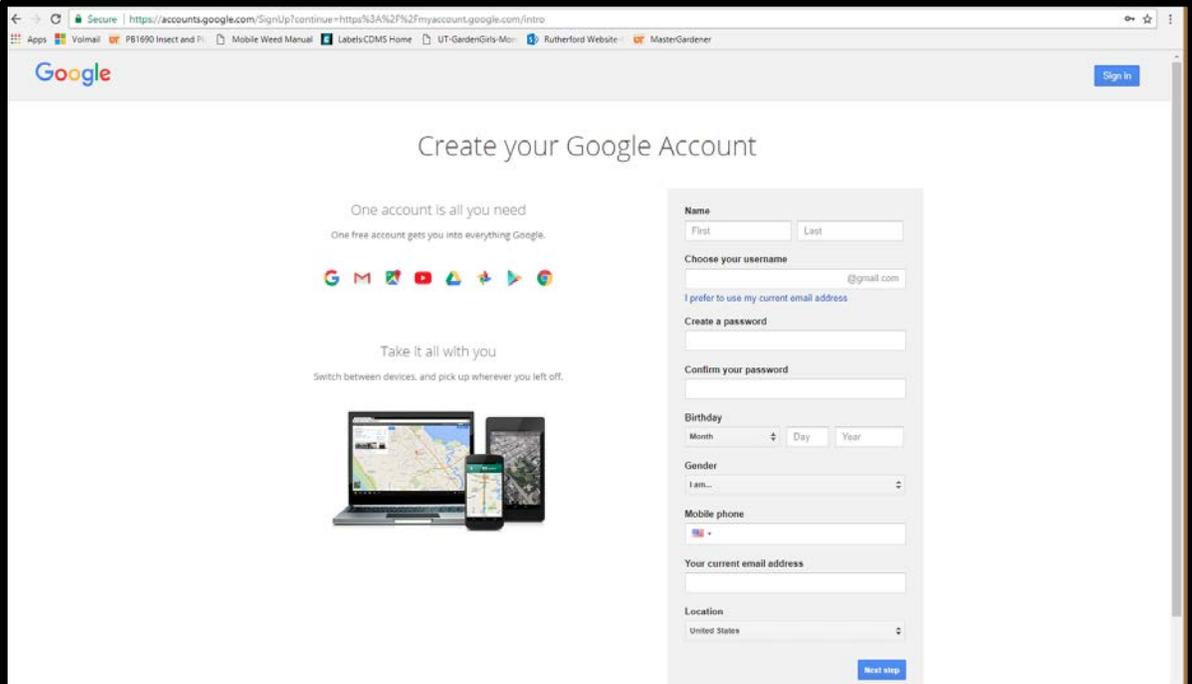


Gmail and Google Drive for Rutherford County Master Gardeners

Gmail

Create a Google Gmail account. <https://www.youtube.com/watch?v=Kxbli2DpRmc&t=76s> (How to Create a Gmail Account 2014 by Anson Alexander is a great YouTube tutorial).

- Navigate to www.Gmail.com in a new tab or window in any browser you want to use.
- In the middle of the screen and in the top right of your screen, you should see a blue button that says “Create an account” or “sign in”. Click one of those options.
- When you create a google email account (also called Gmail), you will have access to many other features, including Google Drive (what we will mostly be using).
- Now, you will see a screen where you can create your Google Account. You will fill out the information in the right column by first entering your First and Last Name.
- Next, you will enter your username. This is the part that is before the @gmail.com when someone is trying to email you, so do not make it too complicated. If you try to enter something and gives you an error message, this usually means that email is already taken or you are using characters that they do not allow, so just try something else.
- Now you can create your password that is at least 8 characters long. Please write this down so that you do not lose it if you forget it!
- Next, you will enter your birthday (they may use this to confirm that it is you if you get locked out of your account).
- The next selection is your gender.
- Then, they ask for your mobile phone number and your current email address. Both of these are safeguards for you, so that if someone tries to log in to your Gmail from a new device, you will get contacted in a different way. [Whenever I log in to my Gmail from a different device (a friend’s computer, etc.), my @utk.edu email gets an email asking to make sure that it is me. If it was not me logging in on a new device, I would then know that someone had hacked into my Gmail account, and I could click that it was not me on that email to let Google know.]



