

How to use your new @*theartsociety.org* email account

We have created an individual email account for your society, which you can use to send and receive emails at any time by logging into your new account. The new email uses the power of Google's Gmail so many of you may be familiar with how it works.

Your new account includes 30gb of free online storage and we are able to share assets with you directly through your account. We have prepared your personalised logos and assets and shared them with your new account.

This guide will show you step-by-step how to login to your new account and how to find and manage your assets

1: *logging in to your account for the first time*

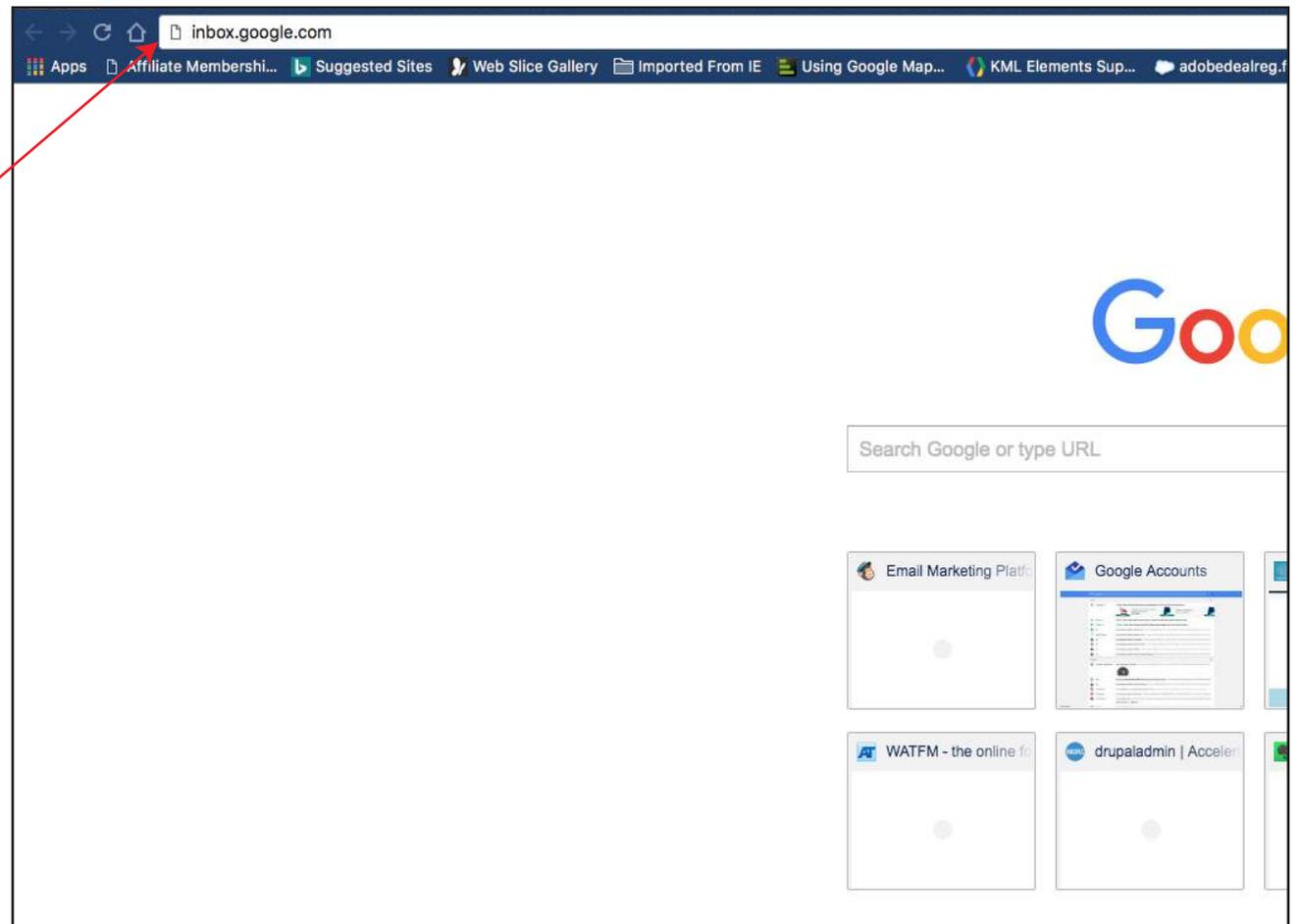
You'll need to be connected to the internet.

