

Scouts

Your District G-Suite Account

Logging in to your sevenoaksscouts.org.uk account for the first time and accessing services

11/01/2019

Introduction

In order to support the district in complying with the current data protection regulations, the district is moving its electronic file storage and email to Google's G-Suite platform.

This will enable us to have

- A secure way of sharing information in the district (team drives)
- A scouting email address to keep personal data away from your own email
- Somewhere private and secure to put your own scouting data (My drive)
- A district directory
- A secure area of the district website for adults only

Going forward, as people take up adult roles in the district, they will be issued with a sevenoaksscouts.org.uk email address and logon, and given access to the shared drives appropriate to their role.

There is a quickstart guide on how to get going with your new account here
<https://gsuite.google.com/learning-center/products/quickstart>

If you get stuck moving over to the new system please contact Erik and Michael on
it-admin@sevenoaksscouts.org.uk

If you had a district email address before, you can and will still have access to your historic email archive via <http://sevenoaksscouts.org.uk/webmail> and logging in with your previous email address and password

As we move to the new system, there will be things that go wrong or that we have missed - please bear with us and let us know at it-admin@sevenoaksscouts.org.uk

In most cases, names for the new accounts are what you selected in Compass to be known as. If you would prefer something different, we can update them.

Michael & Erik

Logging in for the first time

Before you start you will need

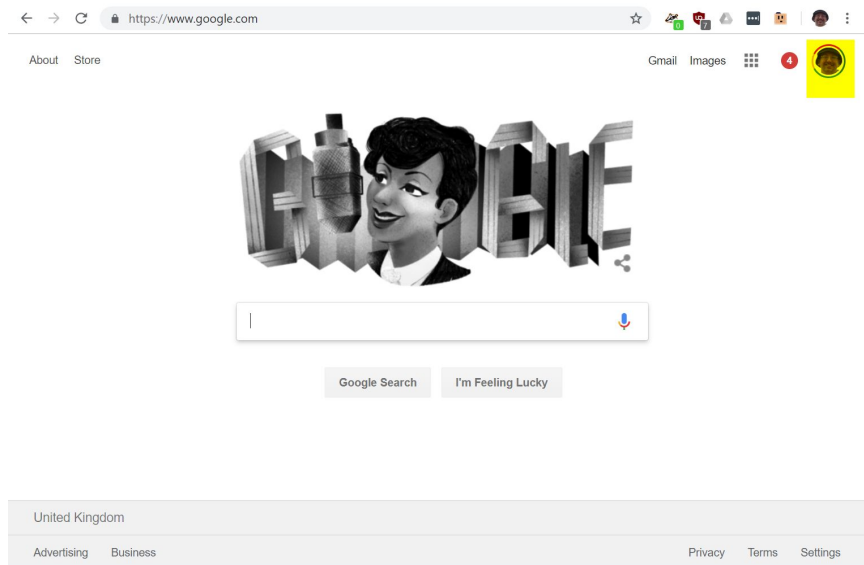
1. The email from Michael containing your sevenoaksscouts.org.uk email address and the associated password
2. Access to the internet

Step One Log in and change your password

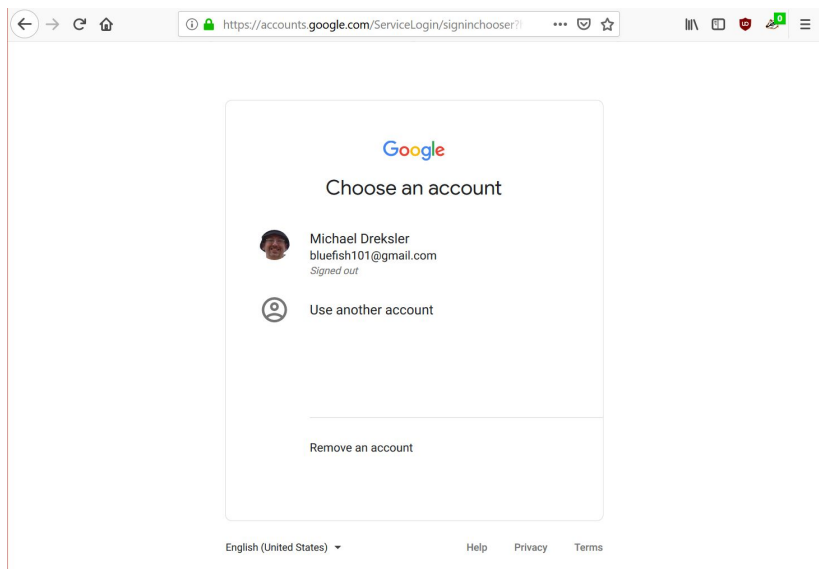
Open a web browser on a laptop or a phone

