

Getting Ready for Google Apps

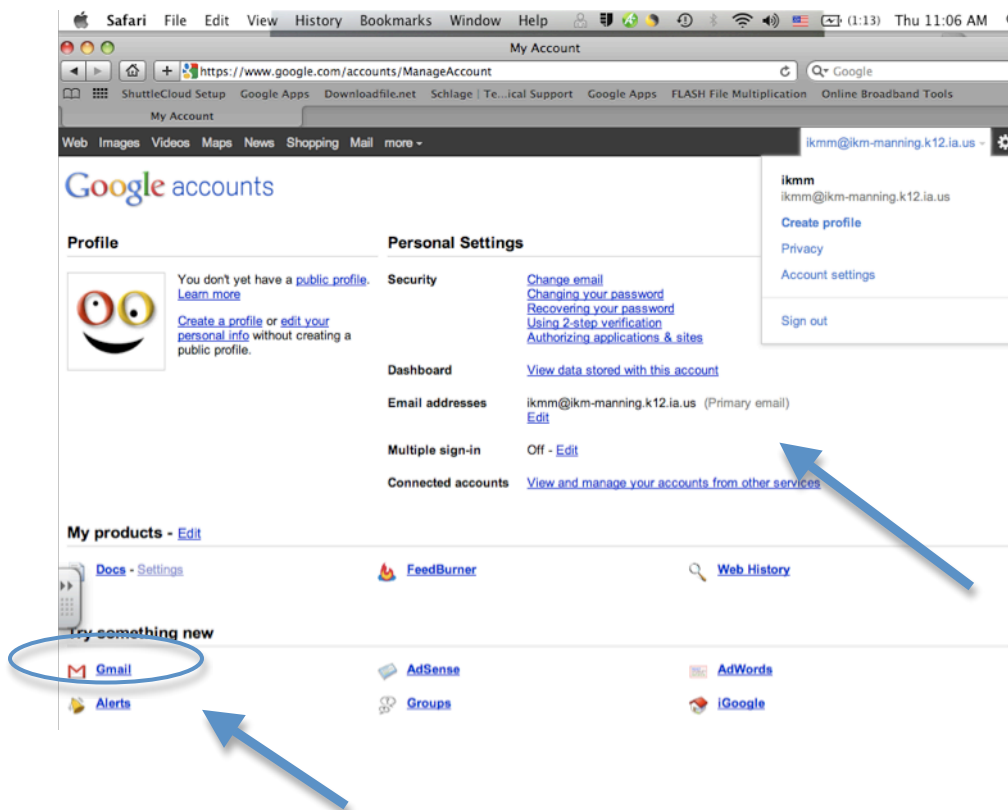
IKM-Manning CSD ©Luann Langel — llangel@ikm-manning.k12.ia.us

You cannot have 2 accounts in Google that use the same email address to log in. This is why we need to change your current Google account login name before I can set you up in our Google Apps Domain of (ikm-manning.k12.ia.us) By doing this you can keep your files that you've already created/shared and transfer/share them to the new account that I will create for you.

Step 1: Change your login email to your Google Account by adding a new gmail account.

NOTE: If you already have a gmail account associated with your ikm-manning.k12.ia.us google account, you won't need to set up a new gmail account. Then you need to make the gmail account your primary email rather than the ikm-manning.k12.ia.us address.

1A. Sign in to your google docs account. ie: ikmm@ikm-manning.k12.ia.us
<http://docs.google.com>

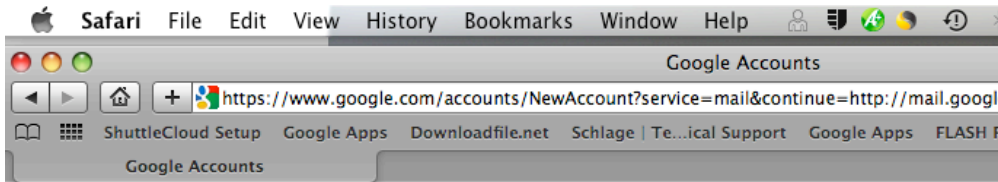


Primary address must be different than our domain of ikm-manning.k12.ia.us

This screen is available under Account settings.

1B. Click on Gmail under account settings to set up an account or click on mail tab at the top of your window.

1C. Fill out the Welcome to Gmail screen.



Welcome to Gmail

You're currently signed in to your **ikmm@ikm-manning.k12.ia.us** Google Account.

If you complete this form, you'll be adding Gmail to this account, and your Gmail address will become your primary email address.

If you would prefer, you can create a [separate Google Account for Gmail](#). You'll be logged out of ikmm@ikm-manning.k12.ia.us account.

| | |
|---------------------|---|
| First name: | <input type="text" value="IKM"/> |
| Last name: | <input type="text" value="Manning"/> |
| Desired Login Name: | <input type="text" value="ikmmanning"/> @gmail.com Examples: JSmith, John.Smith |
| | <input type="button" value="check availability!"/> |
| | ikmmanning is available |
| Current password: | <input type="password" value="....."/> |
| Security question: | <input type="text" value="What was the name of your first teacher?"/> <input type="button" value="v"/> If you forget your password we will ask for the answer to your security question. Learn More |
| Answer: | <input type="text" value="Detlefs"/> |
| Recovery email: | <input type="text" value="ikmm@ikm-manning.k12.ia.us"/> This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. Learn More |
| | <input type="button" value="Continue"/> |

