SHELTER CLUSTER TRAINING
AUGUST 2014, HARGEYSA

DAY 4:
USE OF GMAIL ACCOUNTS

WHY GMAIL ACCOUNTS

EMAILS: For sustainability purposes, we will use this email adres for hand-over puposes.

MOBILE TECHNOLOGY: you will need a gmail account to log in with playstore for the latest version of MFIELDWORK

MAPSENGINE: we use mapsengine (google) to put in a map all the basic services that people access. Through the gmail account, we can share the specific maps for your region, which you can edit (delete, change name,…)

CALENDER: the calender will be come the workplan and all activities that you are coordinating should be mentioned here.

DECISIONS ON EMAILS

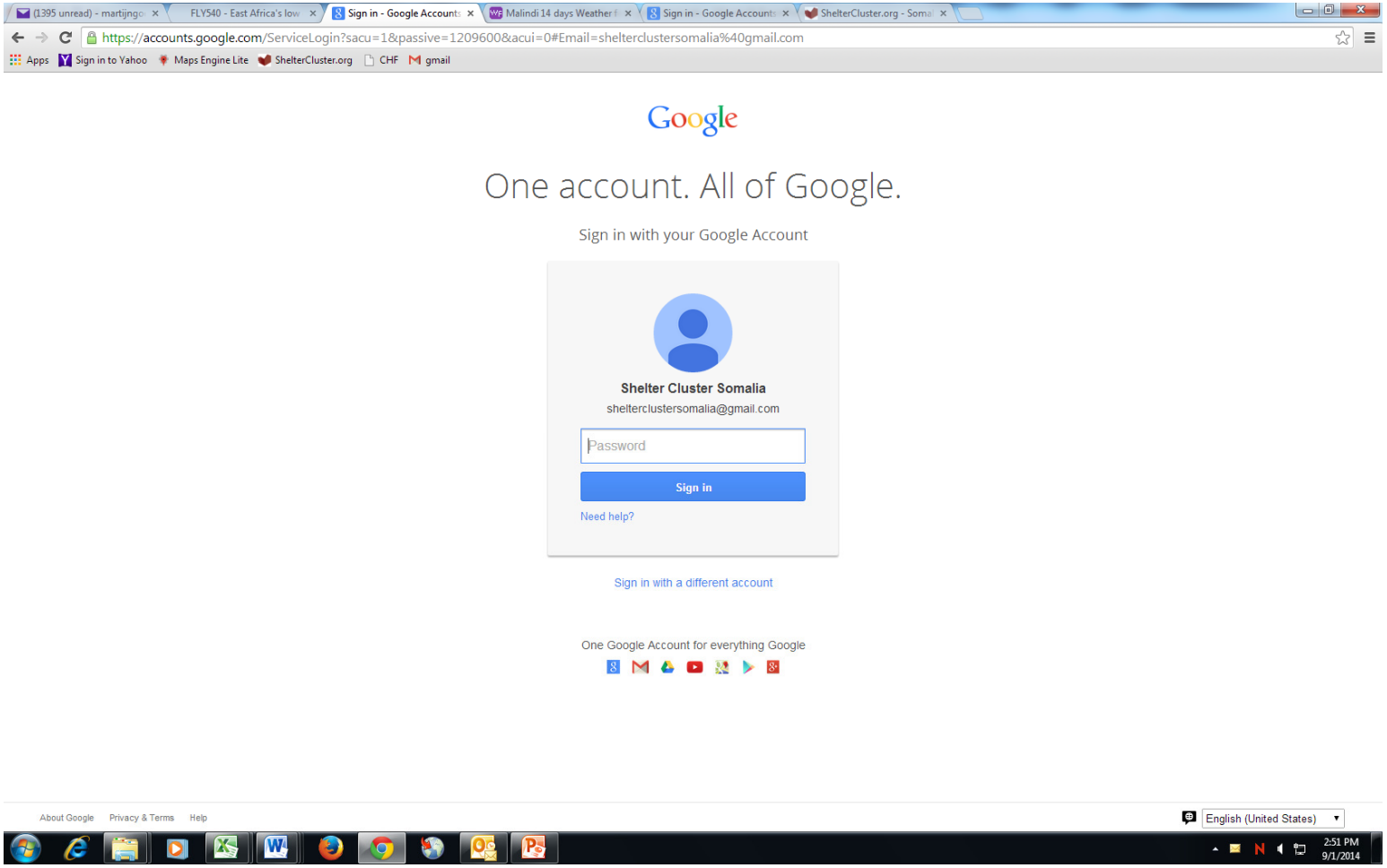
EMAILS: As discussed, the regional shelter cluster coordinators have the choice:

