

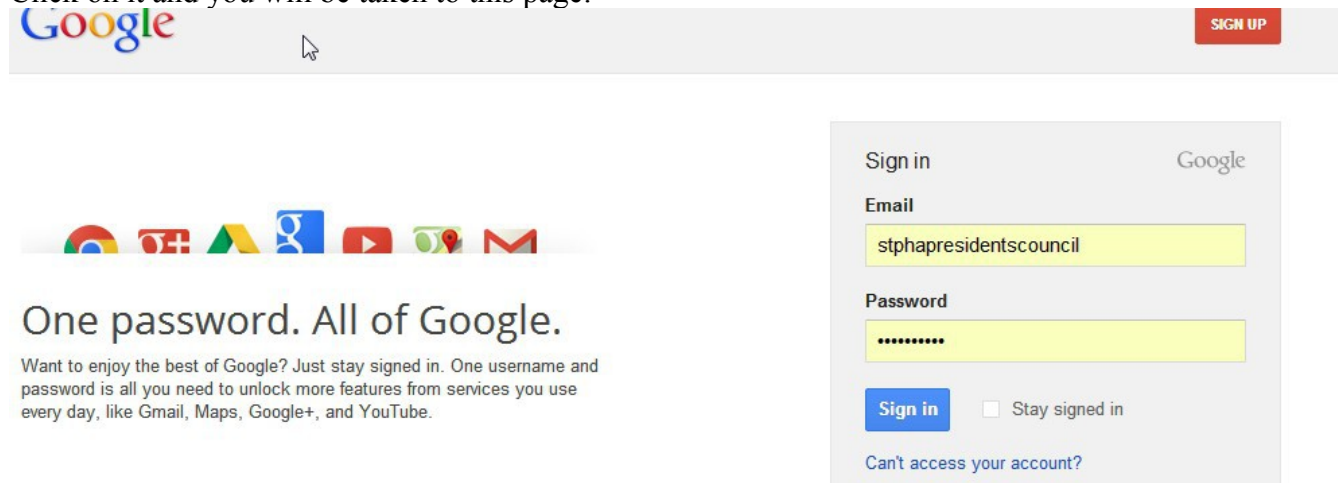
## How to use Google Drive and Google Contacts.

Accessing the account:

Go to [www.google.com](http://www.google.com).

You should see a sign in button in the upper right corner.

Click on it and you will be taken to this page:



Enter the Presidents Council Gmail address and the password.

The address is [stphapresidentscouncil@gmail.com](mailto:stphapresidentscouncil@gmail.com).

The password is dtmwid108.

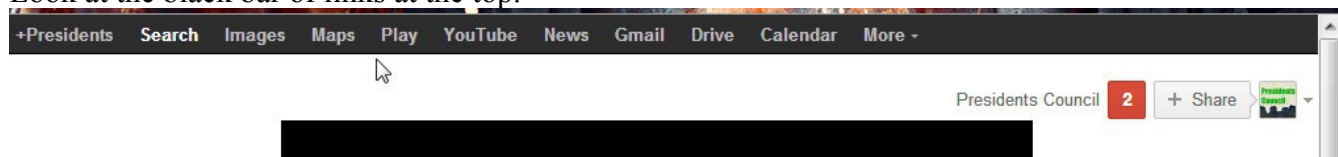
Click sign in.

You are now signed in to the Presidents Council account.

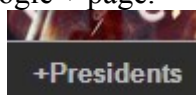
Using the account:

Once you log in you are taken to the standard Google page.

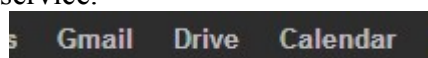
Look at the black bar of links at the top.



The link at the very left takes you to the Google + page.