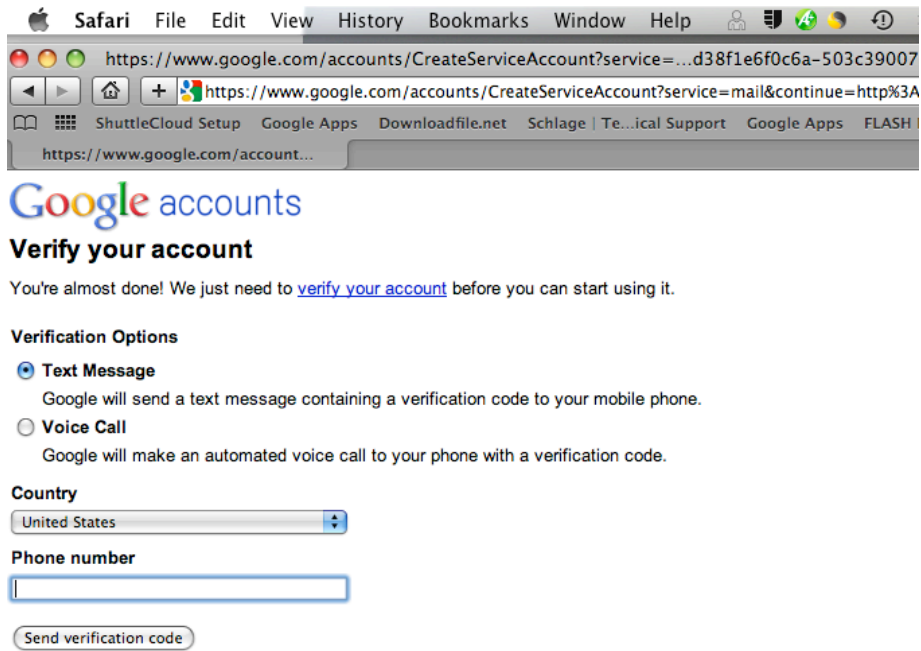
**Be sure to check availability of your login name. I suggest using first name . last name with no spaces.

1D. Write down your login name and password used

1E. Press Continue

1F. Verify your account.

Select Country — Type in Phone Number — Click send verification code



Safari File Edit View History Bookmarks Window Help

https://www.google.com/accounts/CreateServiceAccount?service=...d38f1e6f0c6a-503c39007

https://www.google.com/accounts/CreateServiceAccount?service=mail&continue=http%3A

ShuttleCloud Setup Google Apps Downloadfile.net Schlage | Te...ical Support Google Apps FLASH

https://www.google.com/account...

Google accounts

Verify your account

You're almost done! We just need to [verify your account](#) before you can start using it.

Verification Options

Text Message
Google will send a text message containing a verification code to your mobile phone.

Voice Call
Google will make an automated voice call to your phone with a verification code.

Country

United States

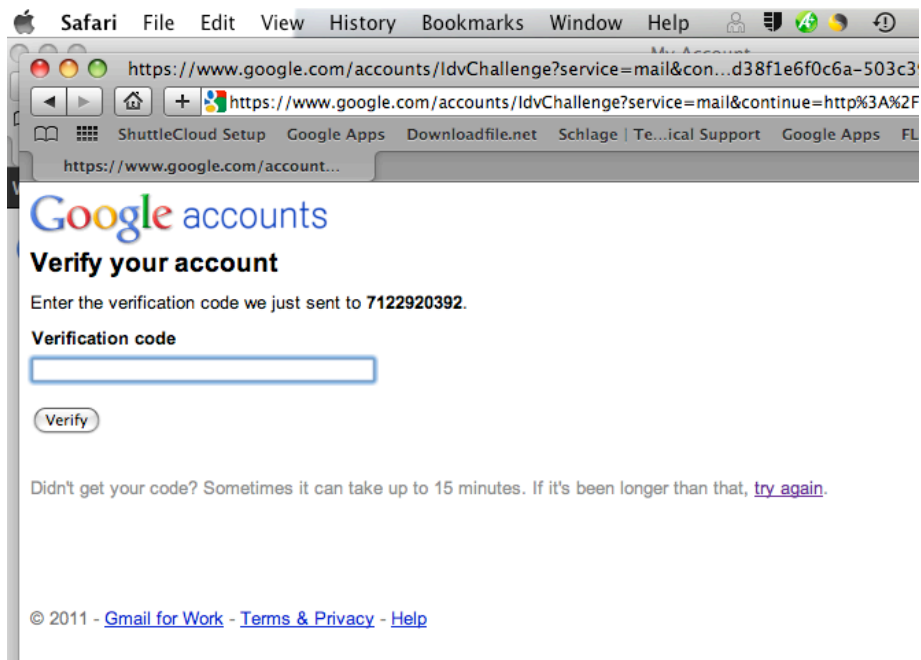
Phone number

Send verification code

Important: Google will never share your number with other companies or use it for marketing purposes.



1G. Type in code received by text and click verify.



Safari File Edit View History Bookmarks Window Help

https://www.google.com/accounts/IdvChallenge?service=mail&con...d38f1e6f0c6a-503c3

https://www.google.com/accounts/IdvChallenge?service=mail&continue=http%3A%2F

ShuttleCloud Setup Google Apps Downloadfile.net Schlage | Te...ical Support Google Apps FL

https://www.google.com/account...