*to either use the gmail account for all correspondence

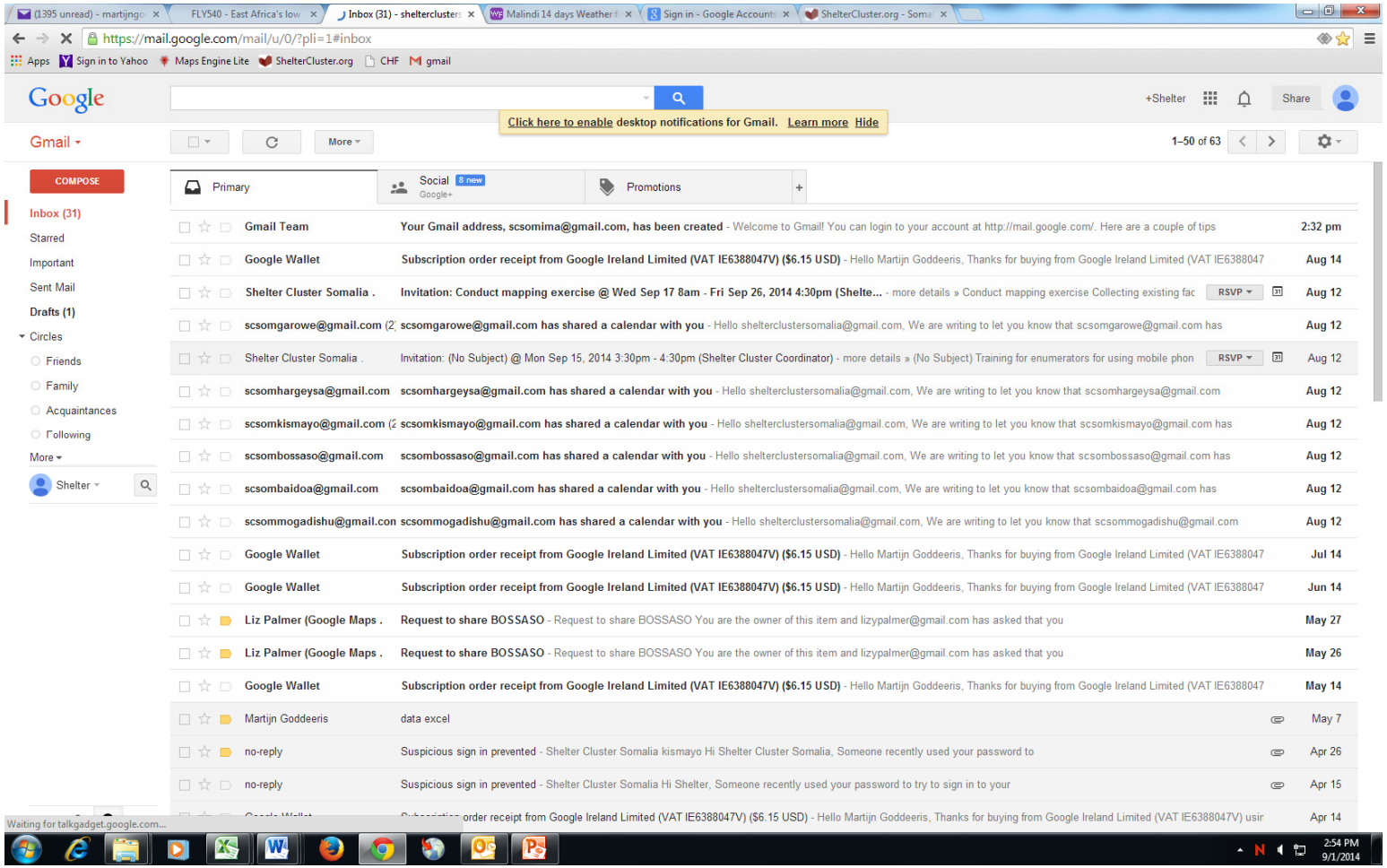
OR *systematically add the gmail account in cc for all correspondence.

PASSWORDS: the general password is "*sheltercluster*" . All coordinators are free to change their password but will have to provide the logins when they handover the tasks to another person.

