

Google Workspace

MCC has access to Google Workspace (formerly Gsuite) for non-profits, and we're steadily learning more about it. If you're aware of a Google feature that we may have, and a way it could be helpful, please contact Anne with the suggestion. *A few possibilities are Google Keep, Google Maps or Google Earth.*

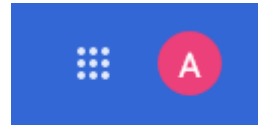
This is a brief overview of some of the features we use regularly at MCC. If you're not comfortable with a particular technology, we encourage you to search the Internet for tutorials. Many times video tutorials will be able to explain things more clearly than we can. If that doesn't help, contact Anne.

MiddletonUCC users

Each staff member, church officer and board chair has been issued an email address on our middletonucc.org domain. This ensures that each board has someone to schedule events (on Google Calendar) and host meetings (on Google Meet). Each user can choose to monitor their e-mail separately via Gmail or to forward all emails to a personal account (instructions below).


If you forget your password, contact Anne to get it reset.

Please note that you'll need to be logged into the middletonucc.org account in order to open a meeting. You can switch users by clicking on the circle in the upper right of any Google webpage.



Gmail

Turn on automatic forwarding

1. 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.
2. In the top right, click Settings  > **See all settings.**
3. Click the **Forwarding and POP/IMAP** tab.
4. In the "Forwarding" section, click **Add a forwarding address.**
5. Enter the email address you want to forward messages to.
6. Click **Next** > **Proceed** > **OK.**
7. A verification message will be sent to that address. Click the verification link in that message.
8. Go back to the settings page for the Gmail account you want to forward messages from, and refresh your browser.
9. Click the **Forwarding and POP/IMAP** tab.
10. In the "Forwarding" section, select **Forward a copy of incoming mail to.**
11. Choose what you want to happen with the Gmail copy of your emails. We recommend Keep Gmail's copy in the Inbox.
12. At the bottom of the page, click **Save Changes.**

Google Meet

For most of our videoconferencing, we use Google Meet. We try to use consistent links for board meetings and other regular events, and those links can be found on the church calendar, along with in the Communicator and in Weekend Update emails.

Any Meet created by a middletonucc.org user can be opened by any other middletonucc.org user. Anyone outside our domain will need to be admitted to the “room”.

There are certain features that can only be used by the host (polls, breakout rooms, etc). If you anticipate needing these features for a meeting, be sure to test them in advance. It might be necessary for you to set up a new meeting code to have access to those advanced features. Google Meet also does not currently support co-hosts, so the advanced features are not available to be started by other users unless you switch the host role to someone else.

Change the host or owner of a Google meeting?

1. Select the event in your calendar to view the event details.
2. Click the ellipse menu and select **Change owner**.
3. Type the name or email of the new owner. Click their name to select them.
4. Click the **Change owner** link to send the invitation to accept ownership.

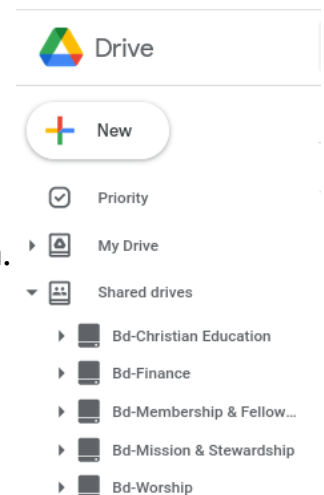
NEW! Zoom

The church currently has Zoom licenses for the pastor, the moderator, and the office manager. Please contact the office if you need to host a meeting using one of these accounts.

Google Drive

Each middletonucc.org account includes a Google Drive (cloud storage drive). Files uploaded to a Google Drive can easily be shared. (It’s one of the easiest ways to share large files.)

Each board also has a shared Google Drive to allow for easy collaboration. To find yours, go to drive.google.com and click on Shared Drives on the left side.



Google Groups

Each mailing list is set up as a Google Group, so in addition to receiving e-mails, you can see all e-mail threads for a particular Group at groups.google.com. If you’d like a Group set up for a subcommittee or other group, contact Anne.

Most Google Groups include the pastor, the office manager, the moderator, and the moderator elect in addition to the members of the board and any staff members and officers who support that group.

Confidential groups (Pastoral Relations) only include the members of the committee.

Click on My groups (on the left) and you can see all lists you're a part of. (For example, you may be on a board, on the council, and in the choir). If you prefer to get fewer e-mails, you can set your subscription settings for each list:

Abridged email means you'll receive one email daily, containing a summary of that day's messages. **Digest** email means you'll receive a single email bundling up to 25 full messages or a full day's activity, whichever happens first. **Each Email** means you'll receive each and every message as it arrives, as a separate email in your personal inbox. And **No Email** means that you won't get any emails, and will need to regularly check for updates on groups.google.com or the Google Groups app in either the Google Play Store on an Android phone or the Apple App Store on an iOS device to make sure you don't miss any communications.

Phone Integration

If you'd like to be able to check your middletonucc.org email from your phone, there are ways to set it up that still allow you to keep it separate from your personal email.

The administrator (Anne) needs to approve any device that connects to our Google Workspace. Let her know if you've submitted a request, and it can be approved quickly.

In this image, you can see that I'm able to keep personal apps and work apps separate, and the work version of each icon includes a small briefcase icon.

If you would like to see the iPhone equivalent, contact the office.

Android:

[Instructions for adding your account and setting up a work profile.](#)

iOS:

[Instructions for setting up Google Workspace on iOS.](#)

Note: This doesn't separate the work apps from personal apps the same way that Android can.

