

Getting Started with WK GSuite

Spring 2018

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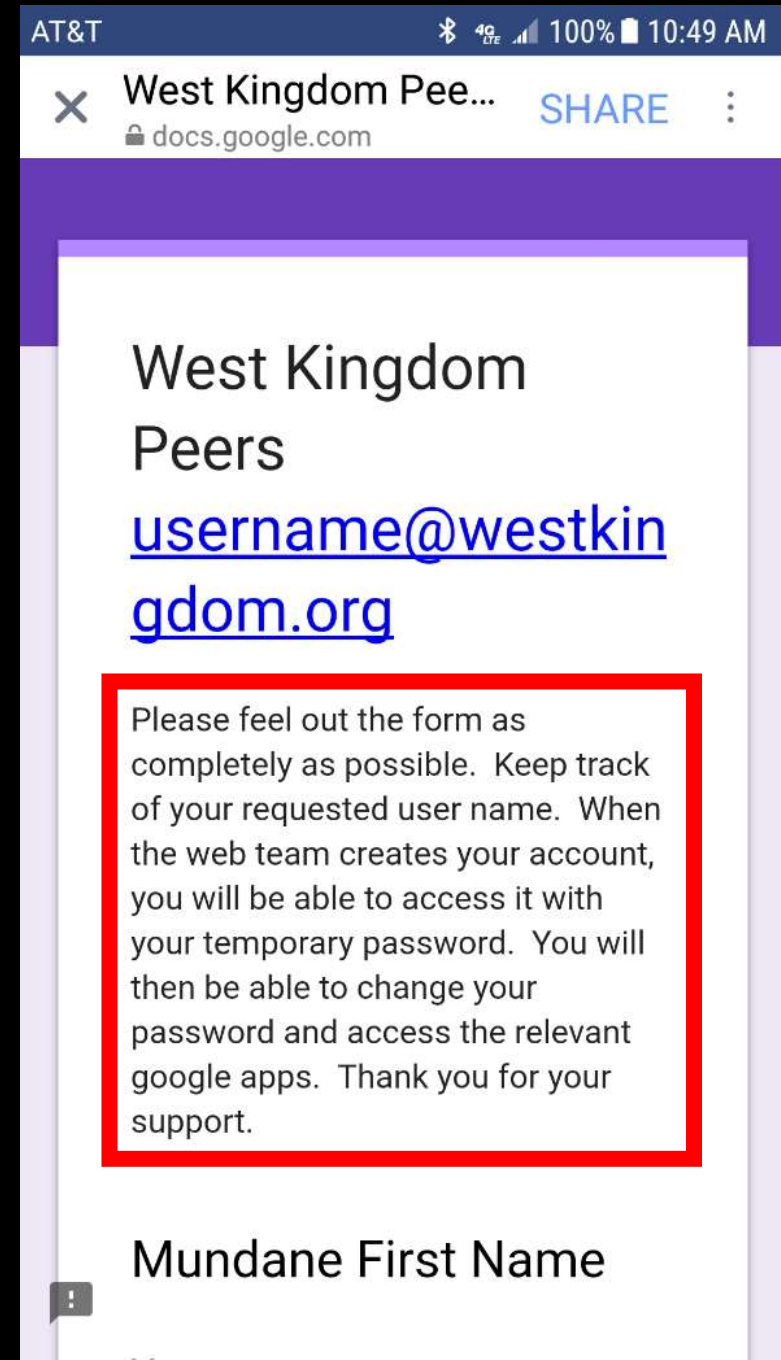
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GETTING STARTED!

You will need a username@westkingdom.org account AND VALID GOOGLE PASSWORD to access the Google Classrooms for your Order(s),

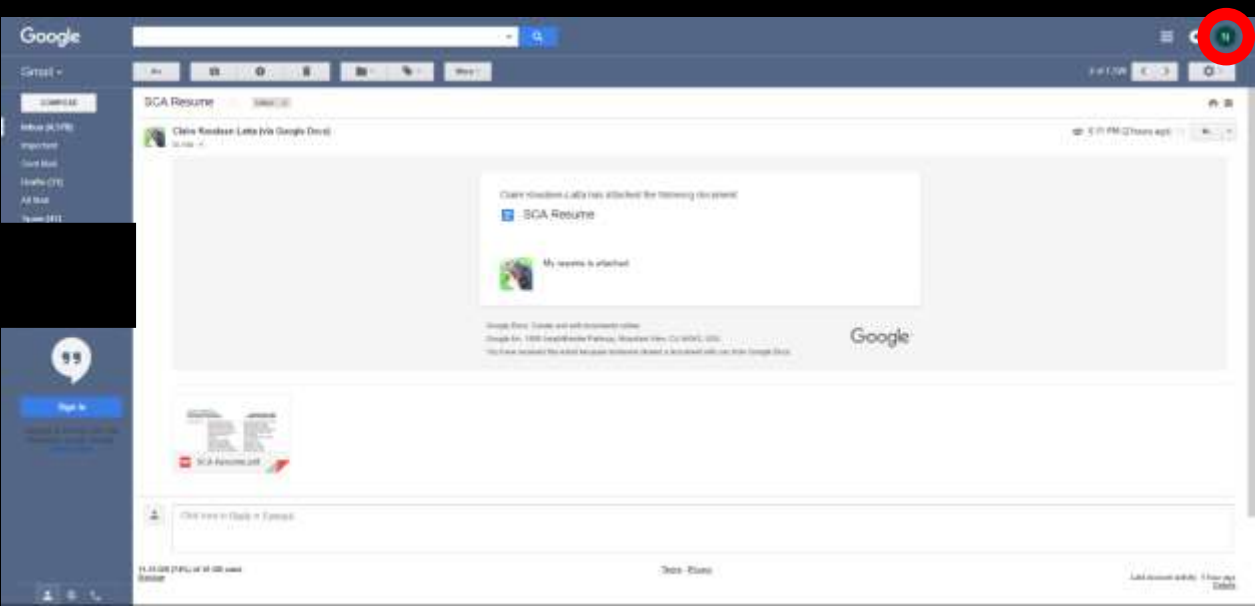
To sign up, fill in the Google form linked to the ePeer website (<http://www.westkingdom.org/epeer>). Provide your mundane name, email address, SCA name, preferred user name and indicate which peerages you hold. Account creation is manual and generally takes a few days. You will be notified (usually with a message including a log in link sent to your mundane email) when your account is created.