GETTING STARTED: LOG IN

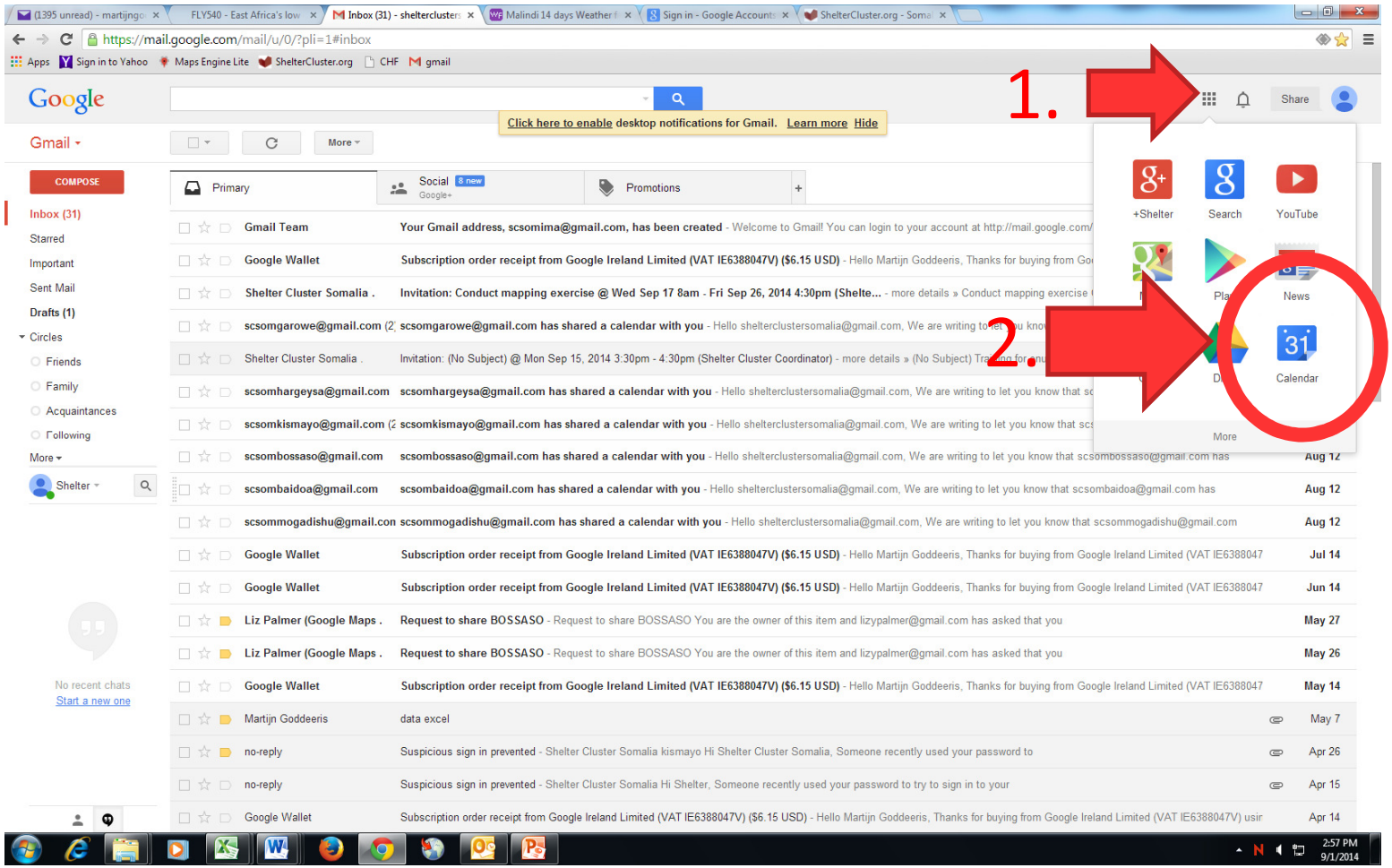


GETTING STARTED: gmail account



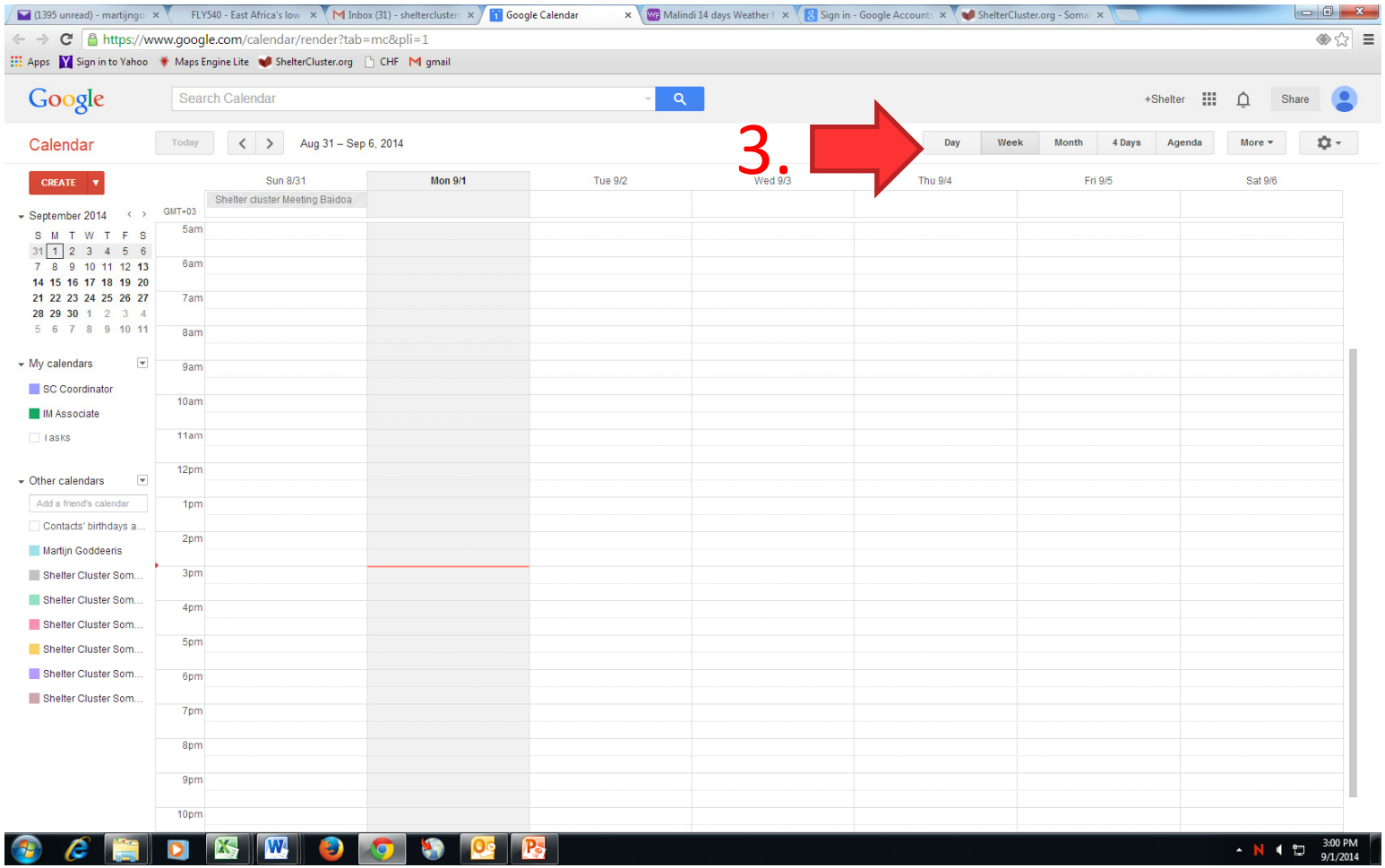
With the handover, the new regional coordinator should have access to all the mails that have been sent.

FROM GMAIL TO THE CALENDER



Push on button 1 and then look for calendar in the google inventory of all their applications.

