Google Account Information

## Welcome to Marietta City Schools!

All Marietta City Schools (MCS) Employees and students are provided a Google account.

- Accounts are formatted as "*username*@marietta-schools.net"
- Your Google account password synchronizes with your network/email password. When you change your network/email account password, that password will become your new Google password.
- MCS Google email accounts can only send emails to other MCS Google accounts. MCS Google accounts are prohibited from sending emails outside of MCS.
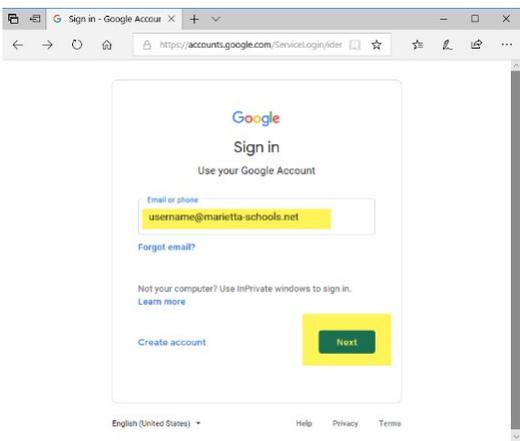- Google account logins are used to access various MCS applications for both students, teachers and staff.

Getting Started:

Go to **www.google.com** | Go to the main Google home page.
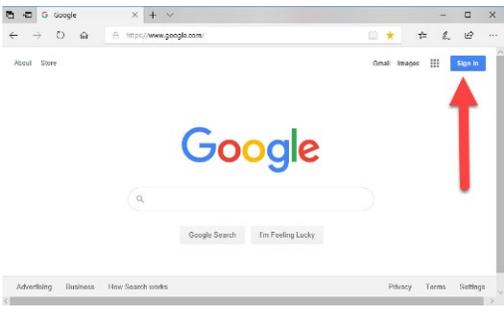
Click on the **Sign in** button in the upper right corner of the window.
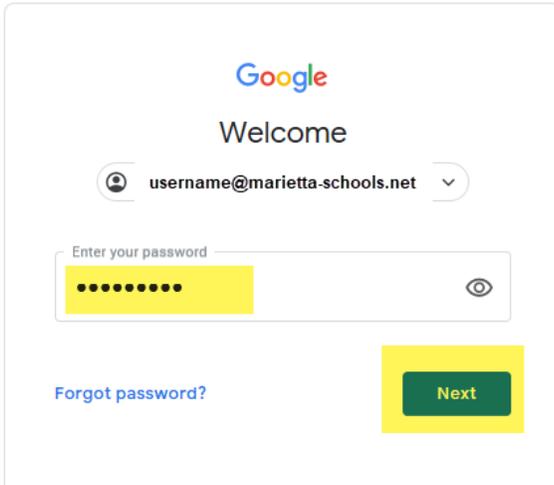

Enter your Google email address and click **Next**.

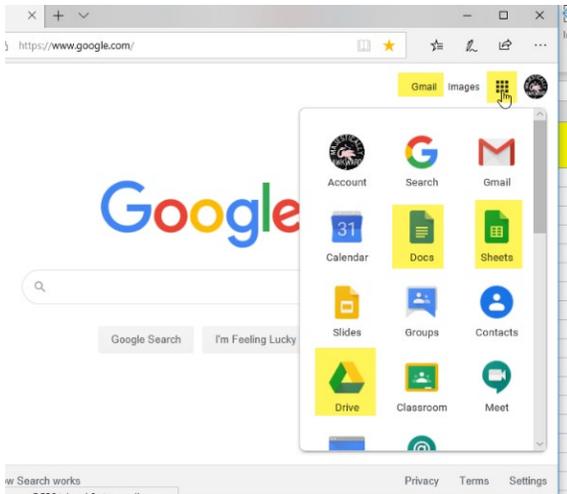Format: *username*@marietta-schools.net

Enter your Google password and click **Next**.

Note: the password entered here should be the same password as your MCS email account/computer login. For first time users, your Google password may be "newgoogle".

Accessing Google Applications.

Gmail is accessible from the Gmail button in the upper right of window.

Google Drive and other google apps can be opened by clicking on the waffle icon in the upper right of window.

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Sharing Files with Google Drive

There are two ways to share files with other users using Google Drive. You may share it directly with a specific user or users, or you may use a "Shared Drive". There are many similarities when sharing files with either method, but depending on the use, one may be a better option than the other.

Method 1: Shared Drives

Shared Drives are folders within Google Drive that are shared with groups of users. No one user truly owns the files. When a user leaves the district or changes departments, the files stay in the Shared Drive and are available to all the Shared Drive users. Files that are shared within departments or are used frequently should be saved to Shared Drives.

Some Shared Drives are pre-created. For example, each school has a drive for staff to shared files. You may create shared drives and give access to other users as well.
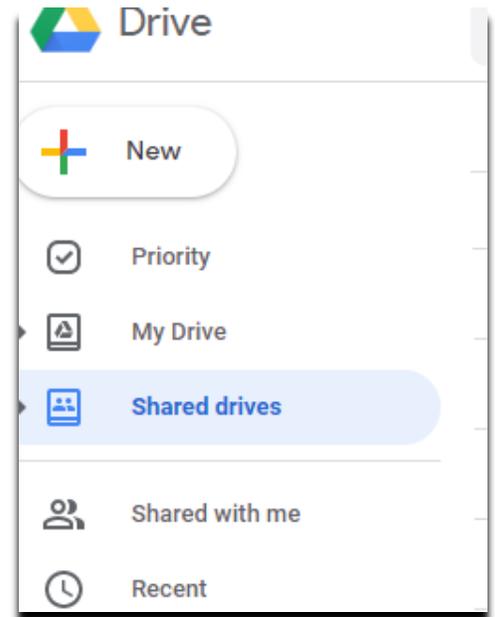
Method 2: Sharing Files Directly

You can also share file(s) by sharing the file(s) with other users directly. This can be accomplished by right clicking on a Google Drive file and clicking "Share". When you share a file using this method, users will find it in the "Shared with me" section of Google Drive. Files shared using this method are still owned by whoever created the file. If a user leaves the district, any files shared directly will no longer be available. This method works best for quick collaboration with a small number of other users.

Files that will need to be used long term and\or with many users should not be shared with this method.