Open your favourite browser (we recommend Google Chrome)

Type in

inbox.google.com

Go



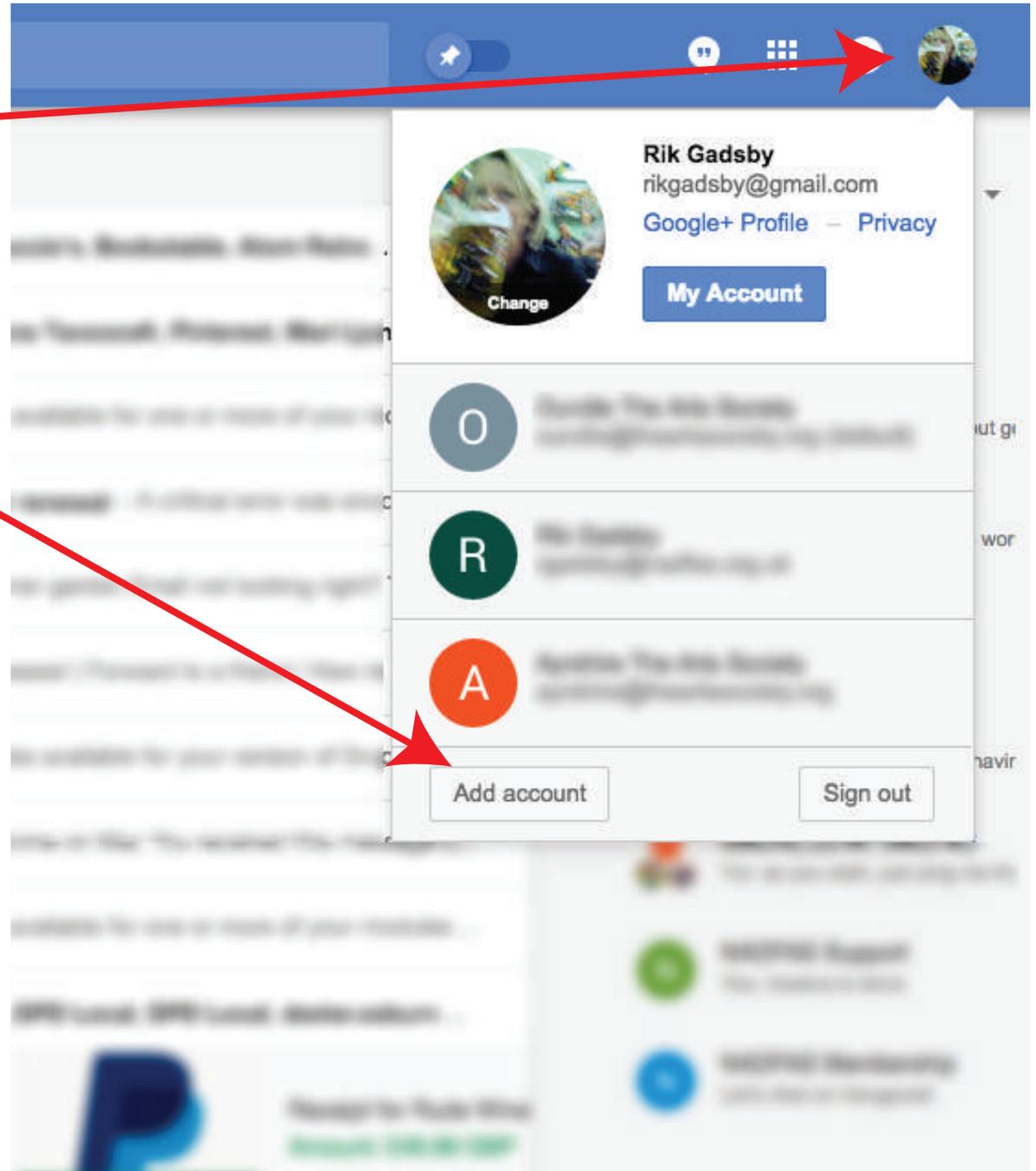
!!! Existing Gmail users follow this step, if you don't have a Google account, please go to the next page

Open your existing Gmail account, click the account icon in the top right

and from the drop down menu select Add account

then follow the rest of the tutorial

You will be able to toggle between your personal Gmail account and your @theartsociety.org one using this icon





One account. All of Google.