Navigate to www.google.com

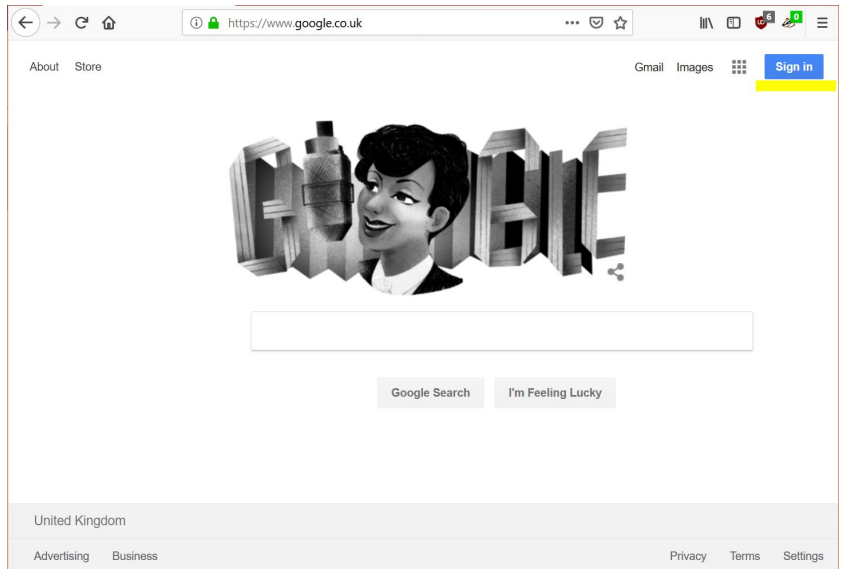
If you are already signed in Google, it will look something like this



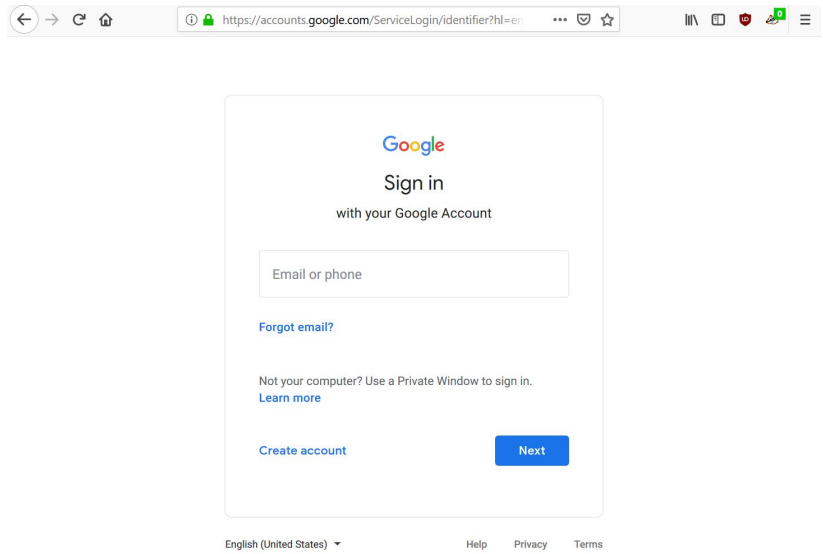
In which case you should click on your user icon and then select **Use another account**



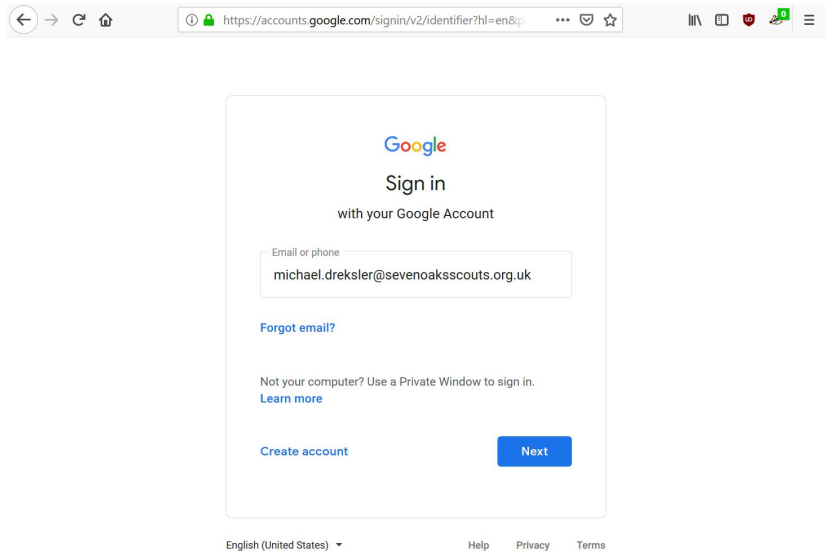
If you aren't already signed into google it will look something like this. Notice the blue Sign-in button in the top left-hand corner.