USING THE CALENDER

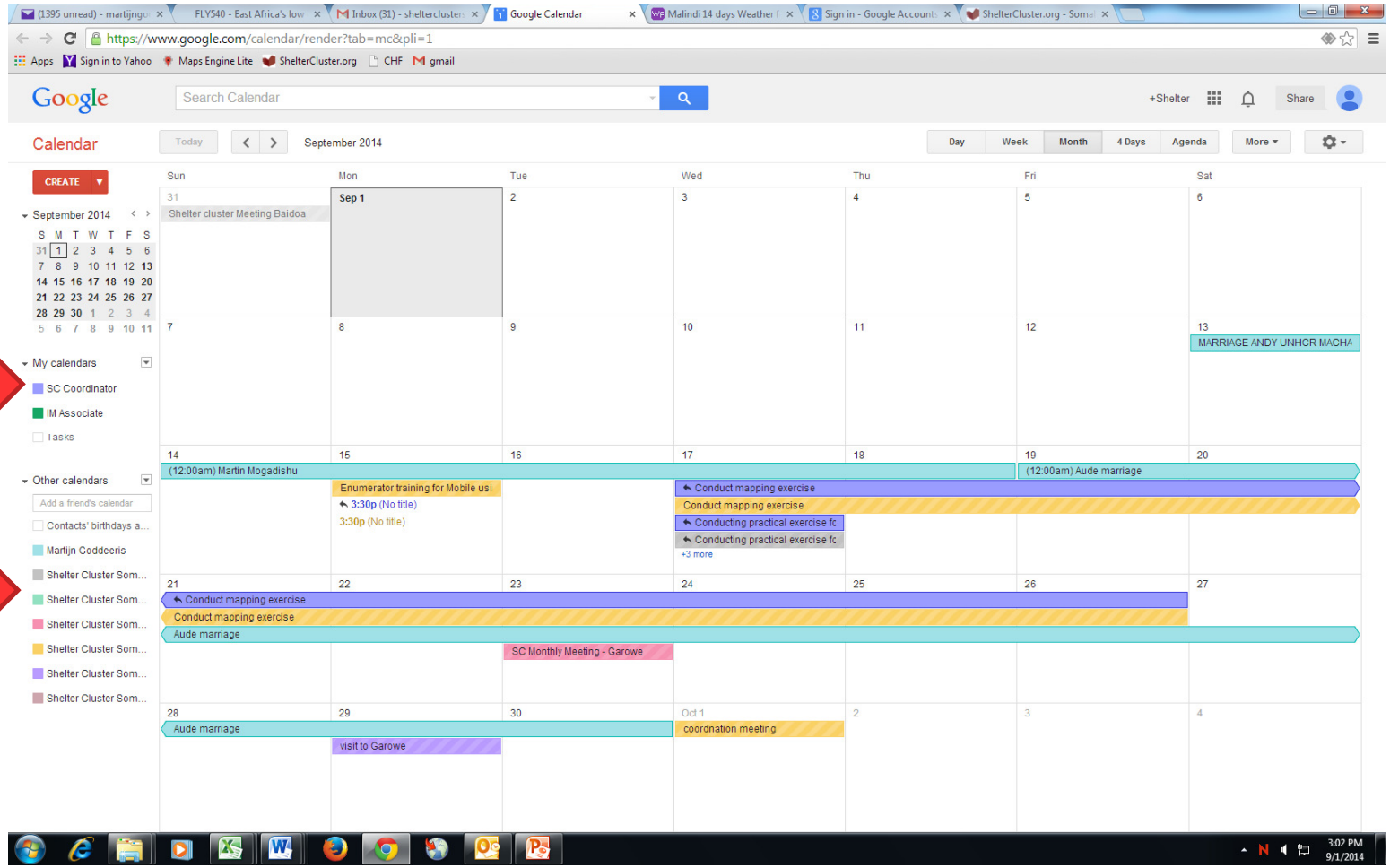


It is always most easy to look at the monthly calender (see 3)

MONTHLY CALENDER

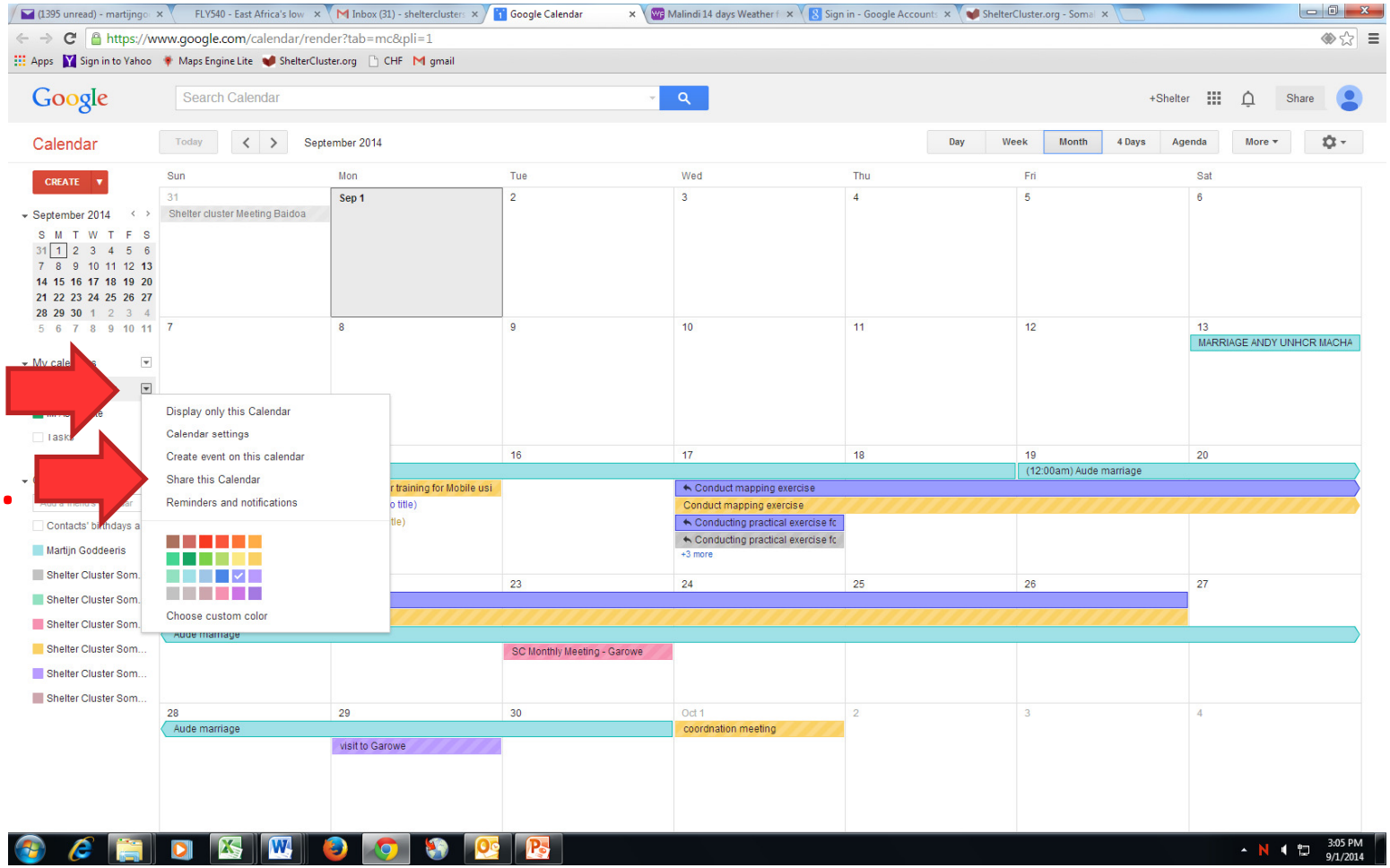
4.