Sign in with your Google Account

Email or phone

Next

[Find my account](#)

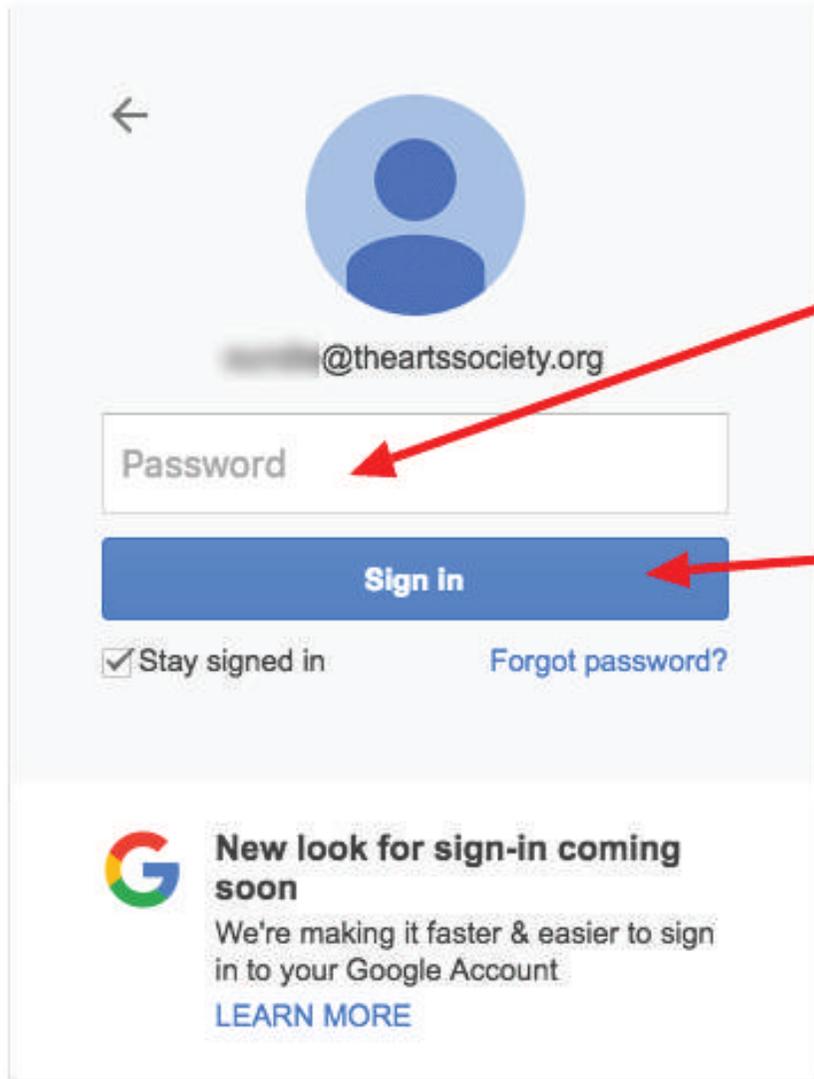
 **New look for sign-in coming soon**
We're making it faster & easier to sign in to your Google Account
[LEARN MORE](#)

Enter your new email address (eg: epsom@theartsociety.org)

Click the Next button

[Create account](#)

Sign in with your Google Account



←



██████████@theartssociety.org

Password

Sign in

Stay signed in [Forgot password?](#)

 **New look for sign-in coming soon**
We're making it faster & easier to sign in to your Google Account.
[LEARN MORE](#)

The image shows a sign-in form with a back arrow, a profile picture, an email address, a password field, a sign in button, and a 'Stay signed in' checkbox. A red arrow points from the text 'on the next page, enter your new password' to the password field. Another red arrow points from the text 'and click the sign in button' to the sign in button.

on the next page, enter your new password

and click the sign in button



Welcome to your new account

You may see some welcome and information pages, you can skip through these for now if you like

Welcome to your new account: ayrshire@theartssociety.org. Your account is compatible with many [Google services](#), but your theartssociety.org administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Centre](#).

When you use Google services, your domain administrator will have access to your ayrshire@theartssociety.org account information, including any data that you store with this account in Google services. You can learn more [here](#), or by consulting your organisation's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organisation provides you access to the G Suite [core services](#), your use of those services is governed by your organisation's G Suite agreement. Any other Google services that your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services that your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your ayrshire@theartssociety.org account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Accept





These pages are optional

Check your account recovery options



Tell us how to reach you in case we detect unusual activity in your account

Recovery phone

Recovery email

You can add a phone number and a recovery email address but this is not required at this time and you can come back and do this kind of admin later or not at all!