Google accounts

Verify your account

Enter the verification code we just sent to **7122920392**.

Verification code

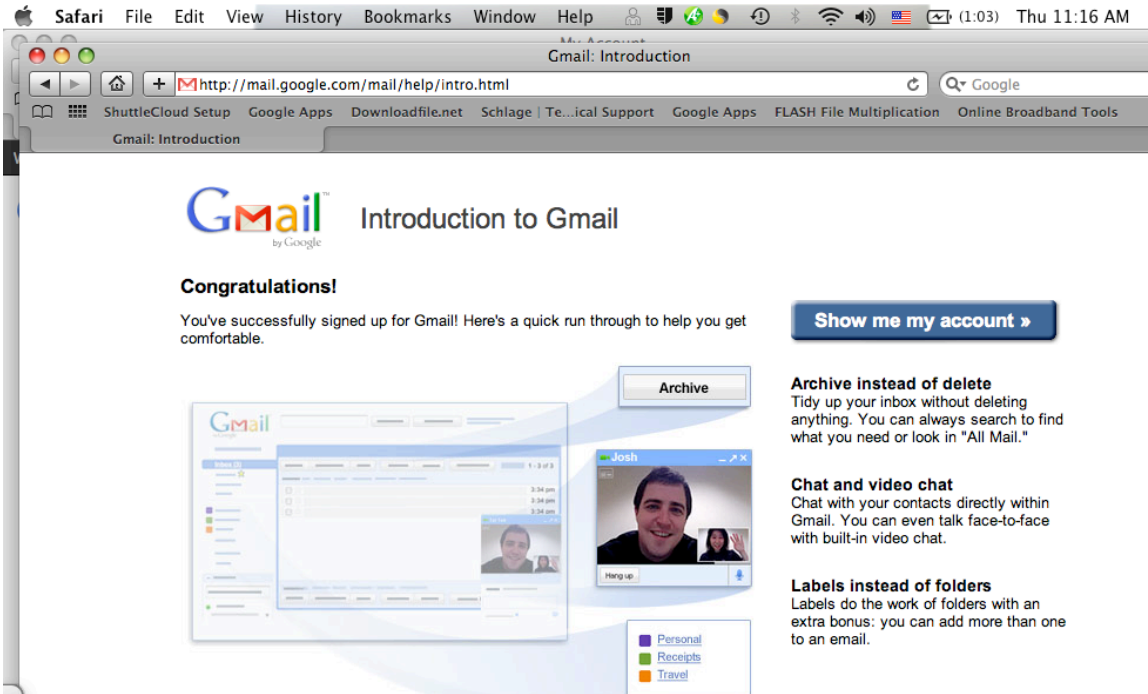
7122920392

Verify

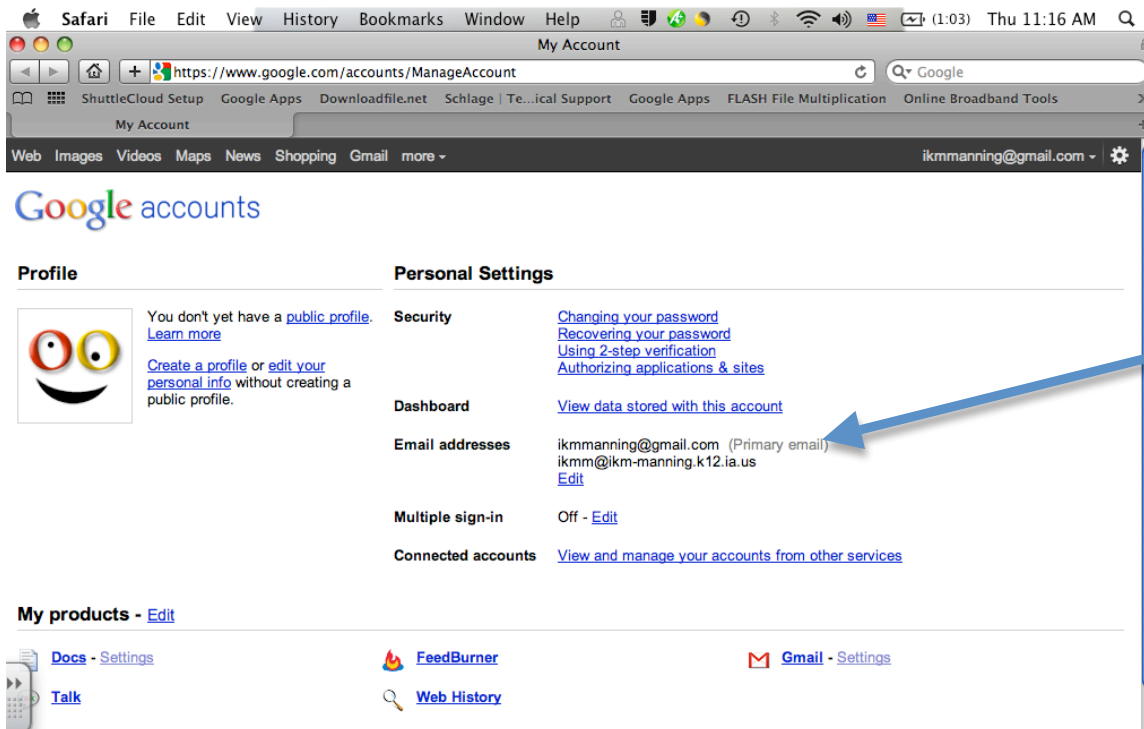
Didn't get your code? Sometimes it can take up to 15 minutes. If it's been longer than that, [try again](#).