Having problems accessing the form? Contact your order clerk. Links to their emails are available on the ePeer webpage.



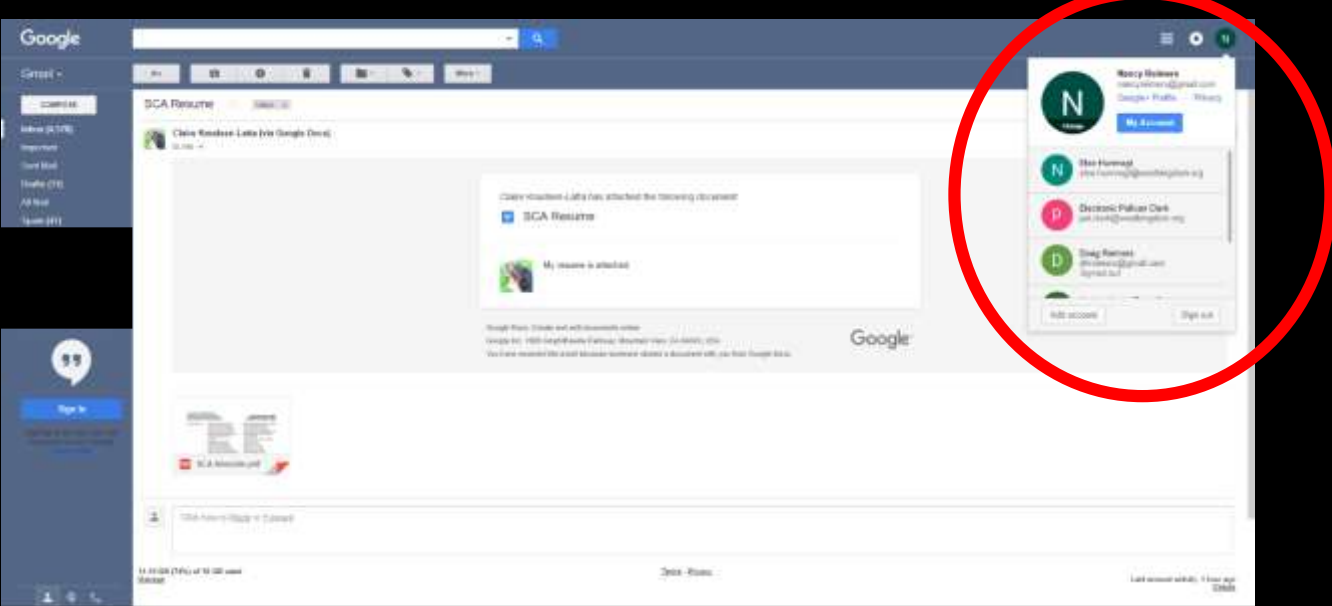
LOGGING IN TO YOUR
USERNAME@WESTKINGDOM.ORG GOOGLE
ACCOUNT (There are several options)

Log in at Google.com, gmail.com (email access), classroom.google.com (access to Peerage discussions) via your browser
...or in the gmail or Classroom apps on your phone/tablet.
(DO NOT log in at the West Kingdom website)