It will not affect your ability to use the account

Just click Done to proceed



Inbox



Search



Inbox



Snoozed



Done



Drafts



Sent



Reminders



Bin



Spam



Contacts

Bundled in the inbox



Trips



Saved



Purchases



Finance

Unbundled



Social



Updates

Today



Google

New app to help choose an app - You app to help choose an app - It's Google, the Google

History



iMessage

Message to iMessage - Start a video to quickly learn how to make the most of your iMessage



Message to iMessage

1:00 - YouTube

[View on YouTube](#)



iMessage

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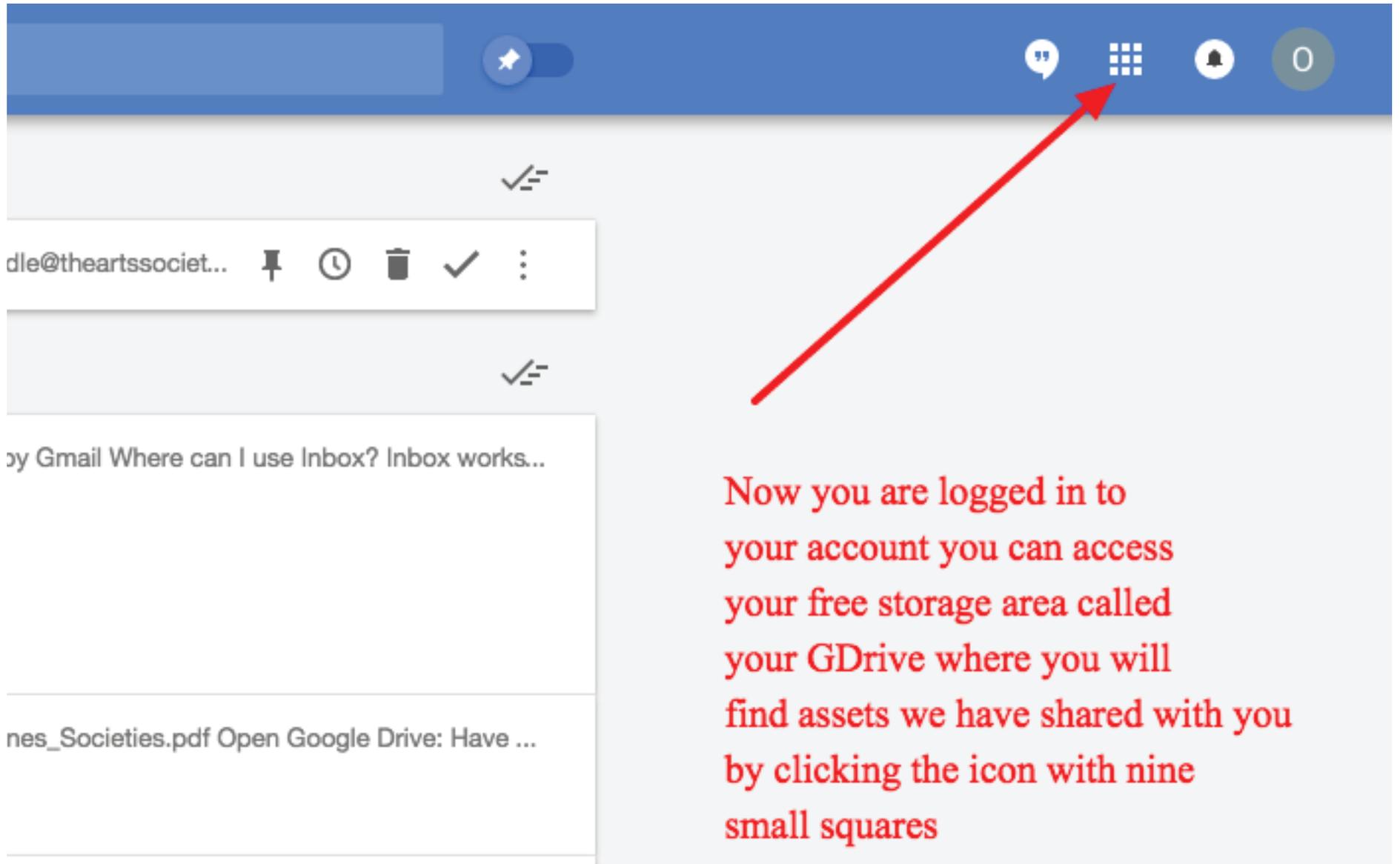
iMessage

Message to iMessage - Start a video to quickly learn how to make the most of your iMessage

Congratulations, you have successfully logged in to your new @theartssociety.org account.