5.



You will have both have access to your calenders (nr 4) and the shared calenders from colleagues (nr 5).

SHARING CALENDERS

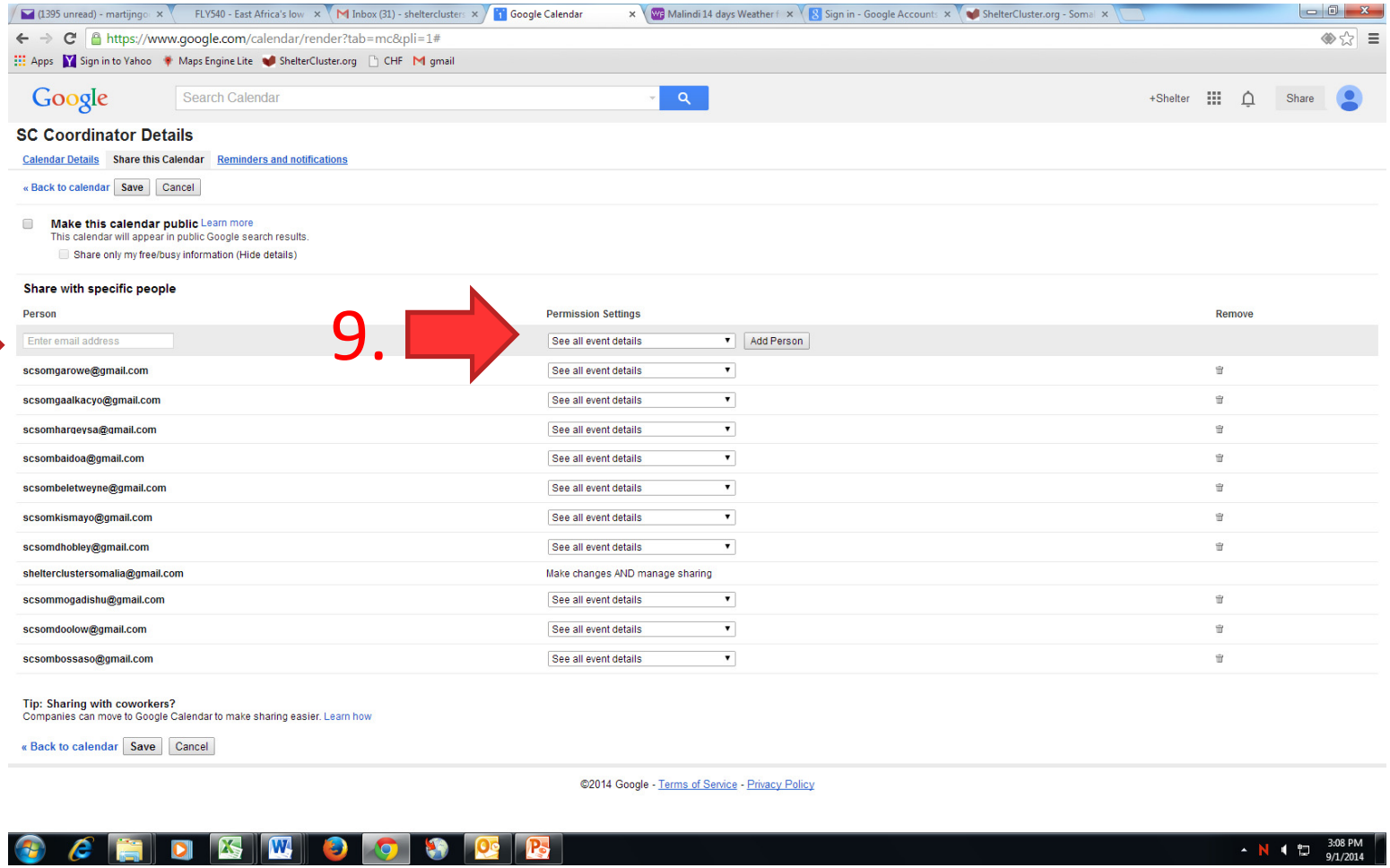


Click on the right of the calender you would like to share (6) and share the calender (7)

SHARING CALENDERS

8.

9.