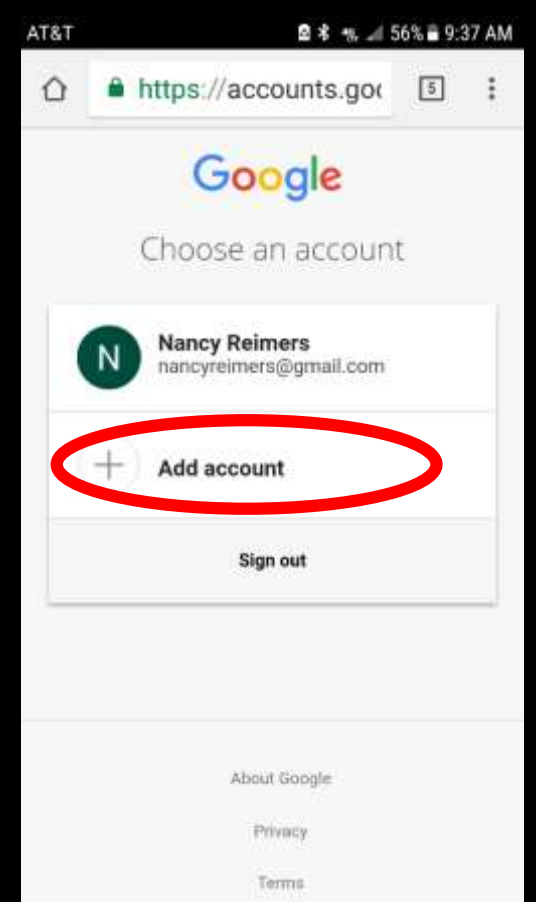
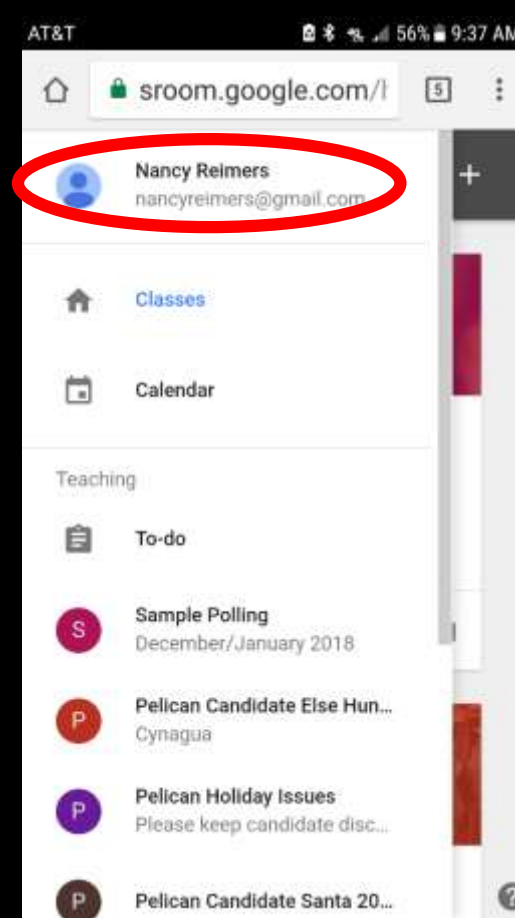
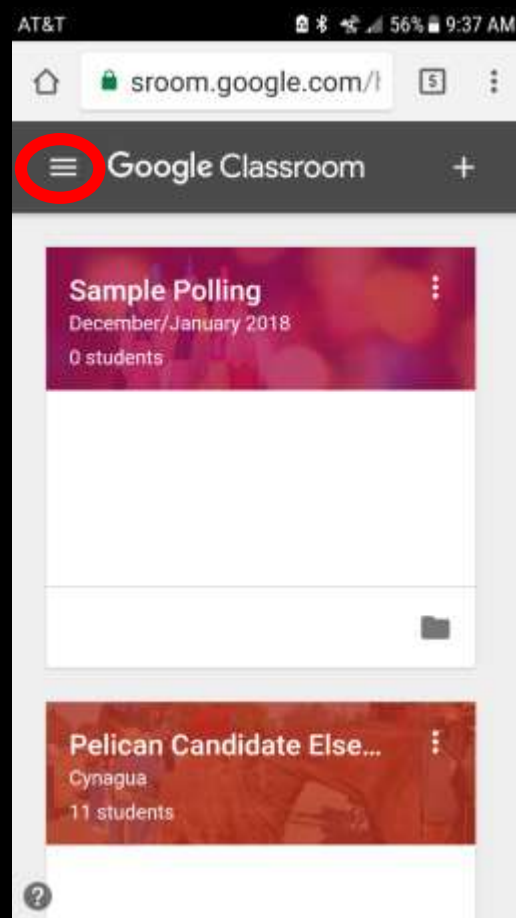
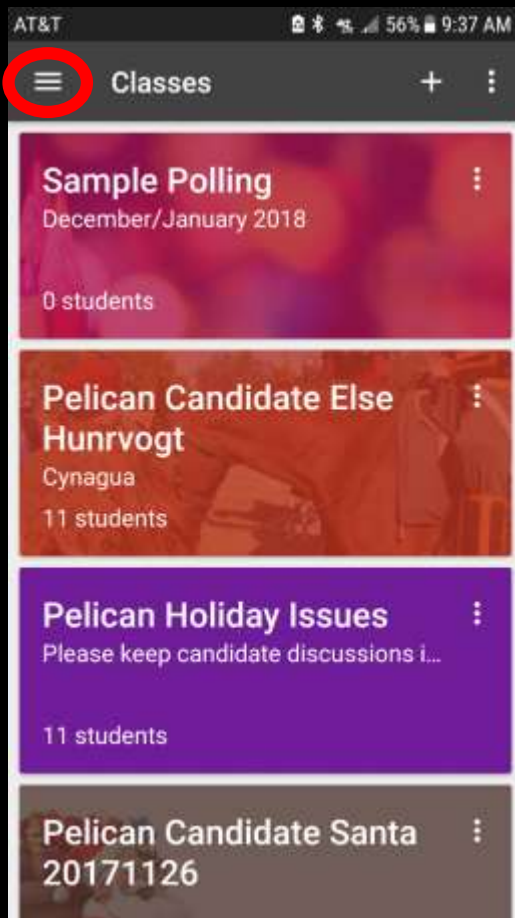


Depending on your method of access you will be faced with one of two configurations.

