the local name for First and Last Names and for a Username rather than your own. For example, first name VGH, last name Local, username vghlocal@gmail.com.

Create a password and note that password with other members of your local executive.

Provide the information required: date of birth and gender and click “Agree” after reading the Privacy Terms and Conditions.

Your new Local Gmail address is ready! You can use this email to send union emails to your members.

Using Google Drive

When you have a Gmail address, you also have a Google Account. This means that you can also access Google Drive to create documents and spreadsheets that are saved in this account.

You can access Google Drive at drive.google.com

To create a new document or spreadsheet, just click “+New” on the left sidebar. These documents are automatically saved in Google Drive and you can access them online anytime.

Creating a Google Group for your Local

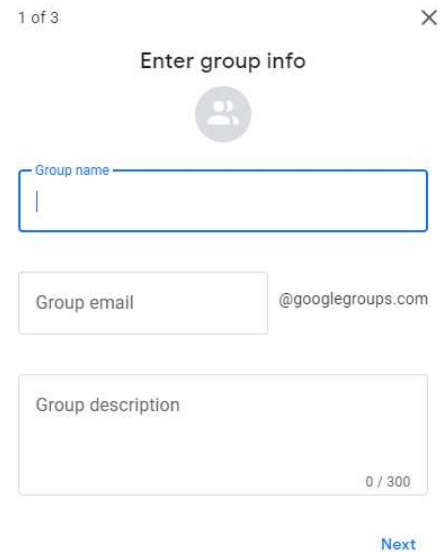
Using your new local Gmail address, go to groups.google.com and sign in (if you are not already signed into Google)

Select “Create Group”

Create a Group Name and Group Email Address and provide a brief description so that members know the purpose of the email group.

Choose your privacy settings. You can change these later in the group settings. You can then add members if you already have their email addresses, and then click on “Create Group” (in left top corner).

Once you’ve created a group, you can add members’ emails. Members can send messages to all other members of this group using the Google Group email address.



The screenshot shows the 'Enter group info' form in Google Groups. At the top, it says '1 of 3' and has a close button 'X'. Below the title is a group icon placeholder. The form contains three main input fields: 'Group name' (a text box with a blue border), 'Group email' (a text box with a placeholder '@googlegroups.com'), and 'Group description' (a larger text box with a character count '0 / 300'). A 'Next' button is located at the bottom right of the form.