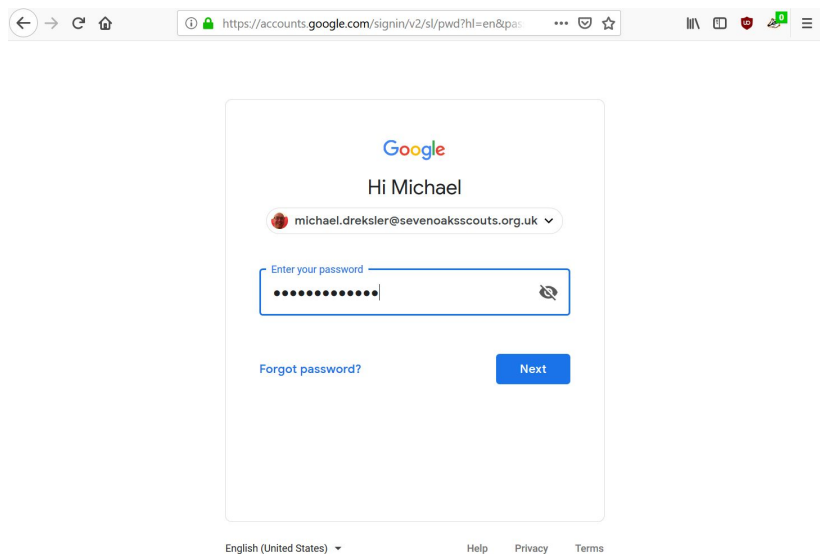
In this case, click the **Sign-in button** – you will be prompted to enter your google account credentials



Enter the email address and click **Next**



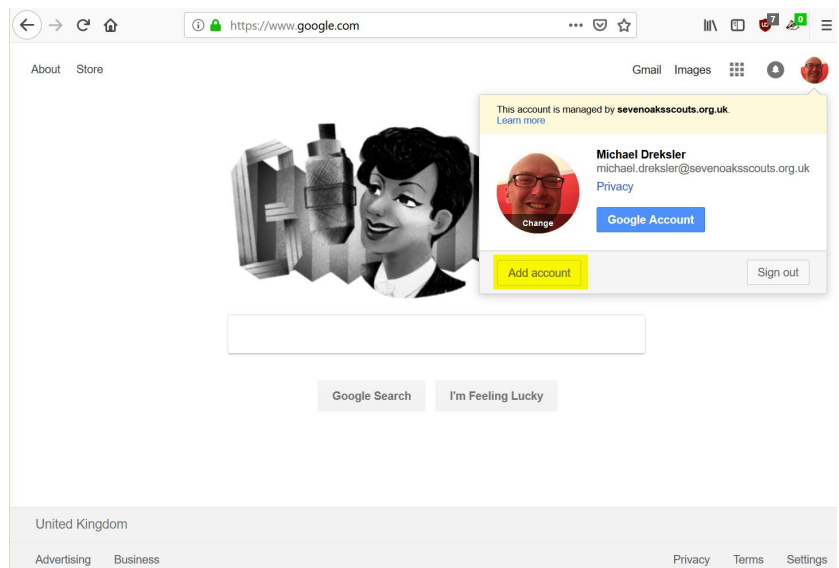
Enter your password and click **Next**



You will be prompted to change your password the first time you log in.

Accessing a Role-based mailbox

Is just the same as your own personal account. The only difference is that, should the account password be changed you will need to share the new password with all of the mailbox users. Please avoid changing the password at all for the first month, allowing all users time to get set-up. Log in to your regular district account and then choose Add Account as shown below. This will let you switch between the accounts easily.



In all other respects it is an account just like your normal one. You can receive and send mail or access shared resources as the role-based account.