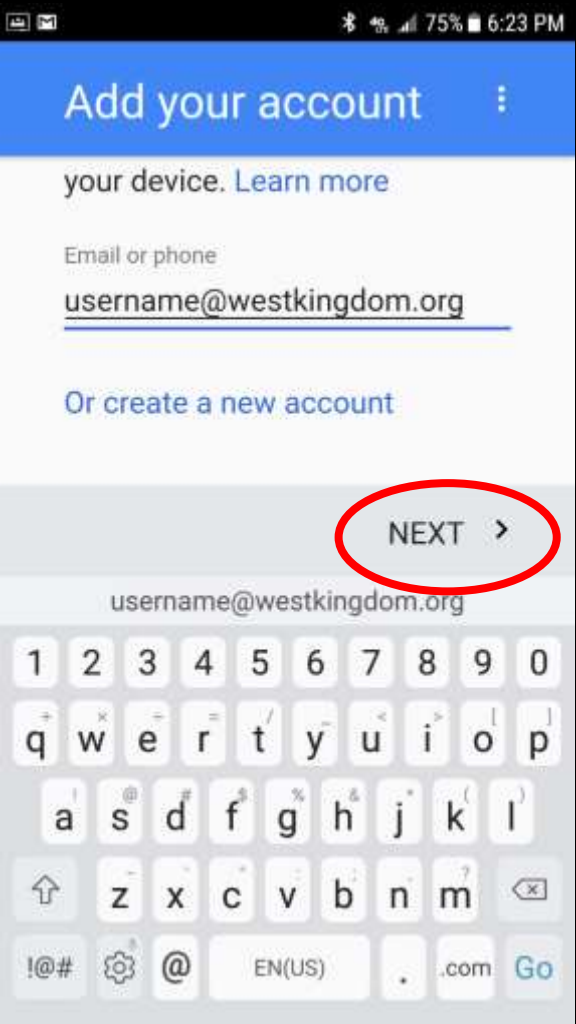
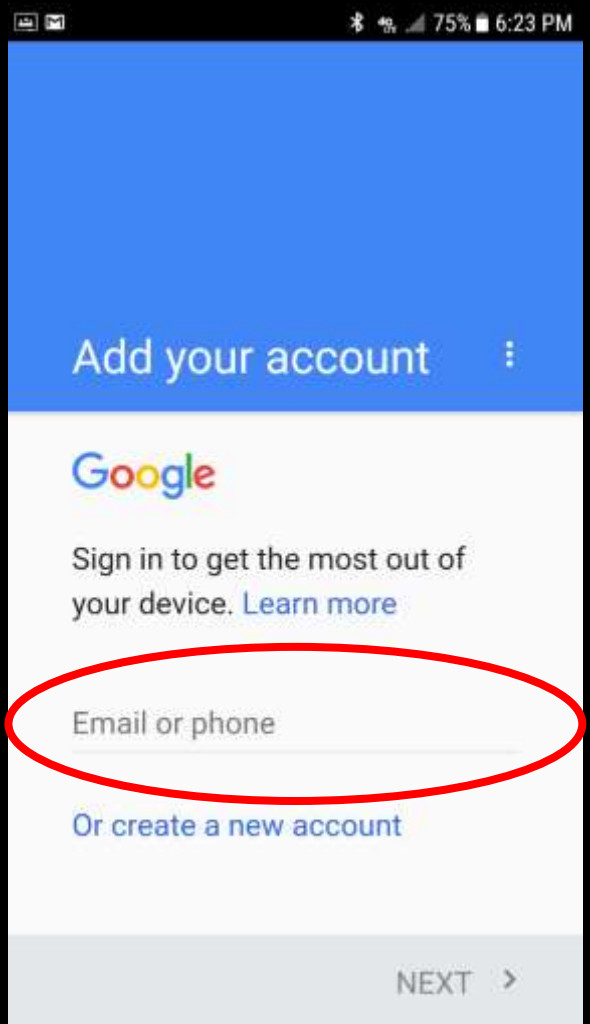
On a Desktop/Laptop, Google.com and gmail.com (pictured in Chrome) gives you a configuration that looks something like this. For this format, locate the icon in the upper right hand corner of your screen and click on it. It will bring up the option of adding an account.



If you are working in a browser on your mobile device (classroom.google.com and the Classroom app for Android pictured), click on the three bars on the upper left hand corner of the screen. Click on the email address and add account.

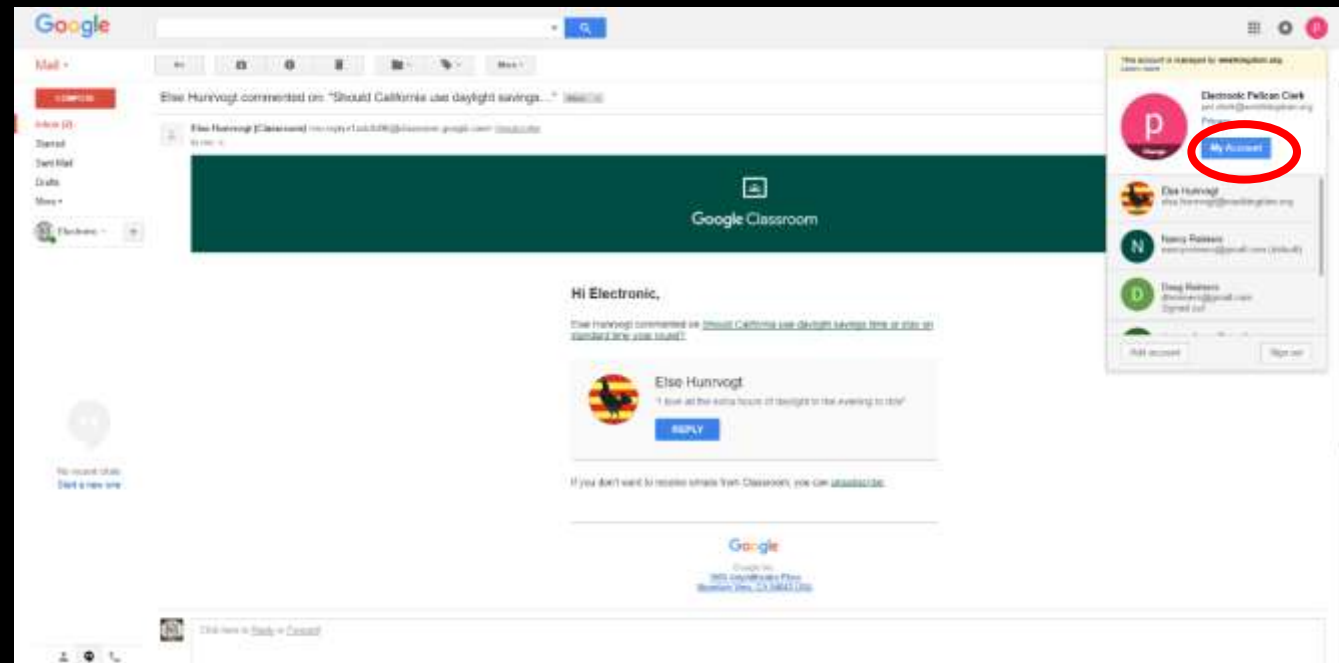
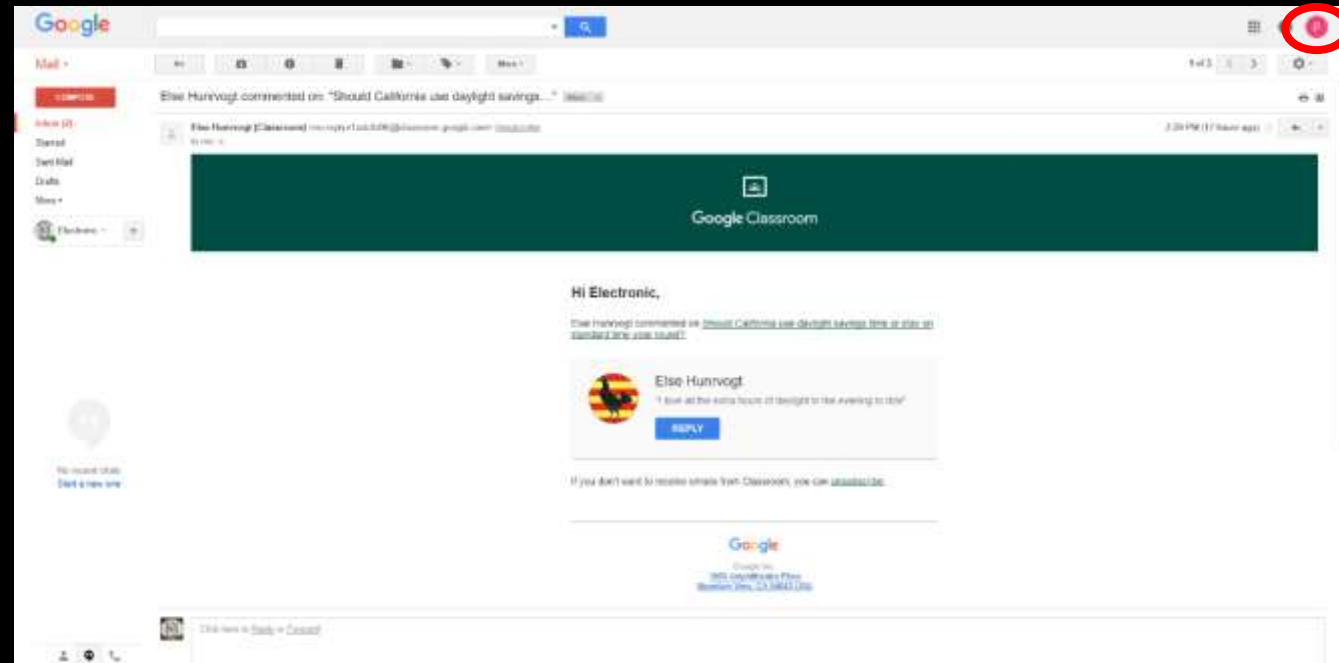