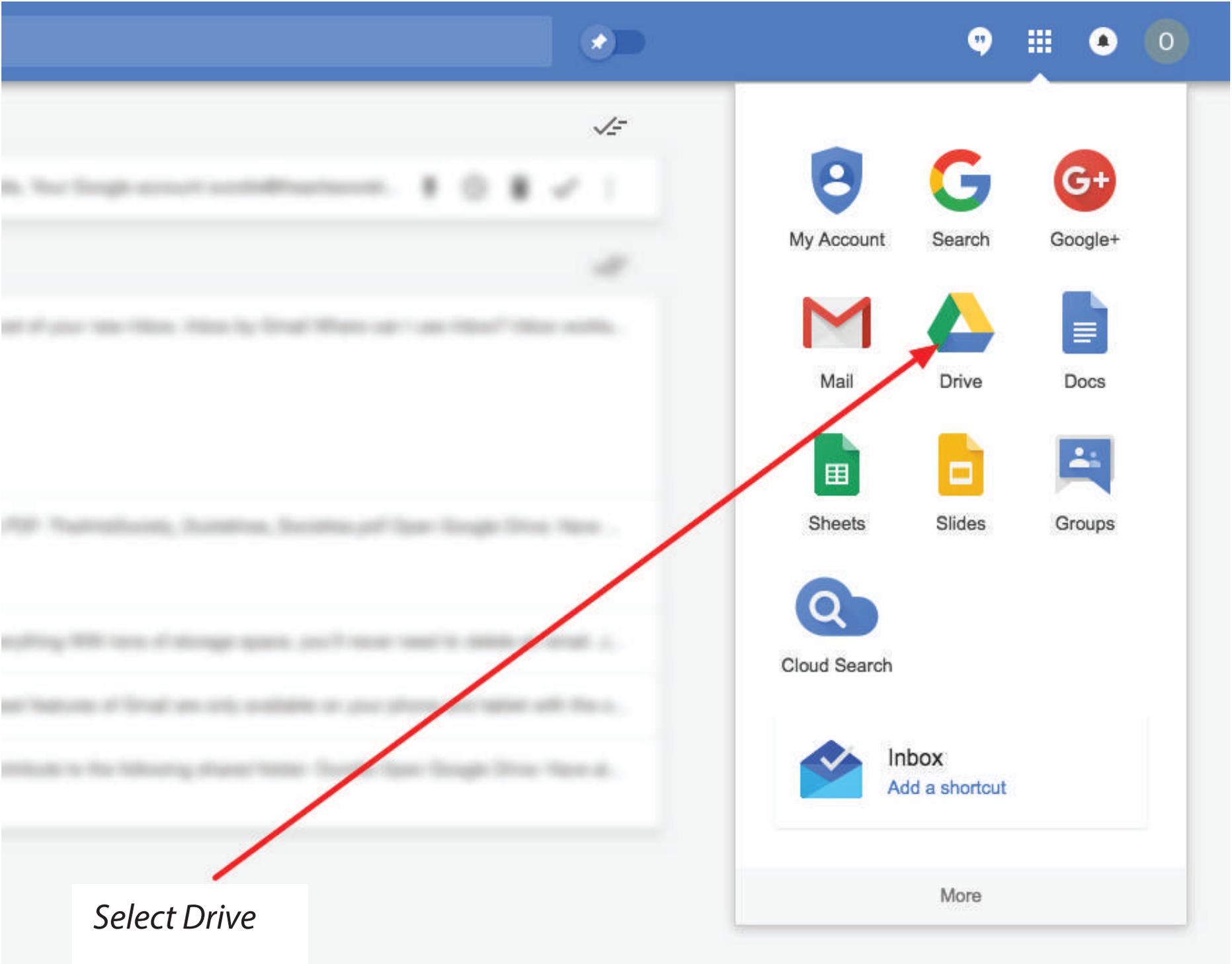
If you do not see your inbox folders in the left hand column, you may toggle them in and out using the little menu icon at the top

2: *finding your Drive storage area*



The screenshot shows the Gmail interface. At the top, there is a blue navigation bar. On the right side of this bar, there are several icons: a speech bubble, a 3x3 grid of squares (the Google Drive icon), a bell (notifications), and a circle with the number 0. A red arrow points from the bottom right towards the 3x3 grid icon. Below the navigation bar, there is a list of emails. The first email is from 'dle@theartssociet...' and has a context menu open with icons for pin, clock, trash, checkmark, and a vertical ellipsis. The second email is from 'y Gmail' with the subject 'Where can I use Inbox? Inbox works...'. The third email is from 'nes_Societies.pdf' with the subject 'Open Google Drive: Have ...'.

Now you are logged in to your account you can access your free storage area called your GDrive where you will find assets we have shared with you by clicking the icon with nine small squares