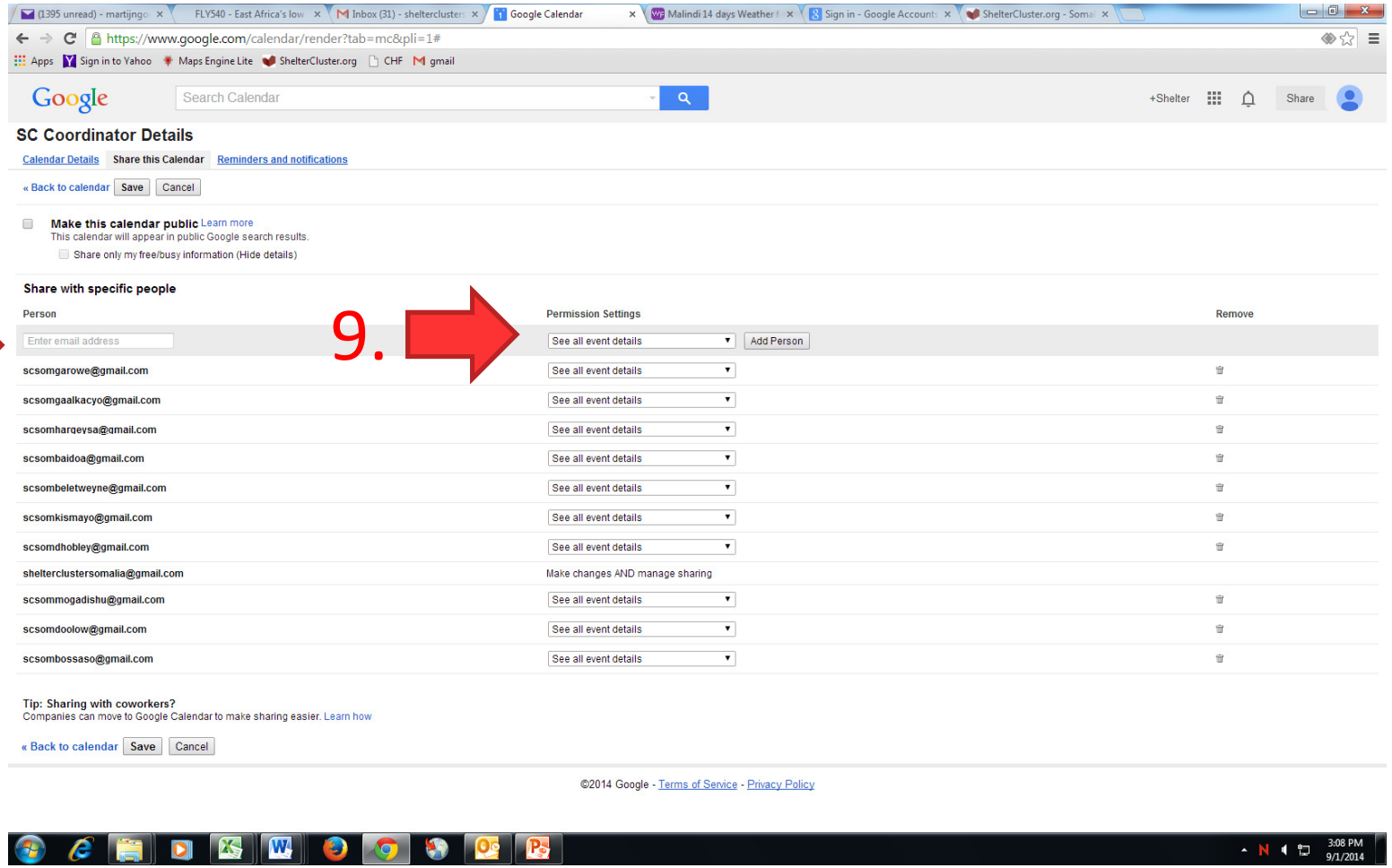


Add an email account with who you would like to share (8) and decide what permission you want to grant him/her (9)

SHARING with SECRETARIAT

8.

9.