Type your account in where it says email. Click next and provide your password in the appropriate area.

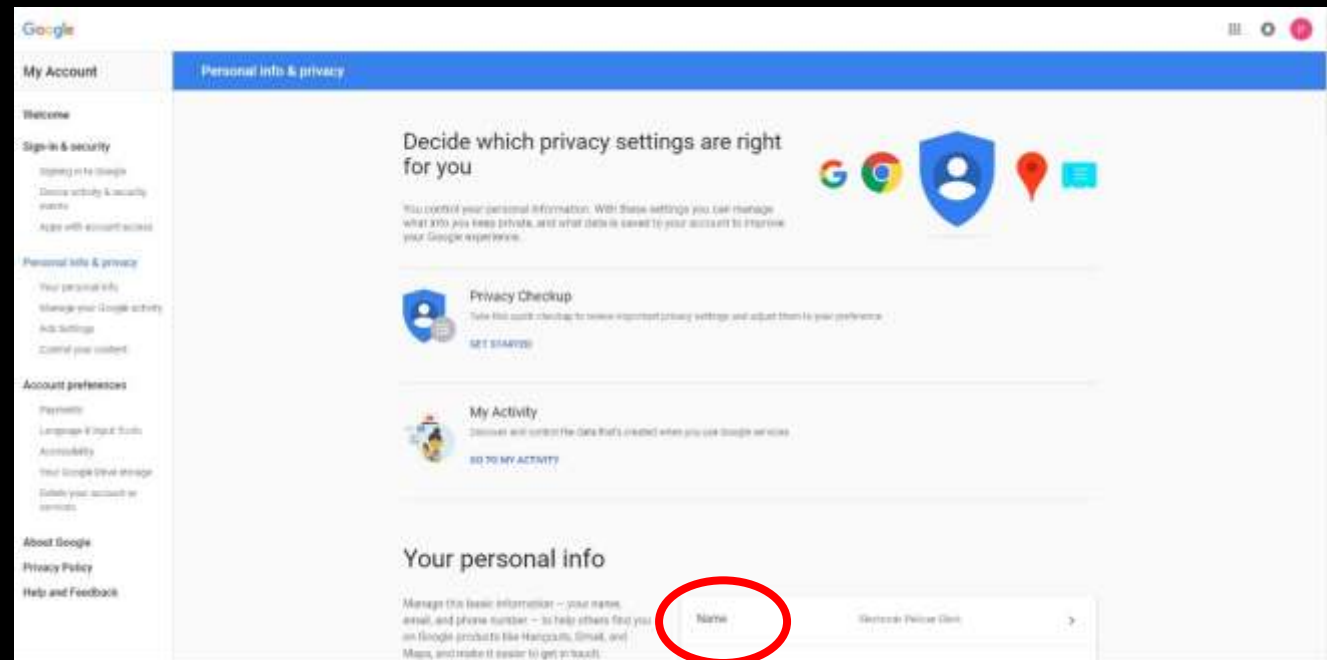
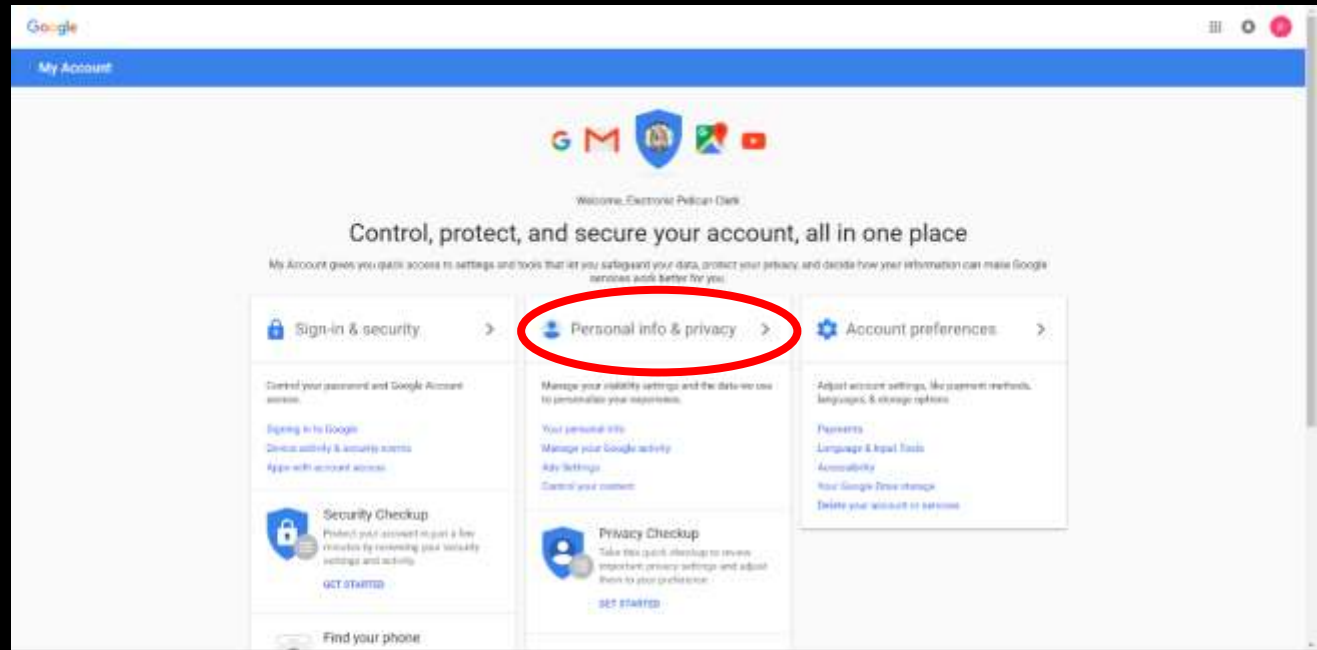