Select Drive

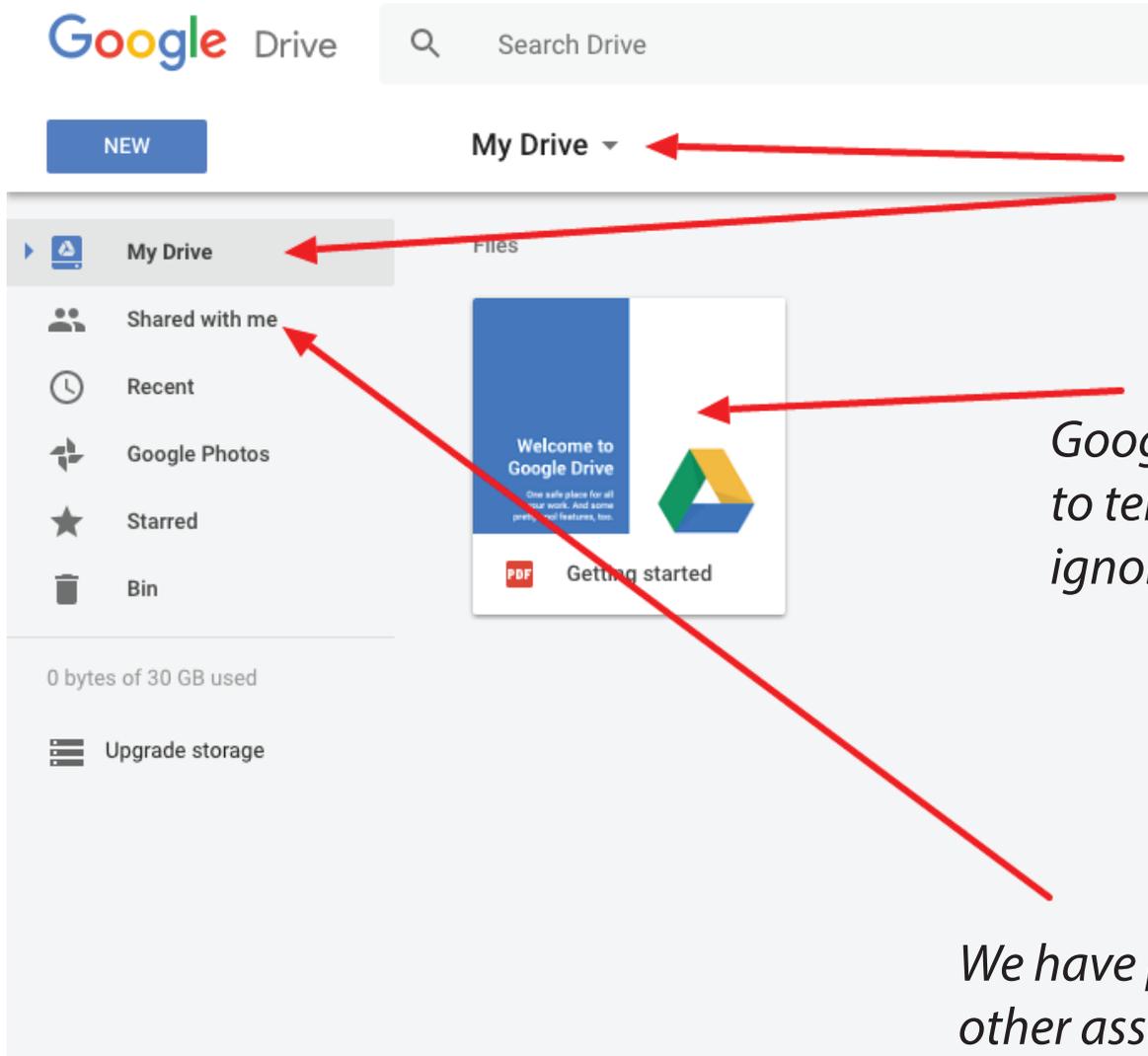
*When you do this for the first time,
click Inbox to add this to your menu
this will
enable you to
easily switch between
your email account and
your Drive*

Select Drive

The image shows a screenshot of the Google Home interface. At the top, there is a blue header bar with a search bar, a toggle switch, and several icons: a speech bubble, a grid, a bell, and a circle with the number 0. Below the header, a white menu is displayed with various Google services. The services are arranged in a grid:

- My Account (blue shield icon)
- Search (Google G logo)
- Google+ (red G+ logo)
- Mail (red envelope icon)
- Drive (green and yellow triangle icon)
- Docs (blue document icon)
- Sheets (green spreadsheet icon)
- Slides (yellow document icon)
- Groups (blue speech bubble icon)
- Cloud Search (blue magnifying glass icon)
- Inbox (blue envelope icon with a checkmark) with the text "Add a shortcut" below it.

A red arrow points from the "Inbox" icon to the "Drive" icon. A green arrow points from the "Inbox" icon to the "Add a shortcut" text. At the bottom of the menu, there is a "More" button.