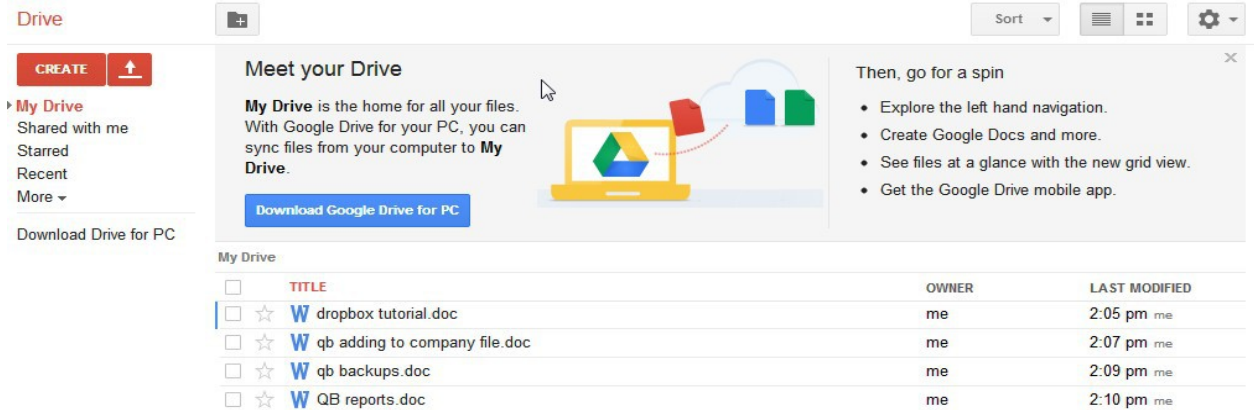


Other links take you to the named service.

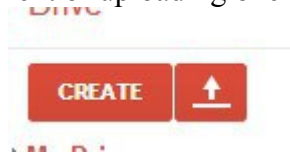


Click on Drive to access Google Drive.

You will be taken to this page.



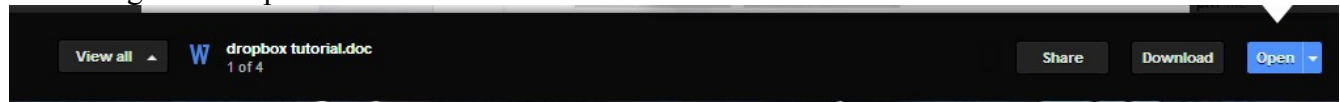
These links are for creating a new document or uploading one from your computer.



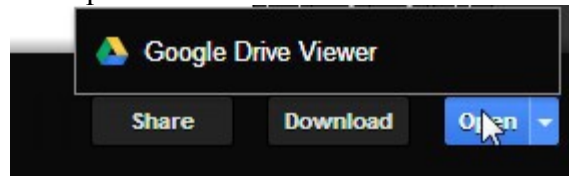
Click on any listed document to view it.



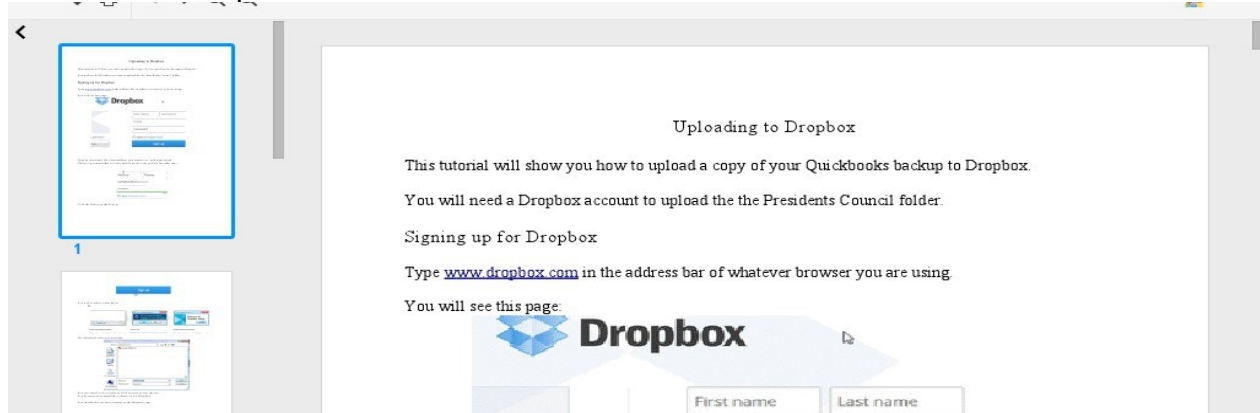
You will get these options:



To just view a document, click on open.