PERSONALIZING YOUR
USERNAME@WESTKINGDOM.ORG
GOOGLE ACCOUNT

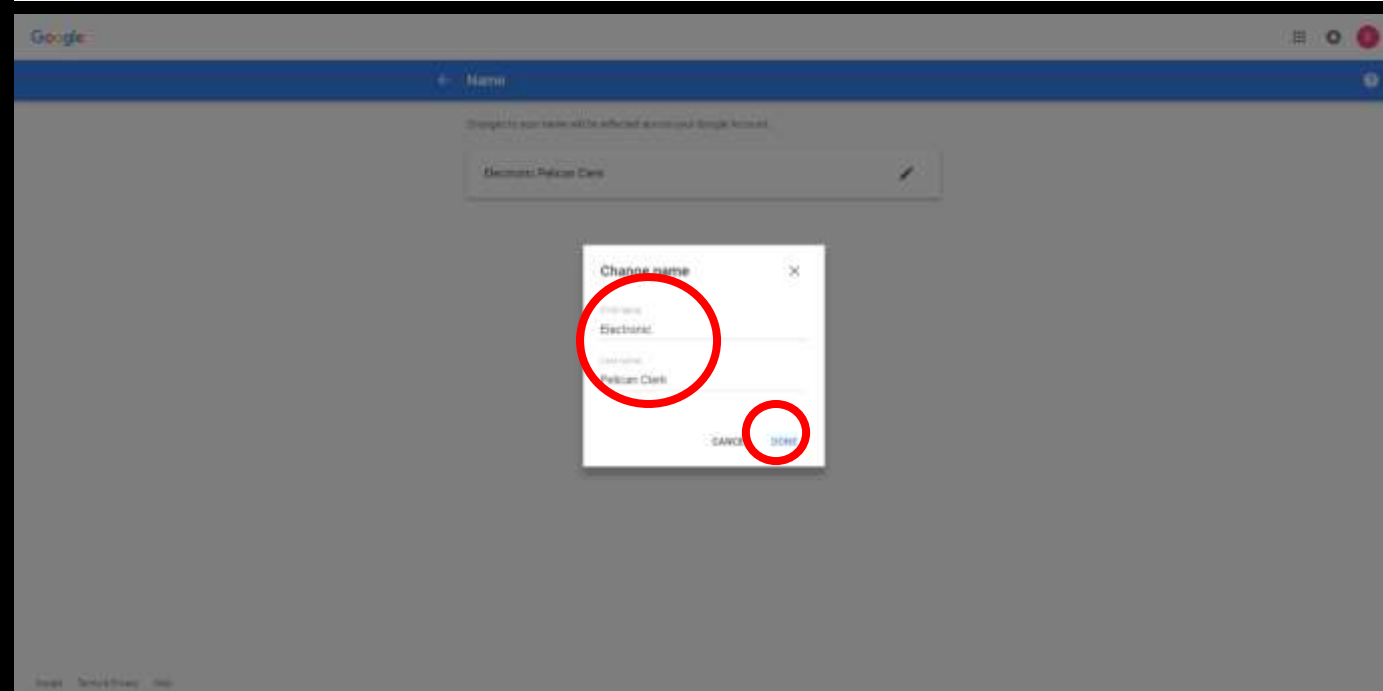
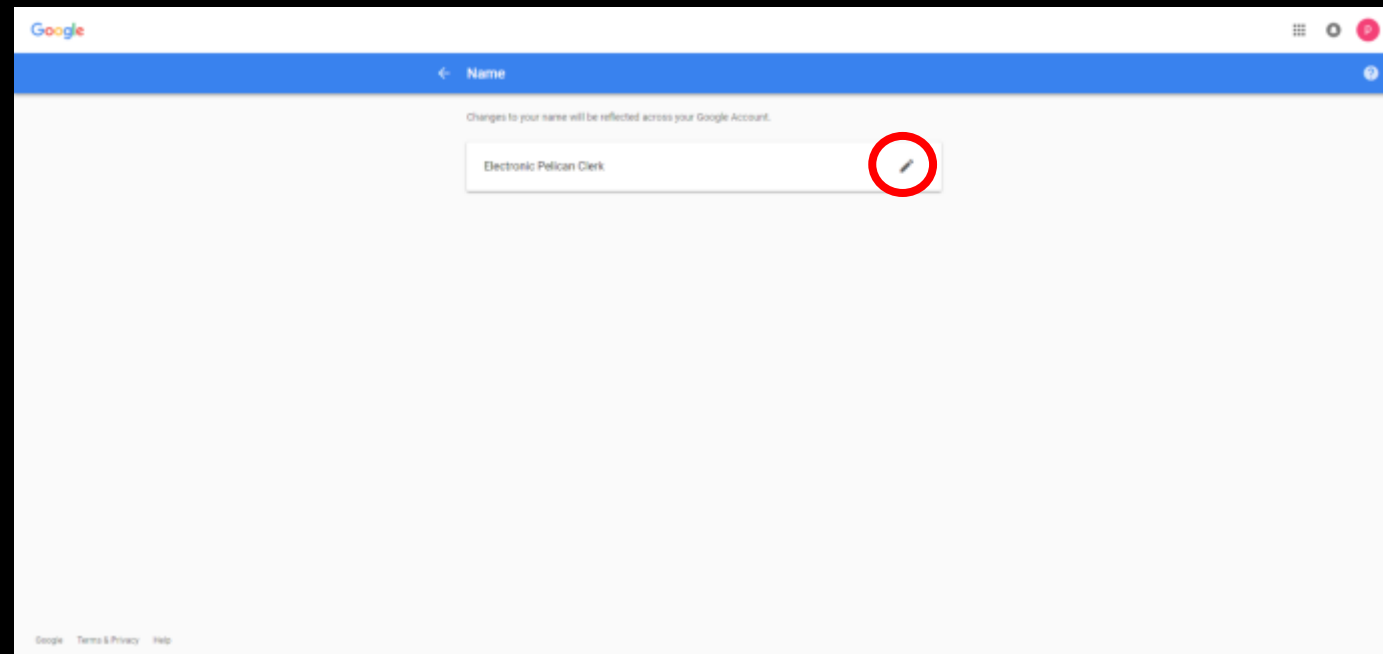
Early accounts were created under mundane names. To reset the name associated with the account (so it has your persona name or nickname), click on the letter or user pic icon in the upper right hand corner of your screen. This will give you a menu where you can click, My Account.



