

Google Hints and Tips

How to Change Your Password

1. Go to the **Gear** on the right-hand side of the program and click on it.
2. Click on **All Settings**
3. Go to **Accounts and Import**
4. Look for Change Account Settings (should be listed first)
5. Select **Change Password** and follow the prompts. You will be asked to sign in again to verify that you are the account owner.

To Set Up A Signature

1. Go to the **Gear** on the right-hand side of the program and click on it.
- 2.
3. Select **General** and scroll down the page until you reach **Signature**
4. Select **Create New**.
5. You will be asked to give a name for the signature.
6. Enter the Name and click on **Create**.
7. Now create your signature.
8. When finished be sure to scroll to the bottom and click on **Save Changes**.

How To Turn Off Conversation View

You may want to view each message separately as it arrives. To do this you need to turn off Conversation View.

1. Go to the **Gear** on the right-hand side of the program and click on it.
2. Click on **All Settings**.
3. Select General.
4. Scroll down to **Conversation View** and click the button **Turn Conversation View Off**.
5. Remember to scroll to the bottom of the page and click on **Save Changes**

How To Create A Folder in My Drive

1. If you are in your Gmail, click on the **nine dots** in the upper right hand corner and select **Drive**.
2. When you are in **My Drive**, click on **New** and Select **Folder**
3. In the box that appears enter the name of the folder and click on **Create**.

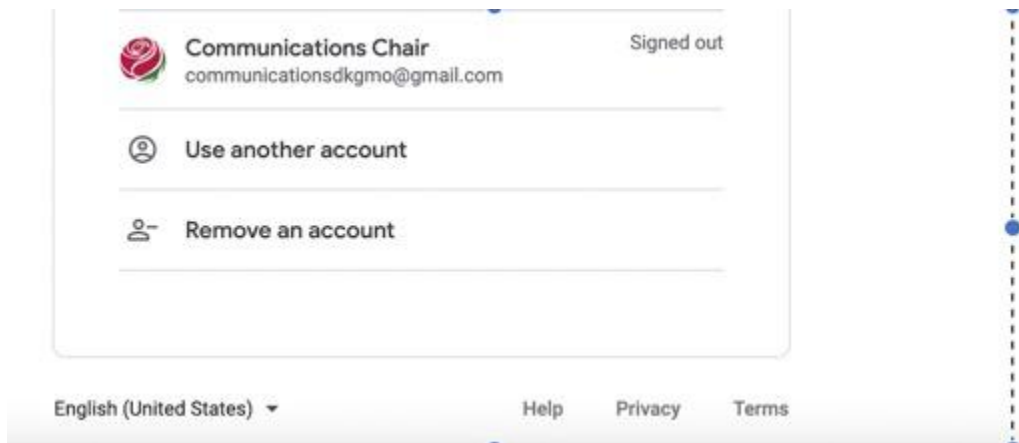
How To Access Your Gmail

1. Enter gmail.com in the address bar of your browser

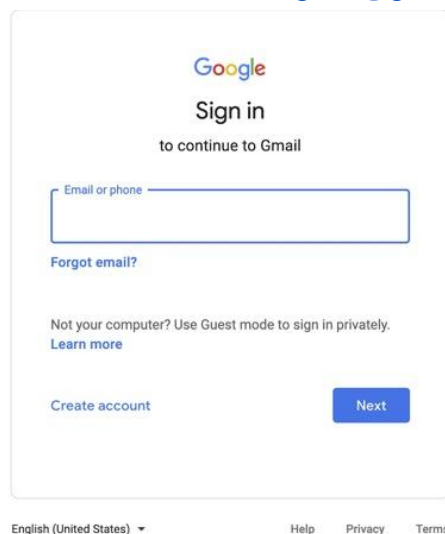
2. Click where it says Sign In (should be in the upper left hand corner)
3. Enter your email address in the box where it asks for it. It should be something like committeenamedkgmo@gmail.com. Press enter.
4. In the box asking for the password type in the password you were given by the president.
5. Now you should be in the email program.

How To Access Your Gmail for DKG When You Already Use Gmail

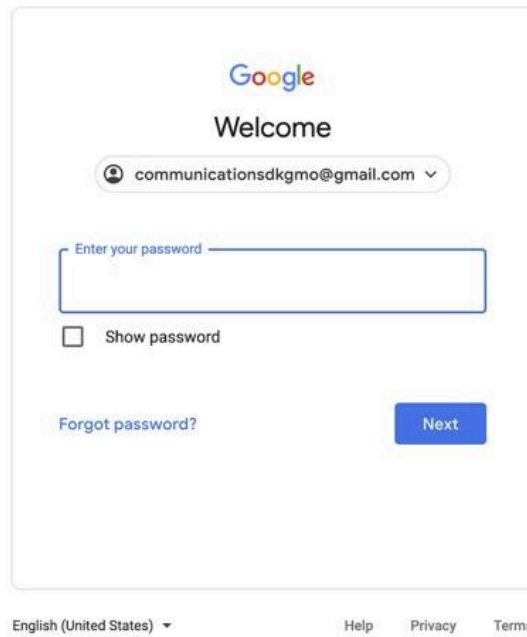
1. If you already use a Gmail Address go to your email sign in page. Do not sign into the account you already use.
2. Click on Use another account.



3. Enter your email address in the box where it asks for it. It should be something like committeenamedkgmo@gmail.com. Press enter.



4. In the box asking for the password type in the password you were given by the president.



The image shows a Google account sign-in interface. At the top is the Google logo. Below it is the word "Welcome". A dropdown menu shows the email address "communicationsdkgmo@gmail.com" with a small downward arrow. Below this is a password input field with the placeholder text "Enter your password". To the right of the input field is a small eye icon. Below the input field is a checkbox labeled "Show password". To the left of the "Next" button is a link that says "Forgot password?". The "Next" button is blue with white text. At the bottom of the page, there is a language selector "English (United States)" with a downward arrow, and links for "Help", "Privacy", and "Terms".

Google

Welcome

communicationsdkgmo@gmail.com ▼

Enter your password

☐ Show password

[Forgot password?](#) [Next](#)

English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

5. Now you should be in the email program.