The screenshot shows the Google Account creation interface. On the left, there is a promotional message: "One account is all you need" and "Take it all with you". In the center, there are icons for various Google services. On the right, there is a form with the following fields: Name (First and Last), Choose your username (with a dropdown for @gmail.com), I prefer to use my current email address (checkbox), Create a password and Confirm your password (text boxes), Birthday (Month, Day, Year dropdowns), Gender (I am... dropdown), Mobile phone (text box with a country code dropdown), Your current email address (text box), and Location (United States dropdown). A "Next step" button is at the bottom right of the form.

- Click “next step” to go on to the next screen.
- You can now choose to add a photo, which is a good idea so that others can see your face to know it is you. This is completely optional though. You can upload a photo or click to go to your webcam to take a photo.
- Now, you can click “next step” to go to the next screen.
- Google will say Welcome, Your First Name. Your new email address is _____@gmail.com
- You can click the blue button that says Continue to Gmail.

Congrats! You just created a Gmail! How easy!

Using Google Drive/ Team Drive

- Once you have created a Gmail Account and logged in to it, you can now access Google Drive.
 - Google Drive is simply an online place to store files. Once files are stored on your Google Drive, you can share them with others and access them from any device (either by logging in to your Gmail or by downloading the Google Drive App).
 - This makes sharing information very easy, as once you upload a file, anyone else that has access to it can view it, download it, or change it (if they have permission to do so).
- To access Google Drive, click the 9 small squares in the upper right corner of your Gmail screen.
- You will see many different options show up in a small dialog box.
- For our purposes, you want to click the Drive option (which should be in the upper right), with the blue, green, and yellow triangle.
- The Google Drive screen will now appear. You can see on the left navigation menu options for My Drive, Team Drives, Shared with me, Recent, Google Photos, Starred, and Trash. You may also have a “Computer” option, and a “Backups” cloud, and the option to upgrade storage.
- You also have a “New” blue button at the top of your left navigation menu to create new files.

My Drive

- If you create a google doc, sheet (spreadsheet), or slides (presentation), it will be in your My Drive. Think about this as all of “my” files are in “My Drive”.
- In your My Drive, you can create Folders, Upload files, and Create New Files (Docs, Sheets, Slides) by clicking the My Drive in bold with the down arrow beside it (directly under the Search bar).
- In my “My Drive”, I have some files that I want to be able to access from wherever I might be, such as the membership list of all of our Master Gardeners with all of your emails and phone numbers in case I need to contact you while away from the office.
 - This means I can access the files in My Drive on my phone, or on any device that I can log on to my Gmail with.

Creating Files in Google Drive:

- To create a file, click on the My Drive in bold under the Search bar.
- From the My Drive menu, choose to create whatever kind of file you would like to create, a Google Doc (their version of Word), a Google Sheet (their version of Excel, where you can create

spreadsheets), or a Google Slide (their version of PowerPoint, where you can create presentations).

- Let's create a Google Slide from scratch: start by clicking the option for Google Slides.
 - Next, your screen will show the first slide of a blank presentation.
 - You can change the Theme of the presentation in the right column. Scroll through these options until you find one you like and then chose it by double clicking on that theme slide option. It will change your presentation to be in that Theme. I always like to choose my theme before I begin my presentation so that it does not change my formatting after I have made my presentation.
 - Now, you can change the Title of the presentation in the Upper left of the screen where it says Untitled Presentation. Simply click once on Untitled Presentation and it will turn blue for you to edit the name. Once it is highlighted in blue, start typing what you would like to title your presentation. This is the name of the file. So title it something short and easy to figure out. (This is how you will find it again from your My Drive menu, so remember that only basically the first word of the Title will show up).
 - Next, you can change the Title on your first slide by clicking on the screen in the text box, and you ca add a subtitle (such as Presented by Rutherford County Master Gardeners, a volunteer program of UT/TSU Extension).
 - You can add more slides by right clicking on the slide in the left hand column. When you right click on the slide, you will see many different options starting with Cut, Copy, and Paste. You can also choose New Slide or Duplicate Slide. I would choose New Slide to begin my next slide.
 - You can also create your next slide by clicking the Slide option in your top toolbar.
 - From here, you can continue creating your presentation until it is complete.
 - Once you create a document, slide, or sheet in Google Drive, it will automatically save your changes in the drive. You do not have to click Save anywhere. I know this may seem crazy, but it automatically saves, which means you do not have to worry about forgetting to save your work as you work on it! Yay!
 - When you are done working on it for the day, simply close out of the tab/browser window and it will be saved for you to pick up where you left off.
 - Once it is complete, I suggest downloading your complete presentation to your computer and saving it on a flashdrive/usb/thumbdrive of your choice so that you have it saved somewhere off the Google Drive as well.