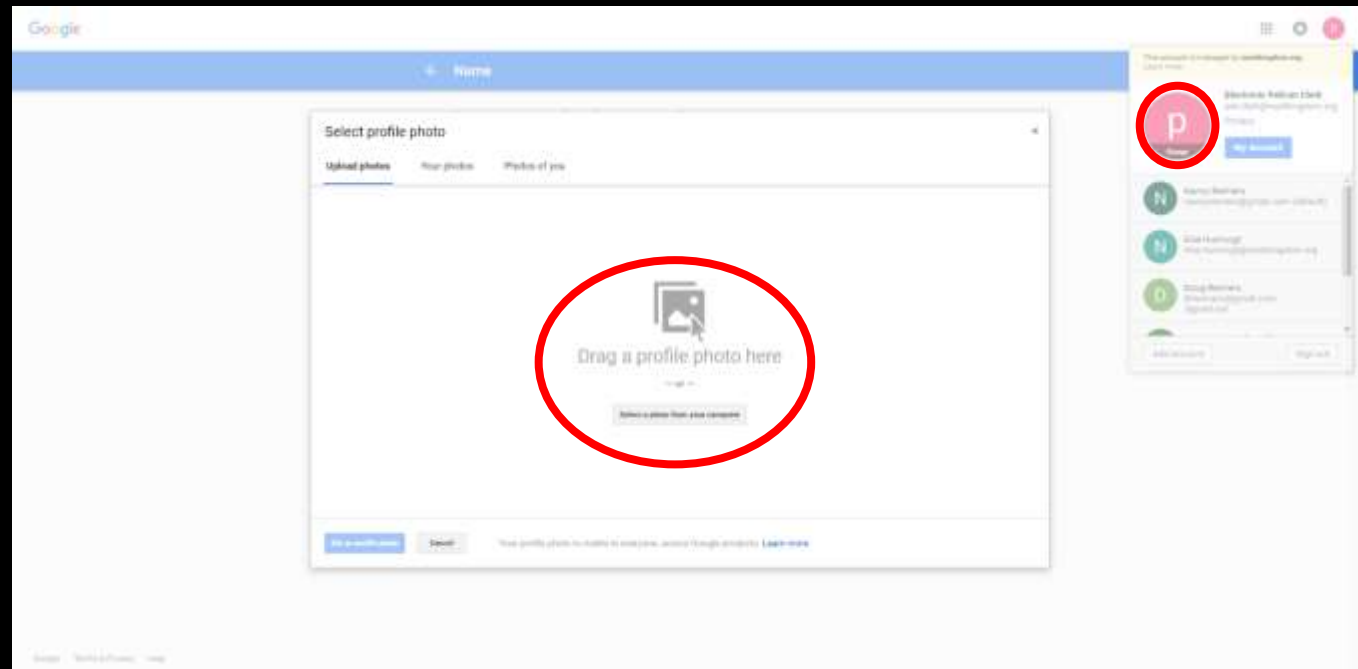
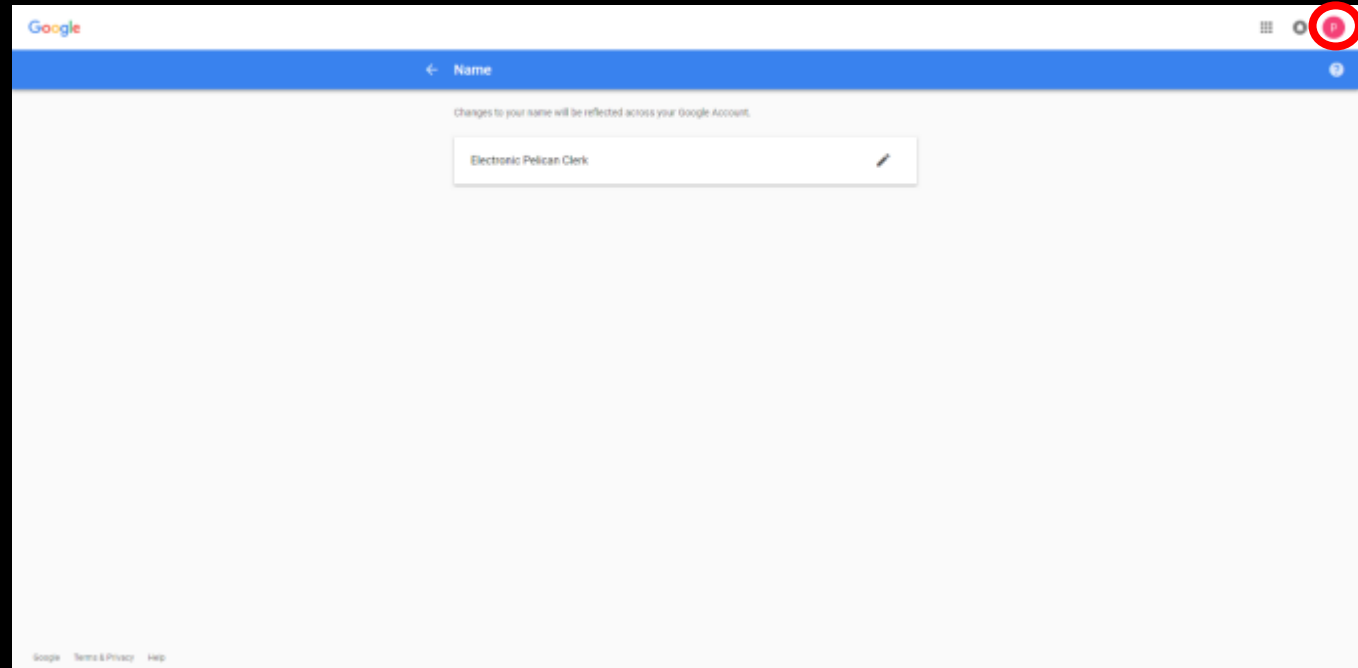
In your account, click on personal info and privacy. Then click on Name.