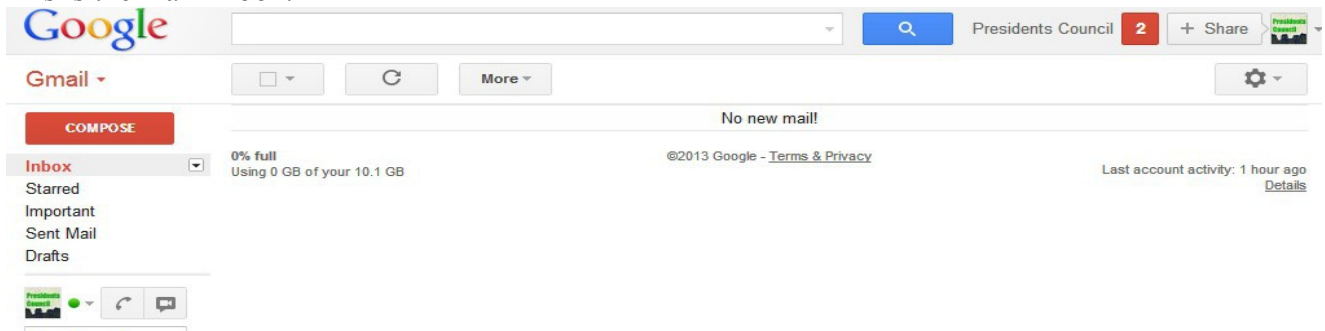
The document will open.



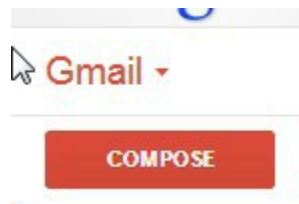
Click on the thumbnails at the side or scroll down to view the other pages.

Click on the Gmail link in the top bar to access email and contacts.

This is the main inbox.



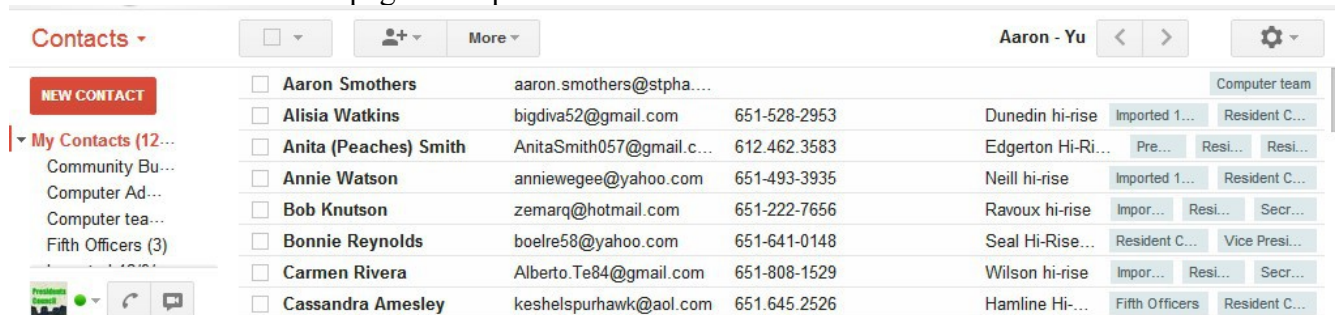
To get to contacts click on the arrow next to Gmail above the compose button.



