

CORRESPONDING ON BEHALF OF MG-OF-DC



How to send and how to receive

What is this and why am I here?

Correspondence Secretary, Kalli Lipke

Education on how to send and receive information on behalf of MG of DC.

We are covering **FOUR** different topics in 1 ½ hours. You will have questions. Please raise your hand for urgent questions and write down any others to ask at the end of the session.

Brand Guide

Clear, Concise, Consistent

- Gone are the days of confused members and spectators. Starting today we are implementing a MG of DC brand guide. By following this guide we will create a recognizable name and convey information easily identifiable as Master Gardeners of Davidson County.
- Wait... what is a brand?
 - Think about McDonalds.
 - What images did your mind conjure? What words did you think of?

The Brand Guide

1. Save it somewhere easy
 - a. “Favorite” the brand guide webpage
 - b. Print the brand guide
 - c. Save to your computer
 - d. It’s also on the “resources” page of our website
2. Reference it when you...
 - a. want to send something out
 - b. create a summary about your project/program
 - c. advertise your project/program
 - d. create some sort of communication for MG of DC

<https://drive.google.com/open?id=1REv05ltOQ6gFP0qA6XaAjNs3blAqDgPp>

How to request information be sent out

Who Do I Contact to Send Out Information?

Complete our request form. It asks all the questions we would ask, and you don't have to wonder who to send to.

We will check for responses every week, so make sure you give us enough notice!

You can find the link under “resources” on our website, but you can also “favorite” the link.

<https://goo.gl/forms/cqm3Xn61WfGpkMYe2>

Your “Official” Email

How to Log In

1. Go to Gmail.com
2. Put the email name (including @mgofdc.org) as your email
3. Click next
4. Put in your password

How to Edit Your Settings

1. Click on the “cog” at the top right
2. Select “settings”
3. Change “default text style” (half way down the page) to “verdana”
4. Conversation view on (to keep emails back and forth in one thread)
5. Add stars, so you can communicate with your team-mates who also use the email
6. Update your email photo
7. Add your signature with your name and title
 - a. The standard organization info is in the footer of your email and is visible after sending an email
8. Click save changes

How to Forward to Your Personal Email

1. Click on the “cog” at the top right
2. Select “settings”
3. Click on “Forward and POP/IMAP” tab
4. Put your personal email address in

How to Add This Mailbox on Your iPhone

1. Click on the “cog” at the top right
2. Select “settings”
3. Click on “Forward and POP/IMAP” tab
4. Make sure IMAP is enabled
5. Go to your phone
6. Go to settings
7. Go to “accounts and passwords”
8. Click “add account”
9. Select google
10. Sign in

Team Drive

Team Drive. . . Are We Carpooling?

- Team drive is where we save documents to share among each other (You can not delete anything unless you are a board member) and for future members
 - Team = group = shared
 - Drive = hard drive = file storage
 - Imagine how much easier your position would have been if you had access to all the planning documents of your predecessors
 - Imagine having access to photos of your project from years ago
- This is only to be used by those working on the admin part of your project
- Do not be confused by “my drive” as opposed to “team drive”
- Do not move or edit other people’s work
- When it comes to organizing, consistency is key

How Do I Use It?

1. Log into your email
2. Click on the square made up of squares in the top right
3. Click on drive
4. On the left there is “my drive” and “team drives” - click on “MGDC Team Drive - All”
 - a. Board members also have access to a “board members only” shared drive
5. Browse through the second section titled “folders” for folders pertaining to your project
 - a. Do not be confused by the top section “Quick Access”, this is showing you files most recently edited

Now you can view documents, upload a file or folder, edit a document (only google docs), and/or save documents to your own computer

How To View, Edit, and Download

- View a document:
 - double click the file
- Edit a document:
 - If it is editable in google then when you are viewing the file there is an “open with google” option at the top
 - If editing in google, your changes will be live AND it saves automatically
 - If it is not editable in google then you need to save the document and edit on your computer, but make sure to upload the new version!
- Save a document: click on the arrow at the top right to download then choose where you want to save.
 - If you edit the document, remember to upload the new version, so others can access.
 - This is where saving documents with dates comes in handy.

How To Create a Folder

1. Go to the location that you want to add a new folder
2. Click on “+ New”
3. Click on folder
4. Give your folder a name that would make sense to everyone

How To Upload

1. Choose the folder you want to save in, create one if needed
2. Click on “+ New” then choose file upload (or folder upload)
 - a. Download - you pull the file from space *down* onto your computer
 - b. Upload - you put the file *up* into space

How To Create a Google Doc

Benefits of a google document - live changes and auto saving

Negative of a google document - you must have internet to access/edit

1. Choose the folder you want to save in, create one if needed
2. Click on “+ New” then choose scroll to the bottom and choose the type of google doc you want to create
 - a. “Google Doc” is google’s version of word
 - b. “Google Sheets” is google’s version of excel
 - c. “Google Slides” is google’s version of powerpoint (and it’s what this was built on)

Congratulations, you did it!



Now go share your knowledge with your assistants!

But I Don't FEEL Ready

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Oh, and I do contract-based branding and communications.. please pass my information on: KALLICOLLECTIVE.COM