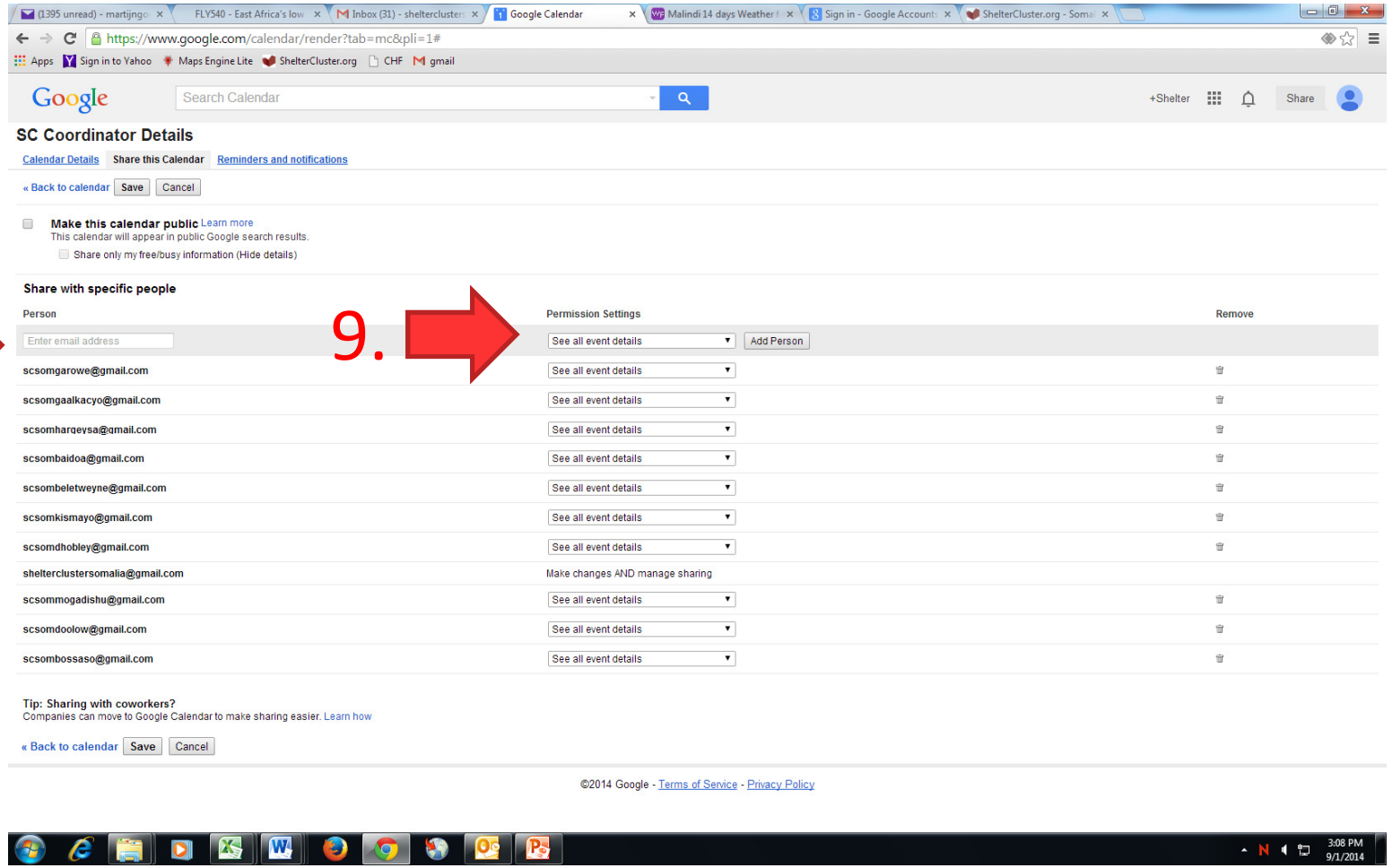


shelterclustersomalia@gmail.com (8) should have editing rigths as we will want to add tasks on your calender (9).

SHARING with SECRETARIAT

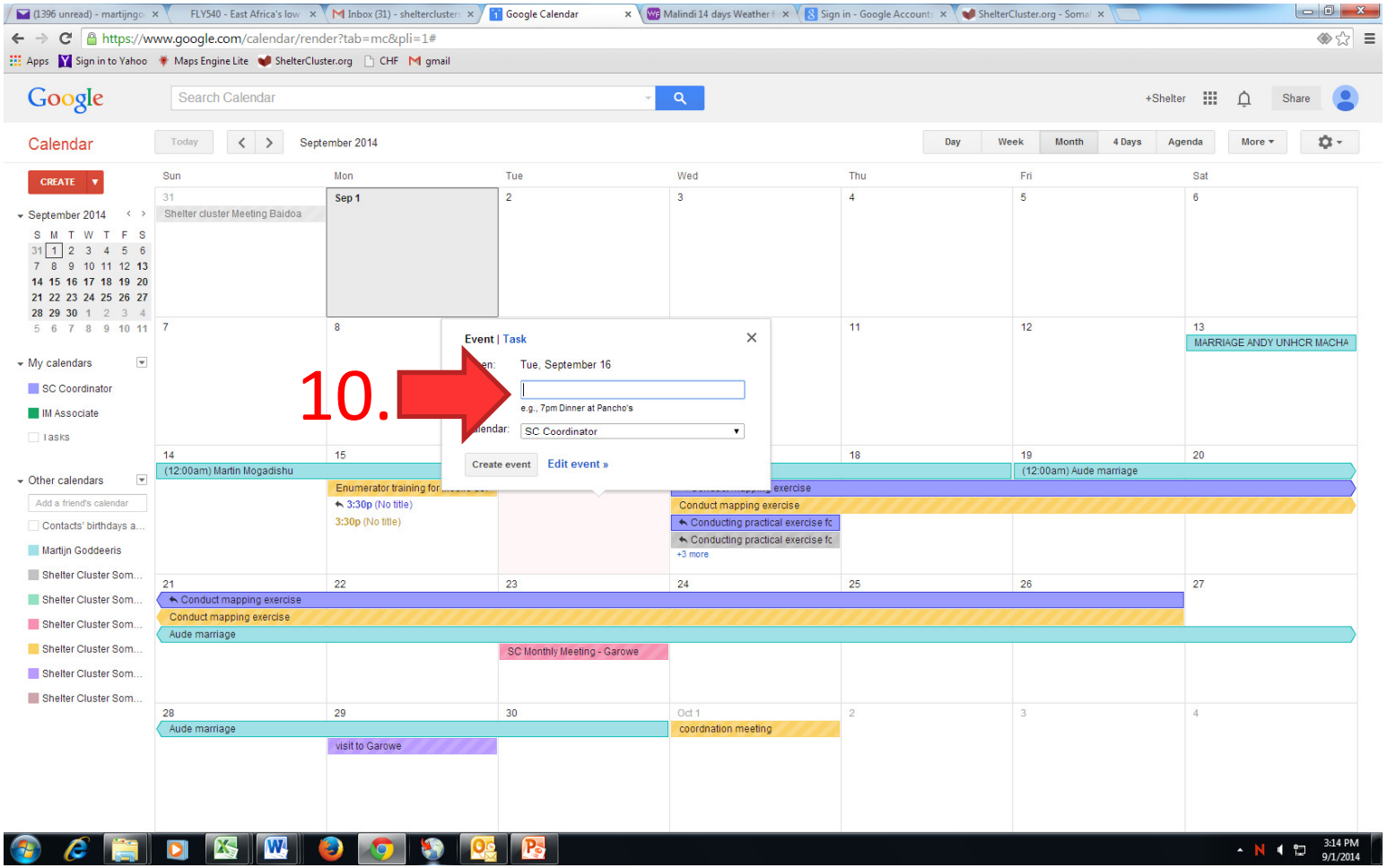
8.

9.



shelterclustersomalia@gmail.com (8) should have editing rigths as we will want to add tasks on your calender (9).