© 2011 - [Gmail for Work](#) - [Terms & Privacy](#) - [Help](#)

1H. Congratulations you have set up a Gmail account. Click Show Me My Account

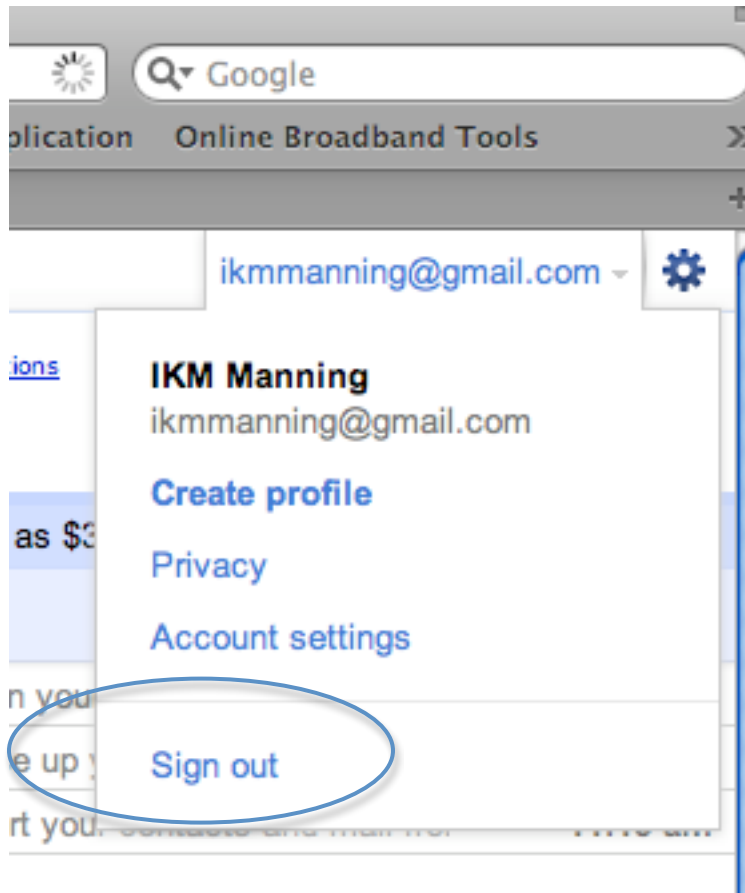


1I. Verify that the newly created account is now your primary account.



Primary Account should now be a gmail account.

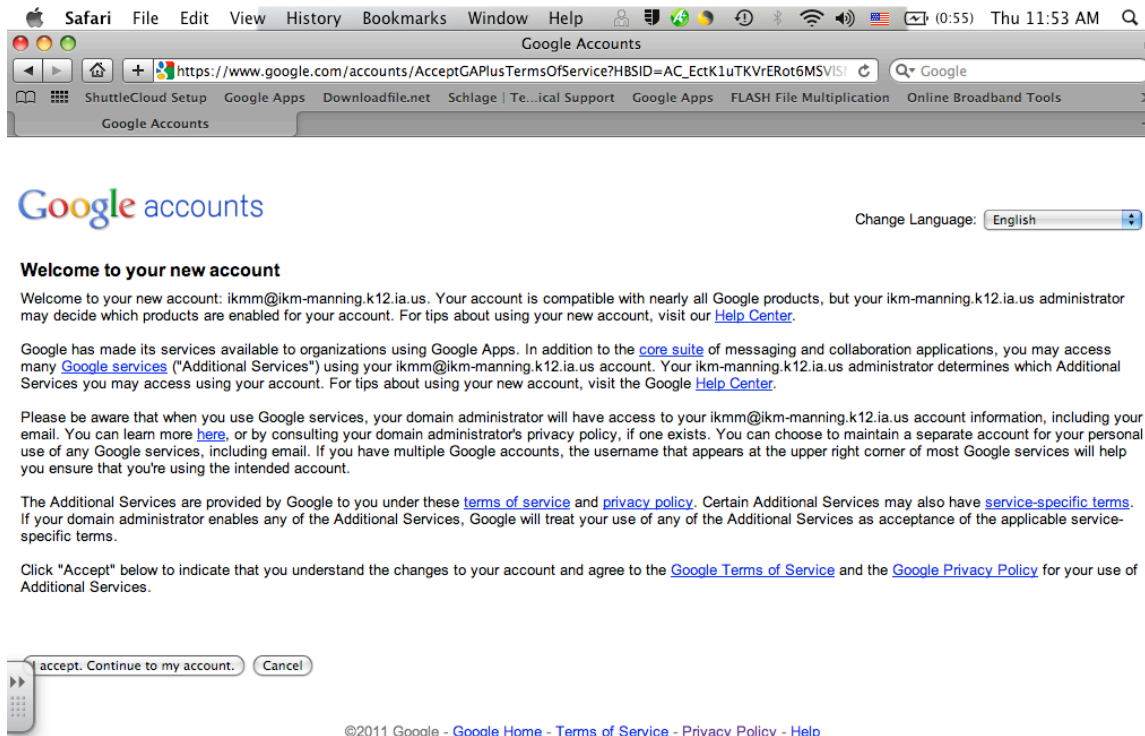
1J. Sign out of you Google Account.



