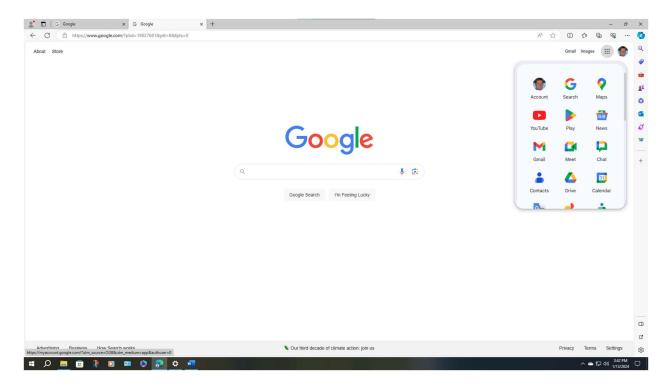
Member information – **Google Group** and **Google Drive**:

Google applications

You probably already know that Google offers its users many useful applications ("apps"). These apps become available to you by setting up your own (free) Google account. You'll see these apps when you log into your Google account or launch www.google.com in any web browser.



Google Group

Members of Long Level Beemers will be added to its Google Group longlevelbeemers@googlegroups.com which provides a single virtual email address that reaches everyone in the group. Being in the group also provides access to the club's Google Drive where all "members only" club documents and postings are saved.

New members will receive an email when they have been added to the Google Group.

The quick link to your groups is https://groups.google.com/

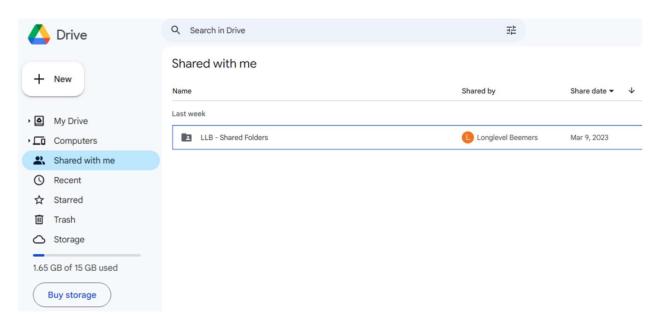
Google Drive

Google Drive is one of the apps that Google provides. If you already have a Google account and use Gmail you'll see the club's Google Drive show up where your personal drive is... just click on the "Shared With Me" area (see the screenshot below). Please note that you will not be able to access Google Drive if you don't have a Google account.

If you don't want to use Gmail (you have email through another service such as Yahoo) you can create a non-Gmail Google account here – https://accounts.google.com/signupwithoutgmail

The quick link to your Google account is https://myaccount.google.com/

The quick link to Google Drive is https://drive.google.com/



Important note: You can view, edit, download, and upload files, and you can create new sub-folders which will be automatically shared with other LLB members. Please DO NOT MOVE shared files or folders into your private ("My Drive") area. If you do this, the file or folder will be removed from the shared area and others will lose access to it. You will likely see a warning before the move takes effect. This notification helps reduce the risk of a user accidentally moving files and removing access from other users. Don't do it!

Alternatively, if you want to see the shared folders or files in your private ("My Drive") area, create short cuts to the shared folders or files.

Web and Social Media Sites

The club maintains its website <u>www.longlevelbeemers.com</u> as its primary method of member and public engagement. The club also maintains a Facebook group for those who want to use that tool.

Facebook Group...

https://www.facebook.com/groups/433462743375985



Long Level Beemers

O Public group · 47 members