You have now arrived at your Drive storage area

Google will have placed a helper document to tell you all about your Drive, but you can ignore that for now and view it at your leisure

*We have placed your individual society logos and other assets in your "shared with me" folder
Click on this folder to find them*

NEW

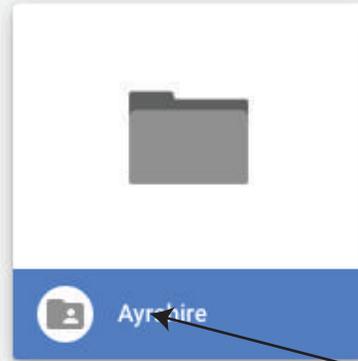
Shared with me



Add to My Drive

- My Drive
- Shared with me**
- Recent
- Google Photos
- Starred
- Bin

Earlier this year



Share date ↓

276 KB of 30 GB used



You will find your society's individual logos and other assets in this shared folder



Move this shared folder to your own drive by single-click on the folder then choose Add to my Drive from the top right menu

NEW

- ▶  My Drive
-  Shared with me
-  Recent
-  Google Photos
-  Starred
-  Bin

Folders

 society_brand_ele...

Now you have moved your folder to your Drive, click My Drive to open...

...then click the shared folders to open

0 bytes of 30 GB used

 Upgrade storage

NEW

My Drive > society_brand_elements



- Open with >
- Move to...
- Add star
- Rename...
- View details
- Manage versions
- Make a copy
- Download**

Files

Copy of [redacted]

fonts for print.zip

secondary...

secondary...

[redacted]-white-80%....

read_me_first.p

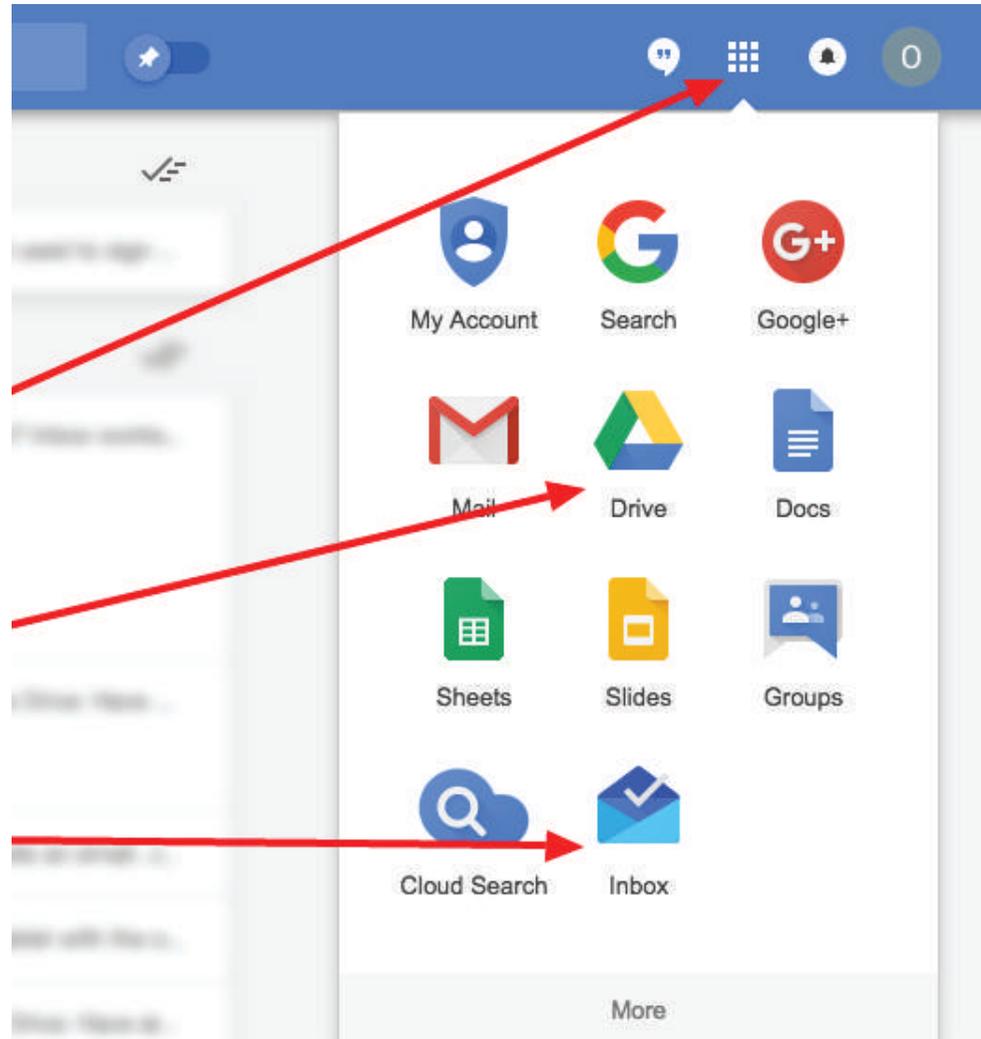
To download any of the files to your desktop single click on the file(s) you wish to download then click the added options menu in the top right and choose download