STEP 2: Luann adds your name to the Google Apps Account. She will attempt to use the same password that you use for WebMail and/or Entourage.

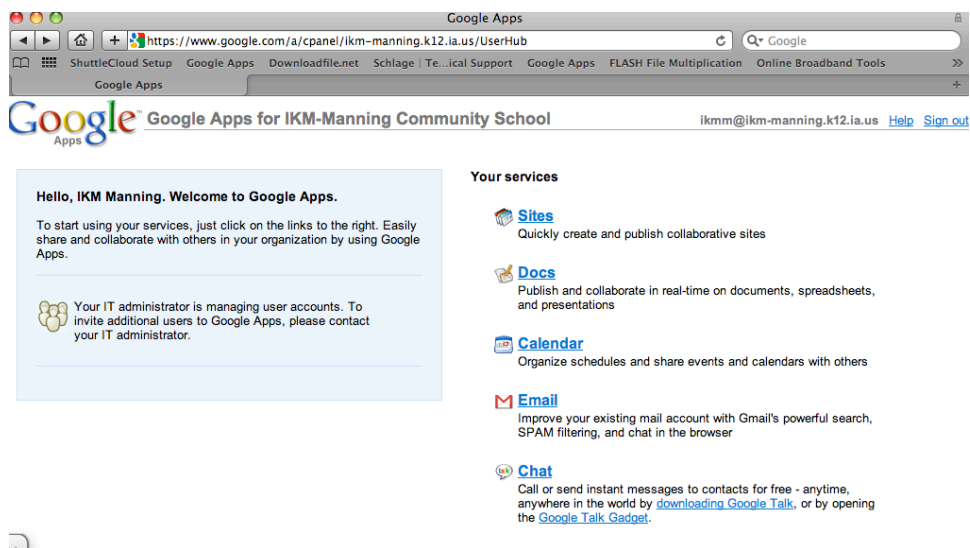
STEP 3: Sign in to the NEW ikm-manning Google Apps Domain account at <http://docs.google.com/a/ikm-manning.k12.ia.us>

*****WHEN** you log in you only need to type your login name. You can avoid typing the @ikm-manning.k12.ia.us that is already set



3a. Click on Accept Continue to my account

3b. Should see Services

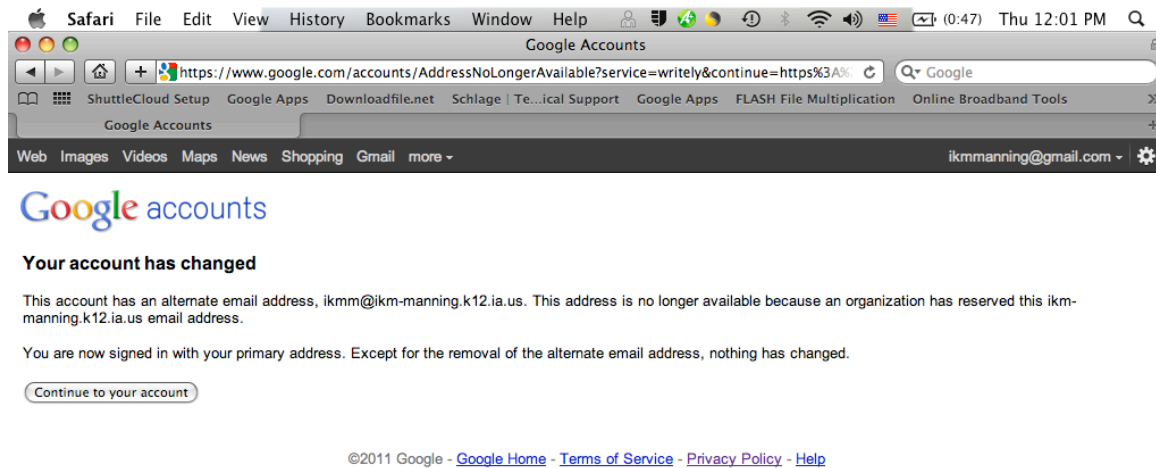


This is a new account so there are no files located here at the moment.

If you click on Docs – You will see nothing.

3c. Sign out of your NEW account. (Top right hand corner)

STEP 4: Check that your files still appear in your previous Gmail Account using the newly created gmail account that you entered.



4a. You will see a note that your account has changed because I have added you to Google Apps Domain.

--Click on continue

4B. Verify that you still see your files in your docs.