Click on the pen to edit. Type in a new name and click Done. You can change your name up to 3 times in 90 Days.



To change the user pic. Click on the user pic to bring up the menu and click on the user pic again to select the profile photo. SCA related user pics make it easier for order members to visually identify you in Classrooms.



Turn on automatic forwarding

- To make your email come to a single inbox if desired.
- On your computer, open Gmail using the account you want to forward messages from.
- You can only forward messages for a single Gmail address, and not an email group or alias.

Turn on automatic forwarding

- In the top right, click Settings.
- Click the Forwarding and POP/IMAP tab.
- In the "Forwarding" section, click Add a forwarding address.
- Enter the email address you want to forward messages to.
- Click Next and then Proceed and then OK.

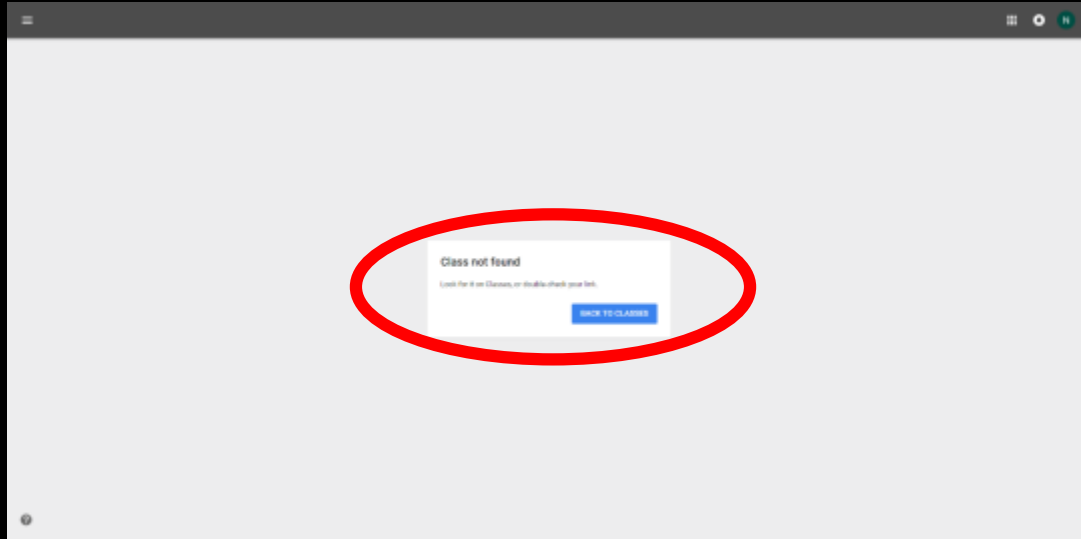
Turn on automatic forwarding

- A verification message will be sent to that address.
- Click the verification link in that message.
- Go back to the settings page for the Gmail account you want to forward messages from, and refresh your browser.
- Select Forward a copy of incoming mail to.
- Choose what you want to happen with the Gmail copy of your emails.
- The web team recommends Keep Gmail's copy in the Inbox. At the bottom of the page, click Save Changes.

Quirks Identified to date

- If you follow a link from the inbox of your username@westkingdom.org account, it may take you to a classroom.com page that is signed in to a different account, depending on how your defaults are set up.
- You must be logged in to your username@westkingdom.org account on the given webpage or in the app. If you are running multiple google accounts and stuff isn't doing what you expect, double check that your device thinks you are your persona.

If you get error messages that look like either of these, check to make sure you are signed into the correct account.



You need your username@westkingdom.org account showing at the top of the list. Click on the appropriate account from your list.

