# Getting Ready for Google Apps IKM-Manning CSD ©Luann Langel — <u>llangel@ikm-manning.k12.ia.us</u>

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 ikmmanning.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 <a href="http://docs.google.com">http://docs.google.com</a>



**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 a

If you would prefer, you can create a separate Google Account for Gmail. You'll be logged out of ikmm@ikm-manning account.

First name:	
Filst hame.	IKM
Last name:	Manning
Desired Login Name:	ikmmanning @gmail.com
	Examples: JSmith, John.Smith
	check availability!
	ikmmanning is available
Current password:	•••••
Security question:	What was the name of your first teacher?
	If you forget your password we will ask for the answer to your security question. <u>Learn More</u>
Manswer:	Detlefs
Recovery email:	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. <u>Learn More</u>
	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





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



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



11. Verify that the newly created account is now your primary 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 <a href="http://docs.google.com/a/ikm-manning.k12.ia.us">http://docs.google.com/a/ikm-manning.k12.ia.us</a>

\*\*\*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

Ś	Safa	i File	Edit	View	History	Bookmark	s Window	Help	a IJ	و 🚯	Ð	*	<u> </u>		(0:55)	Thu 11:53 AM	Q
0	0						G	oogle Acco	unts								
		+	https:	//www.go	ogle.com/	accounts/Acc	eptGAPlusTerr	nsOfService	HBSID=	AC_EctK	1uTKV	rERote	5MSVISI	Ċ	<b>Q▼</b> Google		
ш <b>:</b>	Sh	ttleCloud	l Setup	Google A	pps Dow	nloadfile.net	Schlage   Te.	.ical Suppor	t Goog	le Apps	FLAS	H File	Multiplic	ation	Online Broa	adband Tools	2
		Google Ad	counts		5												

# Google accounts

Change Language: English

#### Welcome to your new account

Welcome to your new account: ikmm@ikm-manning.k12.ia.us. Your account is compatible with nearly all Google products, but your ikm-manning.k12.ia.us administrator may decide which products are enabled for your account. For tips about using your new account, visit our <u>Help Center</u>.

Google has made its services available to organizations using Google Apps. In addition to the core suite of messaging and collaboration applications, you may access many Google services ("Additional Services") using your ikmm@ikm-manning.k12.ia.us account. Your ikm-manning.k12.ia.us administrator determines which Additional Services you may access using your account. For tips about using your new account, visit the Google Help Center.

Please be aware that when you use Google services, your domain administrator will have access to your ikmm@ikm-manning.k12.ia.us account information, including your email. You can learn more here, or by consulting your domain administrator's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, the username that appears at the upper right corner of most Google services will help you ensure that you're using the intended account.

The Additional Services are provided by Google to you under these terms of service and privacy policy. Certain Additional Services may also have service-specific terms. If your domain administrator enables any of the Additional Services, Google will treat your use of any of the Additional Services as acceptance of the applicable servicespecific terms.

Click "Accept" below to indicate that you understand the changes to your account and agree to the Google Terms of Service and the Google Privacy Policy for your use of Additional Services.



©2011 Google - Google Home - Terms of Service - Privacy Policy - Help

### 3a. Click on Accept Continue to my account

### 3b. Should see Services



**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 wil 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.

	Safari	File Edit	View Histo	ry Bookma	rks Window	Help 🔒	I 🛛 🐼	) 🌖 🕕	* 🤅	۹) 📕	<b>~</b> (0:44)	Thu 12:05 PM	Q	
0	00				Sh	uttleCloud Set	tup						A	
•	▶ 🗳	+ https:	//secure.shuttled	loud.com/gap	ps/oauth					¢	Q- Google			
m	Shut	tleCloud Setup	Google Apps	Downloadfile.ne	t Schlage   Te.	ical Support	Google A	pps FLAS	H File Mult	tiplication	Online Bro	adband Tools	>>>	
	Shi	uttleCloud Setup											+	
	¢	migro	ation bo	🗙 is now	Shuttle	Cl●ud								<b>5b.</b> Check box
	1. Se	elect the j	products y	vou want	to migrat	:e		You con	chaoso (	to miam	to only on	a product two c	vr all of	under Docs
		Contacts	Calendar	Market Second Se				them at	the same	e time.	Switch to us	sing passwords		Click
													Le le	Green
			Next	)										Next Button
	2. W	here are	we movin	g from?										
	3. W	here are	we movin	g to?										

**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. <u>http://docs.google.com/a/ikm-manning.k12.ia.us</u>

\*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. <u>http://docs.google.com</u>

**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** 

📹 <b>Safari</b> File Edit V	/iew History Bookmarks Wi	ndowHelp 🔒 💵 🀼	s 🕂 🕴 🖇	🞬 💽 (0:32) Thu 12:15 PM	I Q
0 0		Google Docs - Home			8
Https://d	locs.google.com/?authuser=0#home		d	Cor Google	
🕮 🎹 ShuttleCloud Setup Go	oogle Apps Downloadfile.net Schla	ge   Teical Support Google Ap	pps FLASH File Multiplica	tion Online Broadband Tools	>>
Google Docs - Home					+
Gmail Calendar Documents F	Photos Reader Web more -			ikmmanning@gmail.co	m - 🗱
Google docs	Home ×	×	Search Docs * Brown	se template gallery Try the	new look
U U	The server enc	ountered an error. Please try a	igain later. <u>Learn more</u>		
Create new - Upload -	Documents v Images & videos	More options V			»
Home	Actions V	Sort by	Last modified ▼ View List▼	File to Share	
Starred 🚖	MODIFIED TODAY				
All items	• 🗹 🚖 🖬 File to Share Shared			2	
Trash	📃 🏫 🗐 Test 2				
Owned by me	📃 🎲 🔳 School				
My collections	📃 🏫 🗐 Google Test				
School					
Collections shared with me					
				Modified	
				Description - Add	
				No description.	
				Collections - Organize	Θ
				None	
				Sharing - Settings	Θ
				Private to Luann.langel + 1 more	
				Loading	

**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.

Nho	b has access
	Private - Only the people listed below can access Change
2	IKM Manning (you) ikmm@ikm-manning.k12.i Can edit - ×
2	lucraiglangel@gmail.com lucraiglangel@gmail Is owner
2	ikmm@ikm-manning.k12.ia.us ikmm@ikm-ma Can edit 👻 🗙
Ac	dd people: <u>Choose from contacts</u> Can edit ▼
•	Share & save Cancel Cancel Send a copy to myself