4c. Sign out

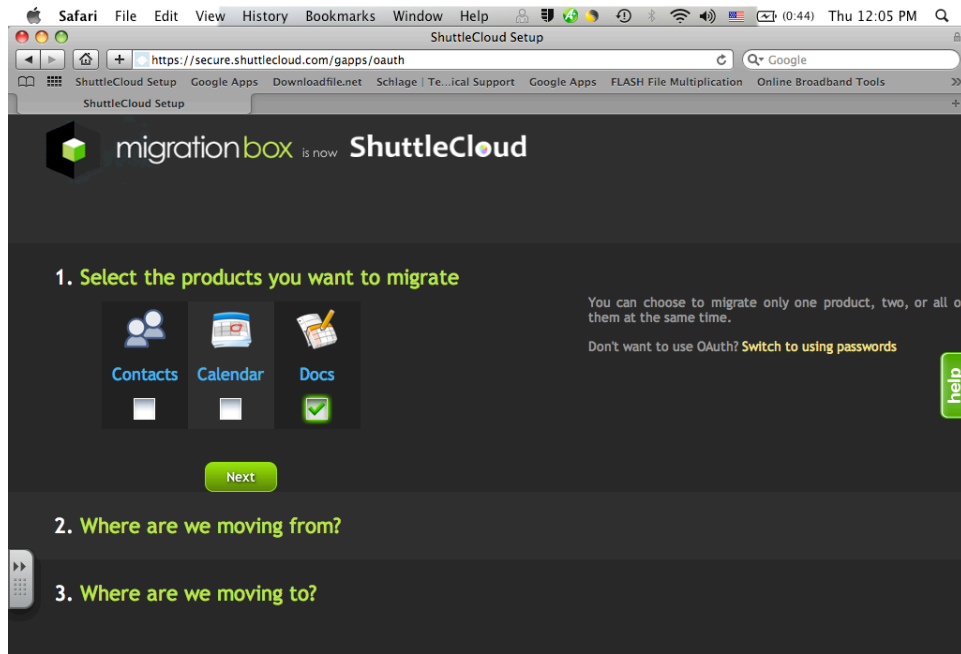
STEP 5: Moving files from your Gmail account to your new Google Apps IKM-Manning Domain account.

This will only move your docs that **you** have created/own. It will not move your docs that others have shared with you.

5a. Go to Shuttle Cloud Website

<https://secure.shuttlecloud.com/gapps/oauth>

If you get a message stating that it is not a secure site, ignore and continue.