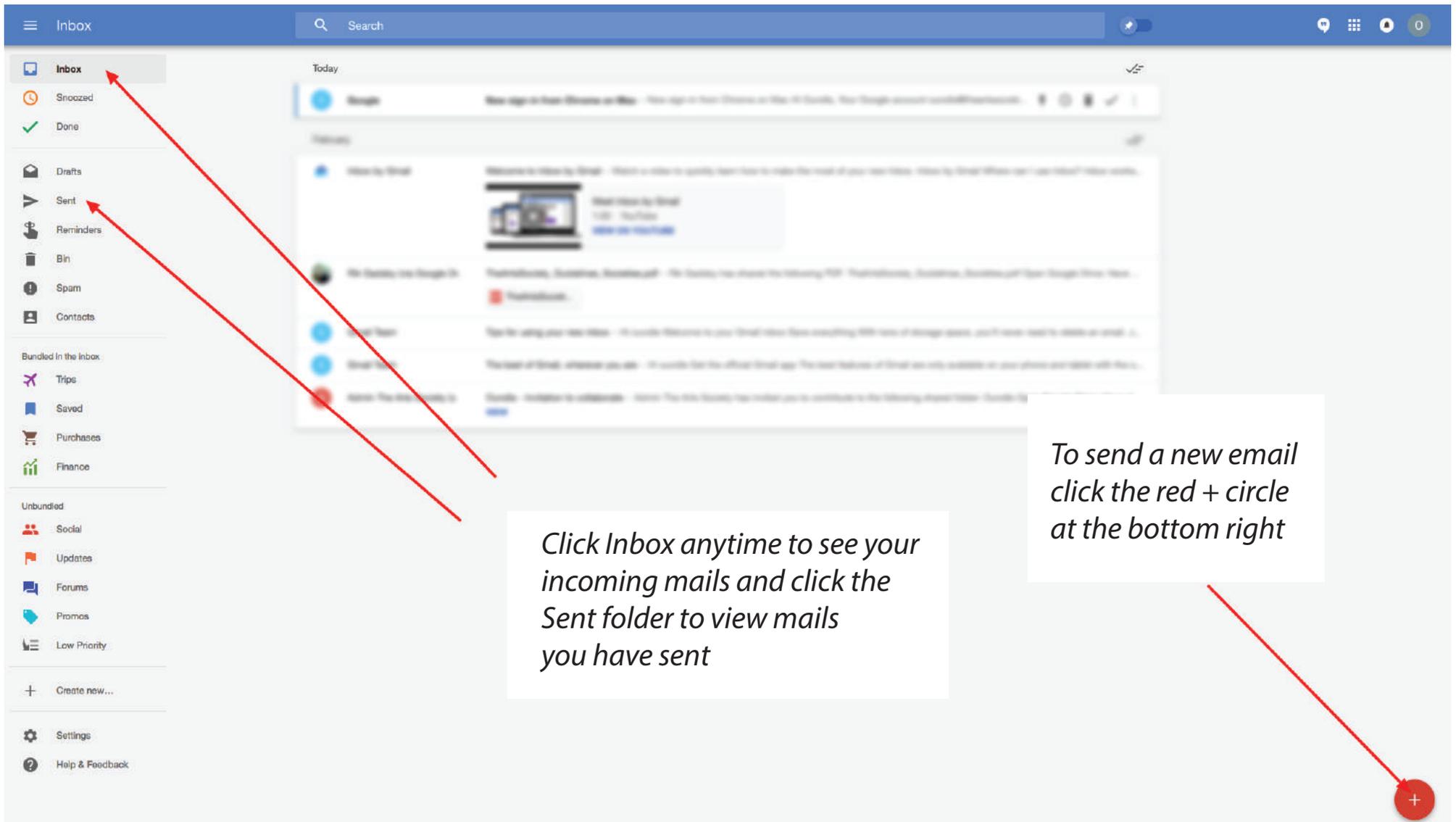
3: *Switching between Inbox and Drive*

Use the Apps (nine squares) menu to toggle between

your Drive,

Inbox and other services





Click Inbox anytime to see your incoming mails and click the Sent folder to view mails you have sent

To send a new email click the red + circle at the bottom right

Just the beginning...

We hope you enjoy using your new account. You may use your new email address for any correspondence for your society including Mailchimp.

There are many more powerful features available to your account — we have only gone through the basics to get you going — but you can explore the Google guidance documents on what you can do with your account.

Please get in touch if you are having problems following the tutorial.