You will get this menu:



Click on contacts and that page will open.



Hover your mouse over the My Contacts link to expand the list of groups.

This is most of the groups that have been set up. (There are a few others that aren't shown in this



picture. There are groups for all officers, computer team, and computer administrators.

To email a certain group:

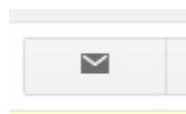
Go to Contacts and click on the group you want.

<input type="checkbox"/>	<b>Aaron Smothers</b>	aaron.smothers@stpha...				My Contacts	Computer t...
<input type="checkbox"/>	<b>Greg Lavelle</b>	gt.lavelle@gmail.com (+1)	612-991-0173			My ...	Imp... Tre...
<input type="checkbox"/>	<b>Jonathan Murray</b>	Obsidian.Blade@hotmail...				My ...	Imp... Tre...
<input type="checkbox"/>	<b>Kevin Jumper</b>	tyreek3@gmail.com	612.270.5634	Dunedin Hi-Ris...		My ...	Com... Resi...
<input type="checkbox"/>	<b>Melissa Pappas</b>	xgirl30@gmail.com (+1)	651-647-6365			My ...	Com... Sec...
<input type="checkbox"/>	<b>Robert Wood</b>	zerque@q.com		Montreal Hi-Rise		My ...	Com... Com...
<input type="checkbox"/>	<b>Troy Parkinson</b>	troy.parkinson@stpha.org				My Contacts	Computer t...

Here we have the Computer Team.

Click the box by each person you want to send an email to.

Click the envelope icon.

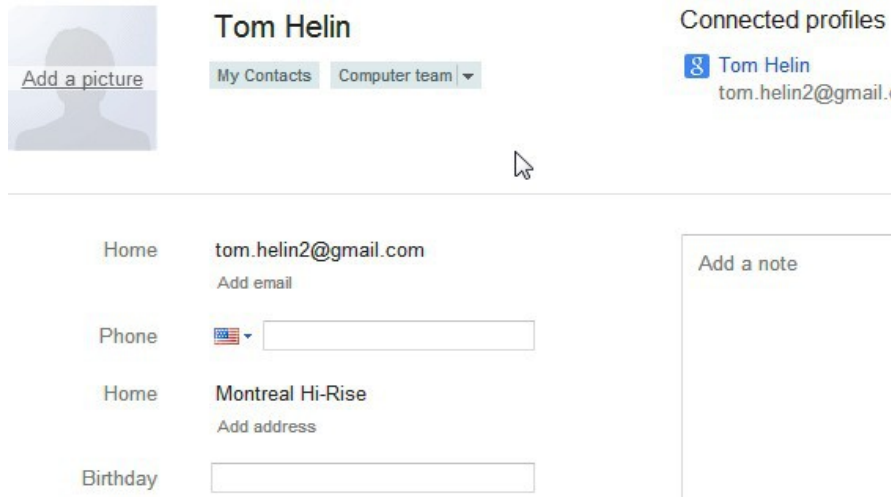


This will open a blank email message to all those contacts.

To add a contact, click the New Contact button.

**NEW CONTACT**

This page will open:



The image shows a user profile form for Tom Helin. At the top left is a placeholder for a profile picture with the text "Add a picture". To the right of the picture is the name "Tom Helin" and two tabs: "My Contacts" and "Computer team". Further right, under "Connected profiles", there is a Google+ icon and the text "Tom Helin tom.helin2@gmail.com". Below this is a horizontal line. Underneath the line, there are four fields: "Home" with the email "tom.helin2@gmail.com" and a link to "Add email"; "Phone" with a country code dropdown (USA) and an empty input field; "Home" with the address "Montreal Hi-Rise" and a link to "Add address"; and "Birthday" with an empty input field. To the right of these fields is a box labeled "Add a note".

Enter the pertinent information. Changes will be saved automatically.

To add the contact to a group, click on the icon with three people on it.



Choose the group you want from the drop down list.