Next steps

- Try to avoid using your own personal email for scouting purposes where there is any chance you will receive 'personal data' (I am sure you have all done the GDPR training by now, so you know what that means).
- If you can, leave scouting data in Online Scout Manager
- If necessary use the google drive associated with your account to store data extracts etc.
- If you need to work on a document locally, set up Google File Stream to sync the data to your PC. This must only be done on a PC that is secured properly on an individual basis (you must set your pc up to require a password to log in; you must be the only one that knows the password)

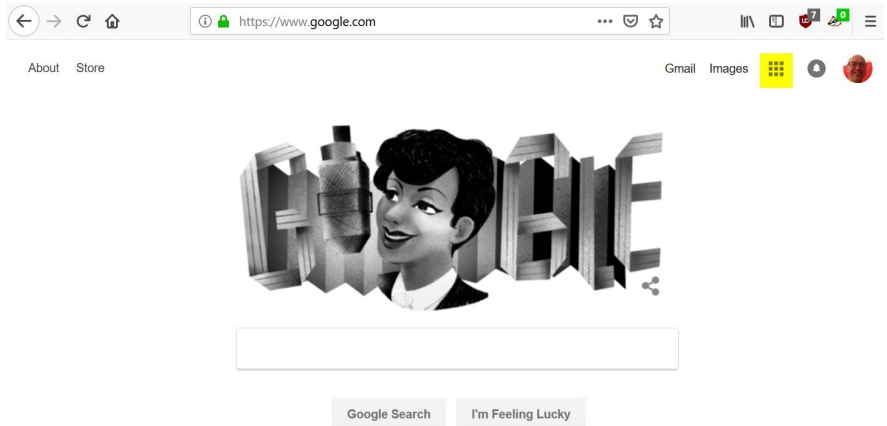
Things you can do with your district account

Accessing the Team Drives

Either go to <https://drive.google.com/drive/team-drives> (the group drives) or

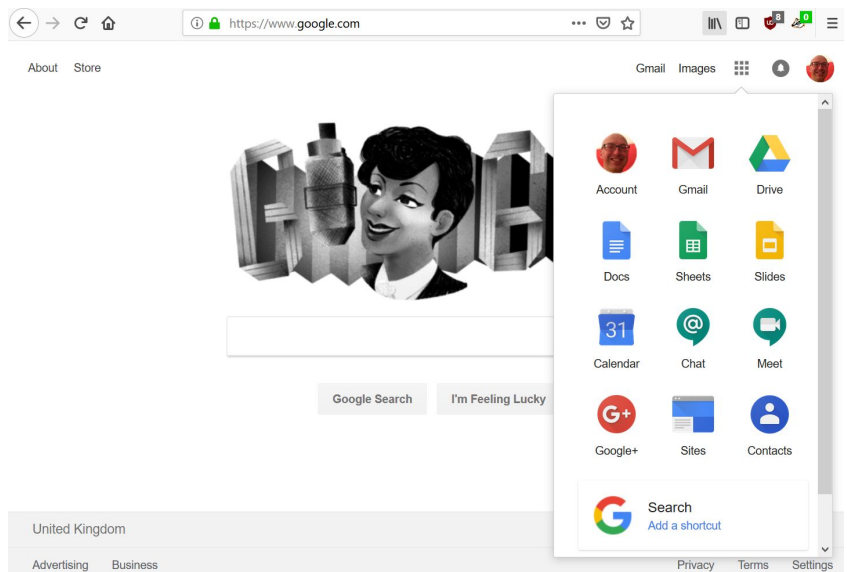
<https://drive.google.com/drive/my-drive> (your personal drive)

or click on the application menu (16 dots)



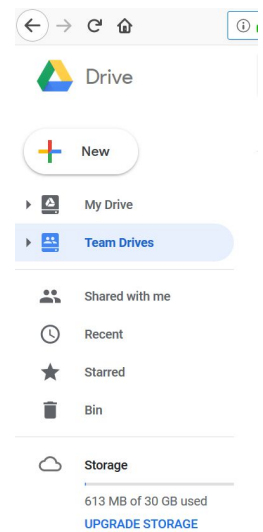
United Kingdom

To show the list of applications available to you



Click on **Drive**

This will open another web page showing you your personal drive and the team drives.



The drives shown under Team Drives will only be those for which you have access. If you have access to other role-based accounts you may have access to different team drives.

Accessing your personal google drive

Either go to <https://drive.google.com/drive/my-drive> or

Accessing the directory

<https://contacts.google.com/directory>

Accessing other services

There are other services that are not covered in this guide. By all means explore and see what is available

Docs, Sheets and Slides – web based document editors

Collaborating on documents (you can all edit the same document at once with the above tools)

Meet, Chat and Hangouts – online messaging and online conferencing

Group discussion forums

Access your district email on your phone

Download the gmail app



<https://itunes.apple.com/us/app/gmail-email-by-google/id422689480?mt=8>



https://play.google.com/store/apps/details?id=com.google.android.gm&hl=en_GB

Once you have the Gmail app installed, just add each of your accounts

There is also a google drive app which will allows access to your My Drive and Team Drives.