ADDING A TASK



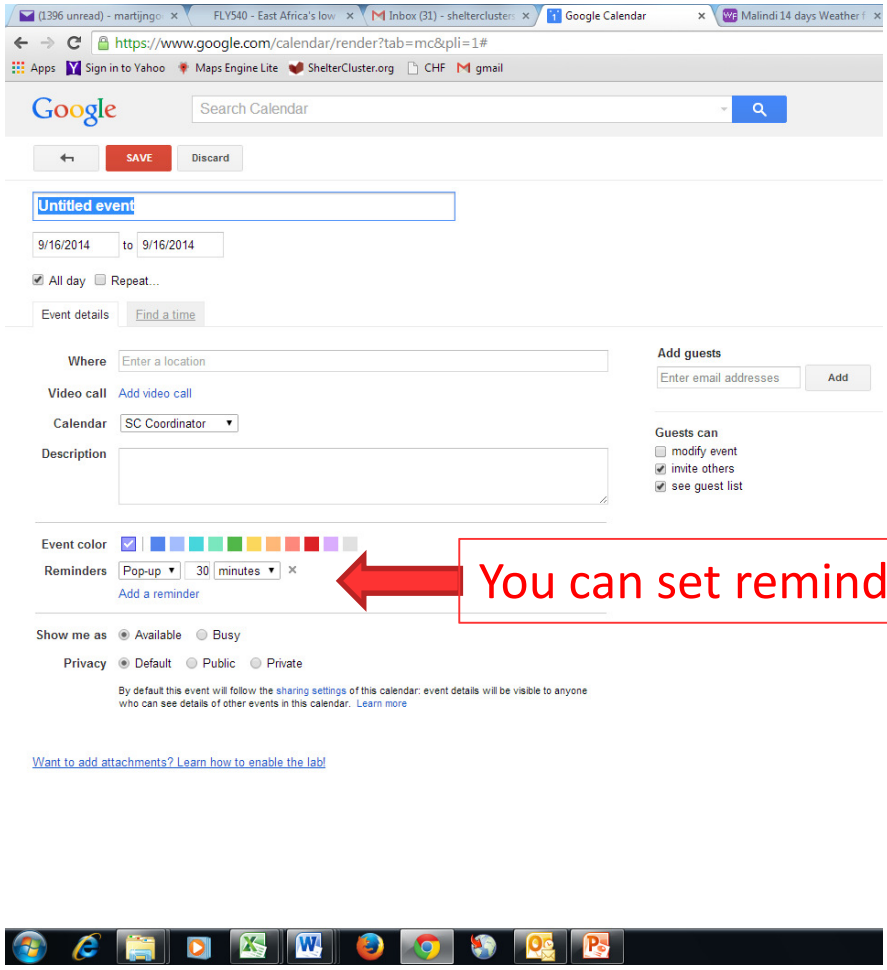
Double click on the date you would want to set up a new event (10)

ADDING A TASK

Name: short and to the point (fe SC monthly meeting, Training mapping, …)

Time: for mapping exercises, it will be full day, for monthly meetings, it will be specific.

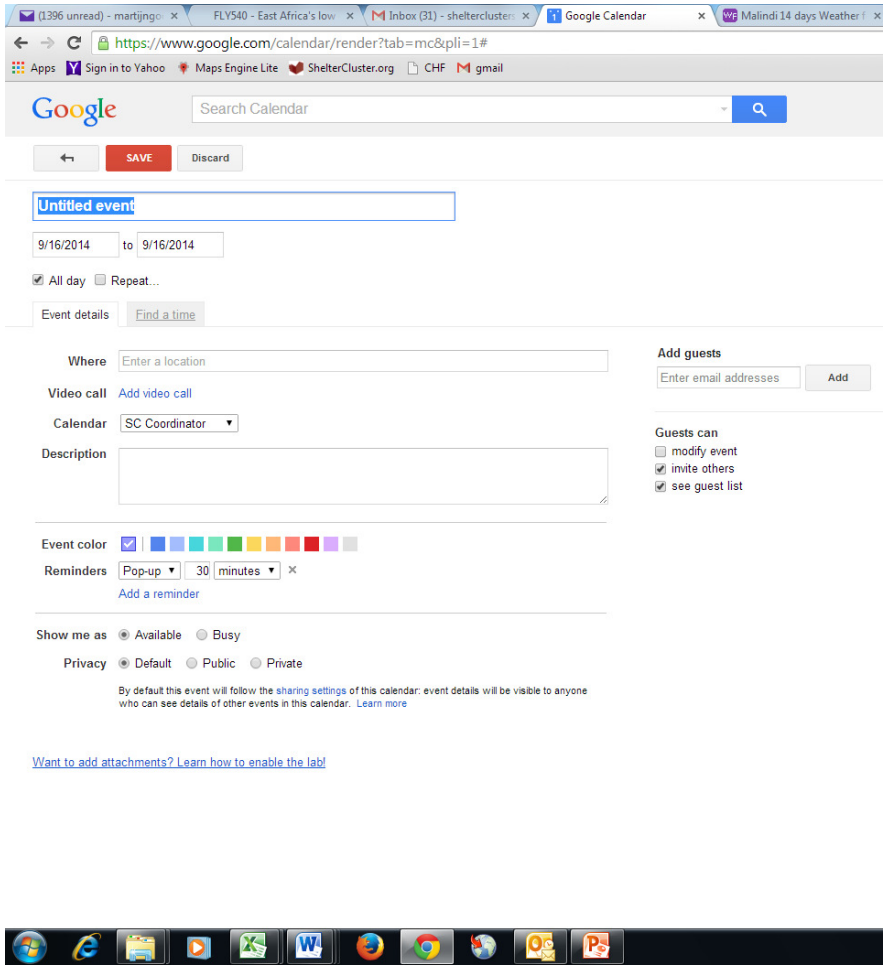
Provide a description. This can be copy pasted from the final report or from the minutes. Please specify actionpoints that were taken



You can set reminders

ADDING A TASK

Name: short and to the point (fe SC monthly meeting, Training mapping, …)

Time: for mapping exercises, it will be full day, for monthly meetings, it will be specific.

Provide a description. This can be copy pasted from the final report or from the minutes. Please specify actionpoints that were taken