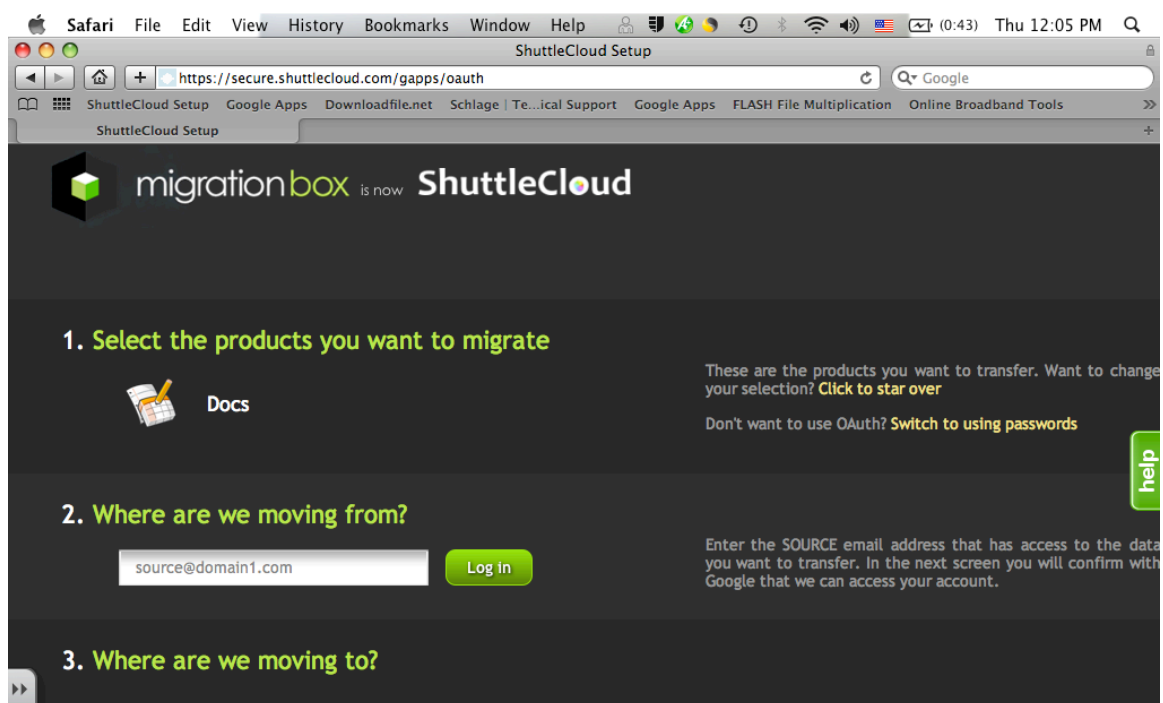


5b. Check box under Docs

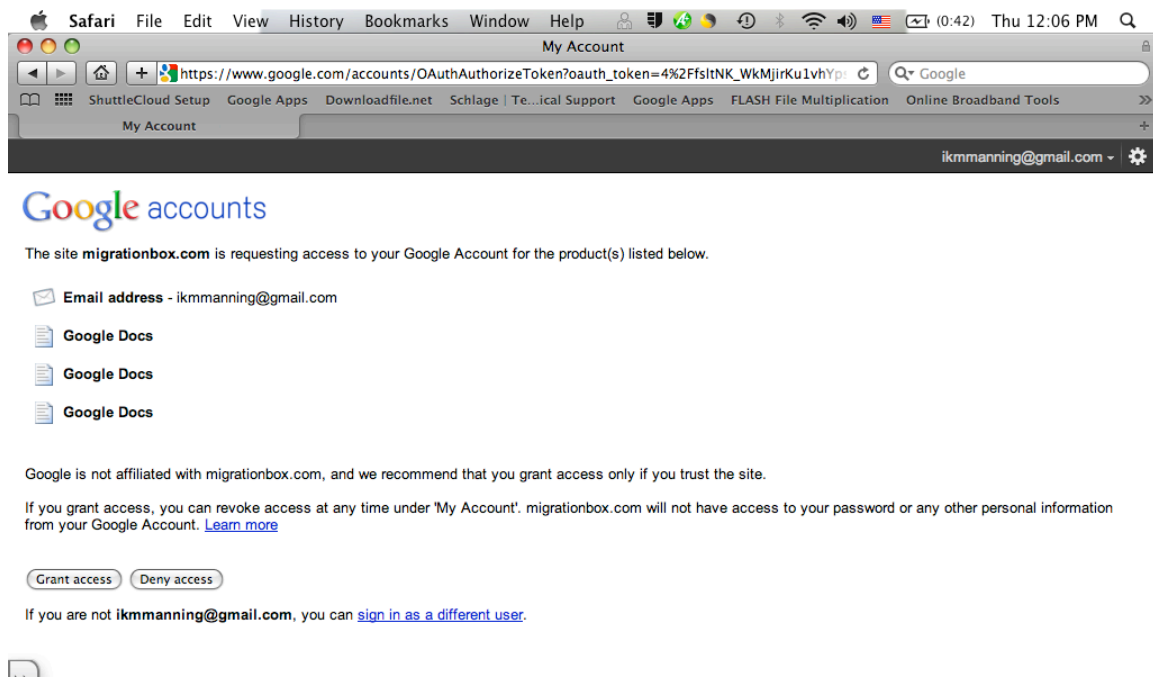
Click Green Next Button

5c. Type in addresses we are moving docs from. This is your newly created gmail account for your original google account.

5d. Click on Log In



5e. Type in your gmail account and sign in. Now it will ask you to grant permission. Click Grant Access

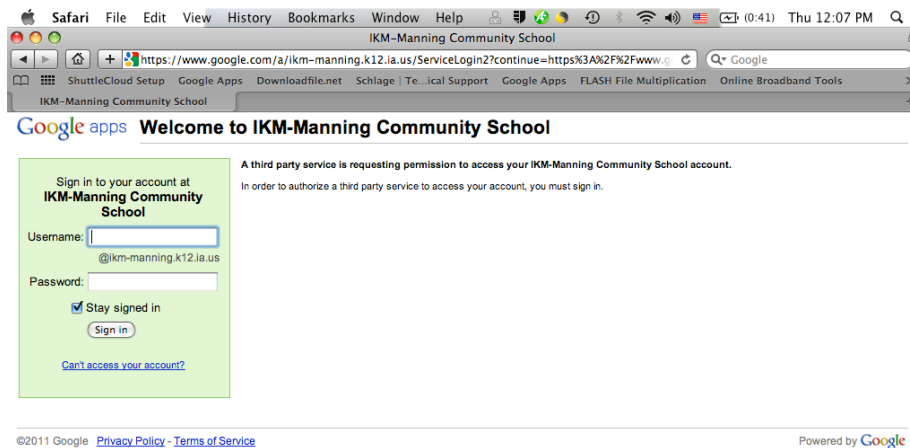


5f. Now on Shuttle Cloud window type in new Google Apps IKM-Manning Domain address for where we are moving files to. Click on Login

