**Gmail – Google Drive Instructions**

Gmail for St. Mike’s employees:

* Email Chris North at cnorth@champlain.edu and tell him you need a GMHEC email account for Project Ensemble.
* When your account is set up turn on Two Factor Authentication by clicking on this [link](https://myaccount.google.com/signinoptions/two-step-verification/enroll-welcome) and following these instructions – you’ll need your cell phone with you
* Automatically forward all emails that will go to this new gmail account to your regular work email
	+ <https://support.google.com/mail/answer/10957?hl=en>
* Automatically delete the emails in the gmail account after they were forwarded
	+ Go to settings
	+ Go to “Forwarding and POP/IMAP”
	+ Change “keep Gmail’s copy in the Inbox”
	+ To “delete Gmail’s copy”
	+ Click on “save changes” on bottom of screen

Google Docs for Middlebury employees:

* For Middlebury employees:
	+ How to log in (everybody has a Google docs account)
	+ <https://mediawiki.middlebury.edu/wiki/LIS/Google_Apps#How_do_I_log_in.3F>
* For Saint Mike’s employees:
	+ Go to [www.drive.google.com](http://www.drive.google.com)
	+ Use the same username/password as for the Gmail account you set up
	+ Or go from your Gmail account or just to google.com and click on the 9 dot square on the upper right side and choose “Drive”
* How to **Save a shared folder or document** that was shared with you to easily find the documents again
	+ Click on the link to the folder or document in your email
	+ The folder will open in your google drive (if you have google for personal as well make sure it’s opening in your work google drive)
	+ Right-Click on the folder name next to “My Drive” in the picture example below right-click on “Benefits”
	+ 
	+ Click on “Add to my Drive”
	+ From now on when you go into google docs the folder will show up under “My Drive”