Sharing Files:

- You can also share files in your My Drive with other people that have Gmail addresses.
- When you share a file, both you and the person you share the file with will have access to that file through their Google Drive. Depending upon the permissions you give the other people, they can have access to Edit, View, or just add Comments to the file.
 - To share files, once you have created a file, you can right click the thumbnail for that file from your My Drive home screen, and you will see an options menu pop up with options such as Preview, Open With, Share, Get Shareable Link, Move To, Add Star, Rename, Make a Copy, Download, or Remove (Delete).

- To share this file with someone else, simply right click the thumbnail and choose the Share option.
 - In the Share with Others dialog box, you can enter people's names if they are already in your Google Contacts. Most likely they are not, so you can enter their email addresses. Even if they do not have a Gmail address, they can still see the file, they just may not be able to edit it with you in a shareable format like they would if you send it to them on their Gmail address.
 - Once you type their email address, you can click the little pencil button to the right and choose their level of permissions.
 - If you want the other person to be able to edit the file and add to the document just like you can, you do not have to change their permissions, as that is the default.
 - If you want the other person to only be able to view the document, you can choose "can view" from the pencil icon.
 - If you want the other person to only be able to comment, you can choose "can comment". This means they will be able to make little comment boxes on whatever they would like to comment on your document, but would not be able to make actual changes to your document. This can be helpful in certain situations, but I have never had too much use for it personally.
 - Next click the "Done" blue button. This will send an email to those people you decided to share the file with that they now have access to a Google Drive doc, sheet, or slide and will tell them the permissions you gave them access to do (view, edit, comment).
- Another way to Share files from your My Drive is to click on the thumbnail for the file you want to open, and share it once you are on the file itself.
 - To do this, open the file by clicking on the thumbnail.
 - If you created the document or if you have been given "edit" permissions to another document, you will have a blue Share button in the top right of your screen. If you click this blue Share button, it will bring up the same Share with Others dialog box as the one described above.
- Advanced Sharing options:
 - From the Share with Others dialog box, you can click the Advanced option in the bottom right of the box.
 - From here, you can see who has access already. If you have editing access, you can change some of these permissions if you would like to do so from this screen, and you can invite other people from here, as well.
 - Each person that has access will be listed either by their name or their email, and then it will have an icon next to their name with their permissions.
 - Once you have changed whatever you want to do, make sure you press the blue "Done" button at the bottom.

Team Drive:

- From your Google Drive main page, you will see Team Drives on the left side navigation pane.
- If you have not been added to any Team Drives, you will not see anything in your Team Drive.
- Our Team Drive name is Rutherford County Master Gardeners.
 - If you would like to be added, please send your Gmail address to Reather1@utk.edu and ask me to add you to the Team Drive.
- Once you are a member of the Team Drive, you will see many Powerpoint presentations that you can view.
 - Google tells you what kind of format that file is in the bottom left of each thumbnail. (PDF, Google Slides, PowerPoint).
 - To view a file, double click the thumbnail. It will open in Preview mode. You can choose to open the file with Google slides in the top middle of the preview. This will open the file in Google's version of PowerPoint.
 - If you do not have PowerPoint on your computer, Google Slides is a great way to still be able to make presentations.
 - You can also choose to print a presentation (make sure to change how many slides are printed per page so you don't print just one slide per page).
 - If you do have PowerPoint on your computer, a great thing to do would be to Download any presentations you want to use. You can do this by clicking the down arrow with a line under it in the upper right hand corner.
 - Once you download the file, save it somewhere on your computer (not in downloads, try to put it on your Desktop, or create a folder on your Desktop titled MG Presentations to save any of the presentations to from our Team Drive).
 - If you Preview a presentation and then you want to leave Preview mode, you can click the left arrow at the top of your screen to go back to the Team Drive.
- The Team Drive also has UT Publications for you to access in a folder.
 - To access the publications, double click on the Folder titled UT Publications. As you can see from the bottom left of the thumbnails, these are in PDF format.
 - Therefore, your best option would be to Preview them to read any information you would like to, or you can print or download the publication (to save it to your computer).
- If you would like to add any documents to the Team Drive, please let me know and we can get them added so that everyone has access to the file.