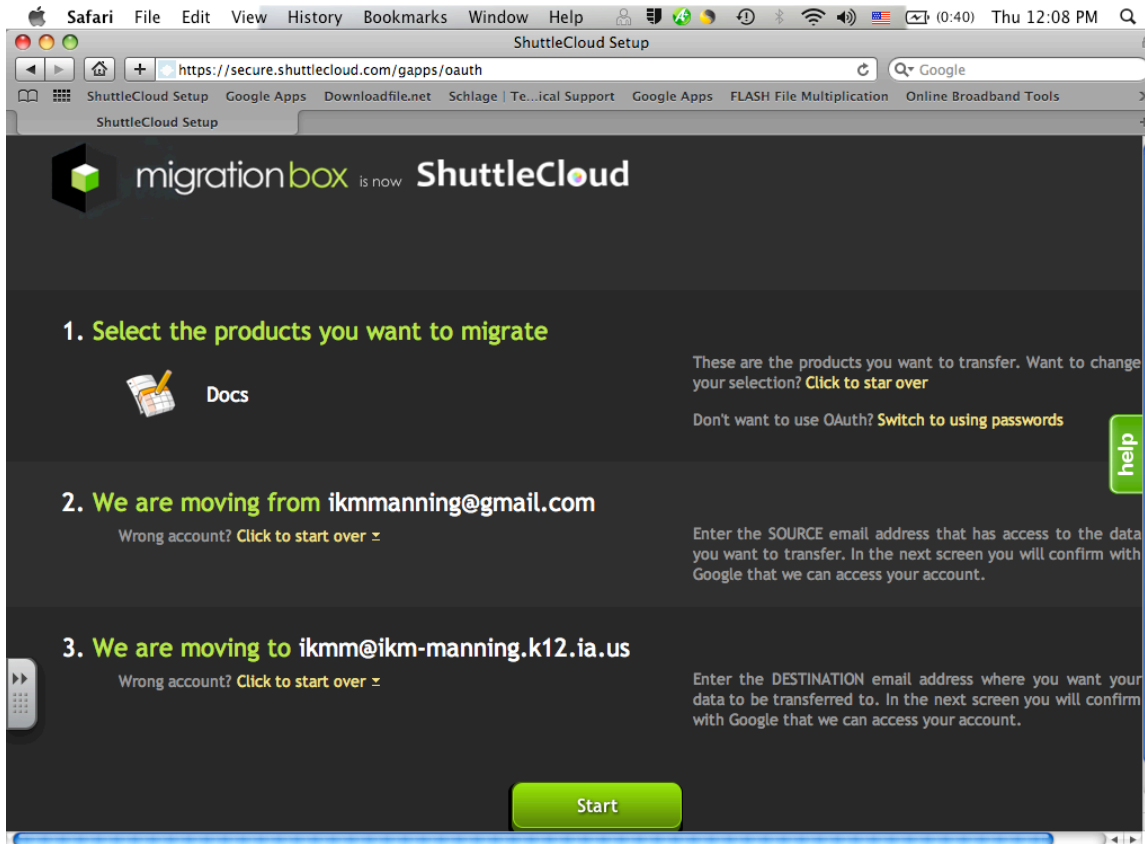
5g. Sign in to your Google App IKM-Manning domain account.
<http://docs.google.com/a/ikm-manning.k12.ia.us>

*It may give message that you are signed in with your Gmail account. Go ahead and tell it to switch users.

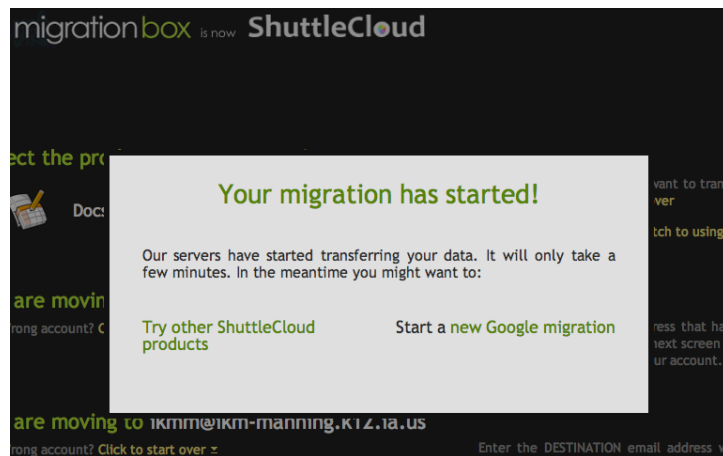
° Grant Access.



5h. On Shuttle Cloud Page Click **START**



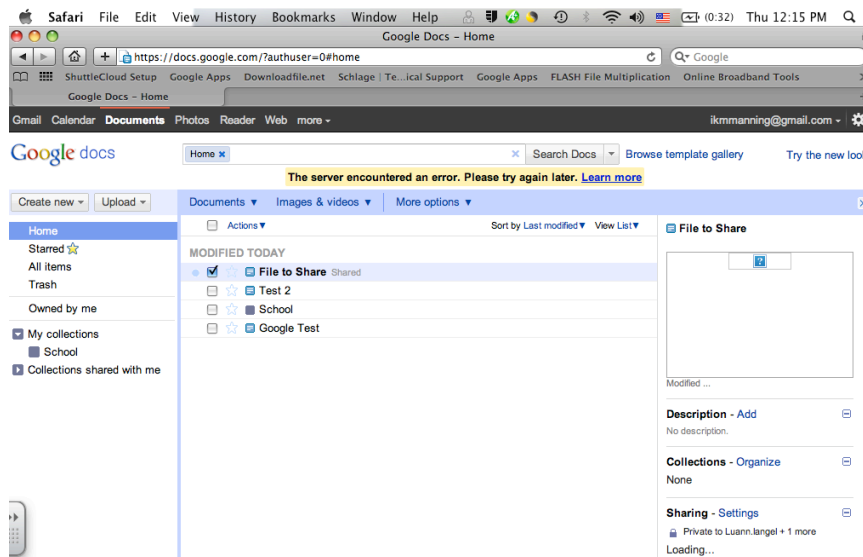
5I. Now a window telling you that your migration has started should come on your screen.



STEP 6: Moving shared files over to new Google Apps IKM-Manning domain account.

6a. Open up your old Google Account using your Gmail account.
<http://docs.google.com>

6b. Select each of your shared files in the checkbox to the right. NOTE: Some PDFs don't like to be shared for some reason. So if you have any PDFs you may need to ask the original sender to share again. **Also avoid Website Review**



6c. Go to Sharing Settings on right side and give permission by adding **YOUR** new Google Apps IKM-Manning domain account.

6d. Click on Share & Save

6e. SIGN OUT of your “old” google account.

6f. Sign in with your “new” Google Apps IKM-Manning domain account and you should see all of your files now.

STEP 7: CELEBRATE! DO THE HAPPY DANCE! 😊

We have completed the first step to going Google.

