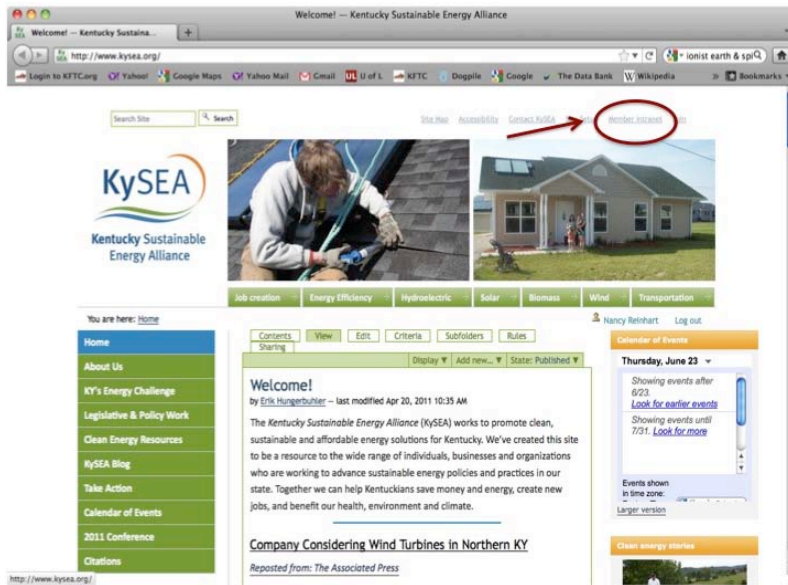


Using your KySEA GOOGLE Apps Account

To access any emails exchanged between KySEA members as well as all current KySEA handouts, documents, meeting and call notes, and other materials you'll need to use your KySEA google apps account.

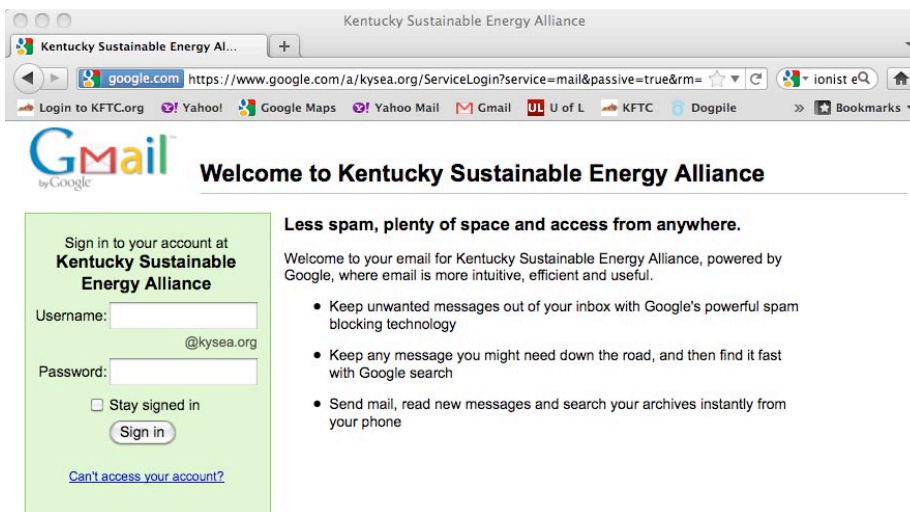
There are 2 ways to get to the login page:

1. Visit www.kysea.org and at the top right hand corner click on "member intranet" button.

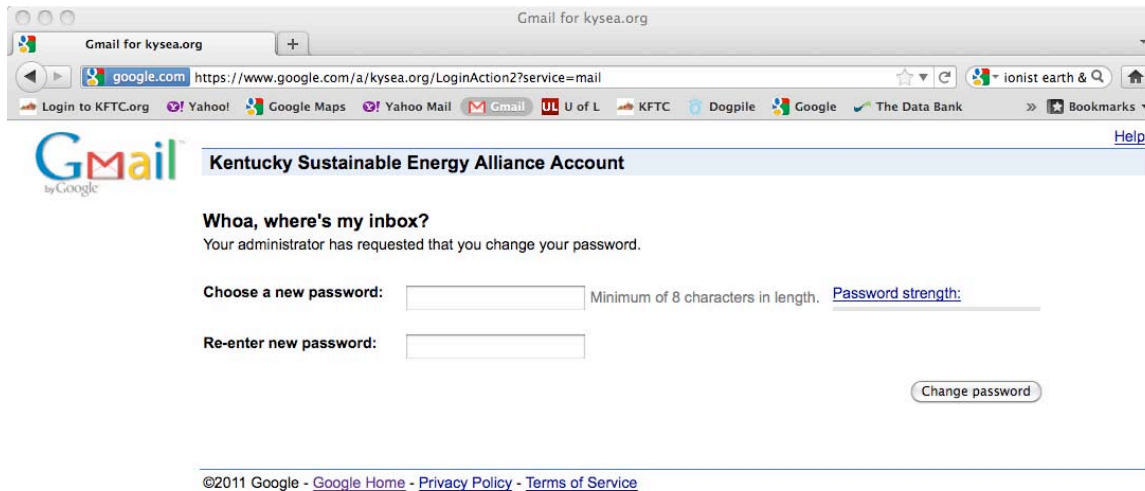


2. Type <http://mail.kysea.org> (NO "www" included) directly into your browser address line.

Both ways should lead you to this page. Type in your username and password.



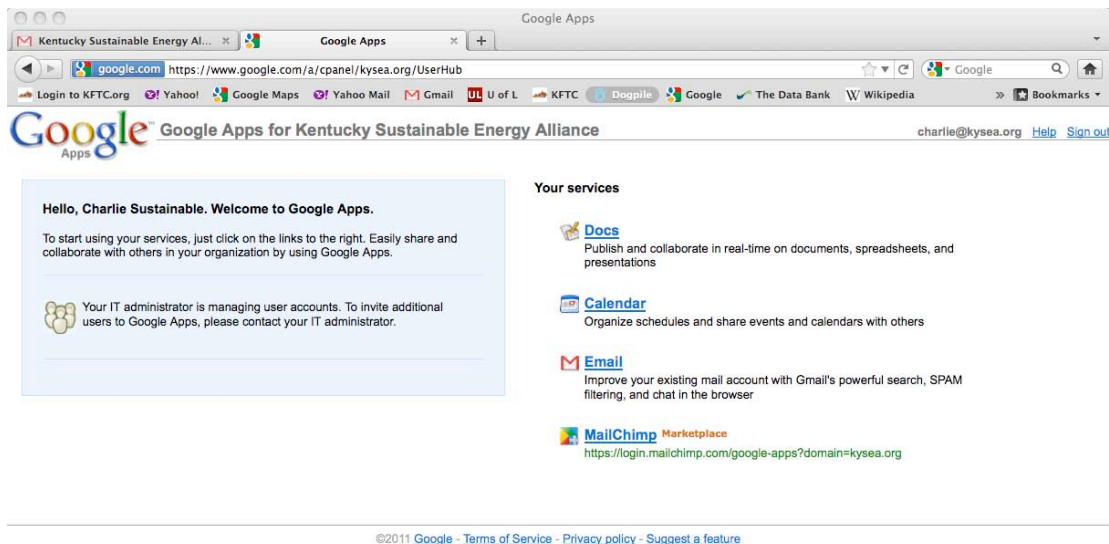
After you login, you have to change your password as the first step. Here is what you will see:



<http://www.gmail.com/>

**If for some reason you are not prompted to re-set your password upon your first login, from your email home page click on “settings” in the upper-right hand corner, then “accounts,” then “google account settings” and you should be able to personalize your password from that page.*

Once you change your password, you will be directed to this page or to your email home page:

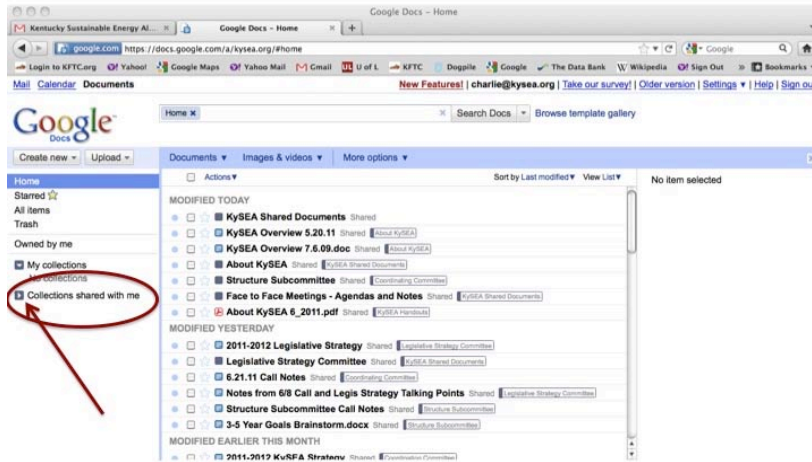


<http://www.dogpile.com/>

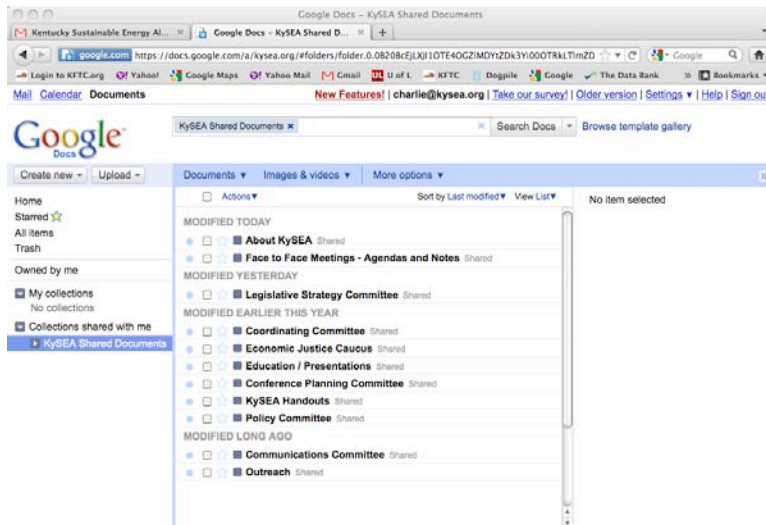
As a member of KySEA, you will use two main services offered from this page – “docs” and “mail” (email). Let’s explore “docs” first.

KySEA GOOGLE DOCS

If you landed on a page that looks like the picture above, click on “Docs.” If you landed on the email home page, click on the “documents” link in the upper left-hand corner of your screen. You can access all the shared documents that Kentucky Sustainable Energy Alliance has online from the docs page. View KySEA documents by clicking on the arrow to the left of “Collections shared with me,” as you see below:



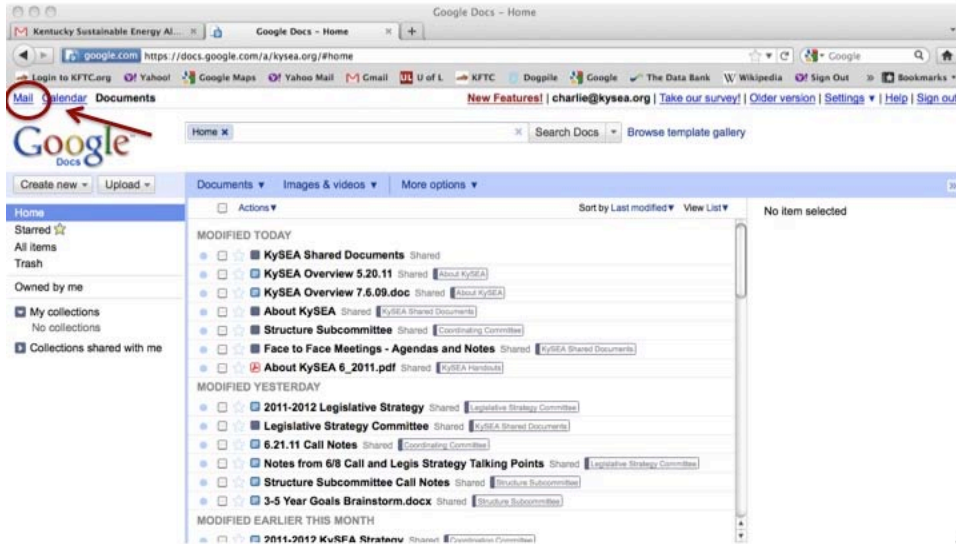
Once you click on that arrow, a line will come up that says “KySEA Shared Documents.” Click on the arrow to the left of that and this is what you will see:



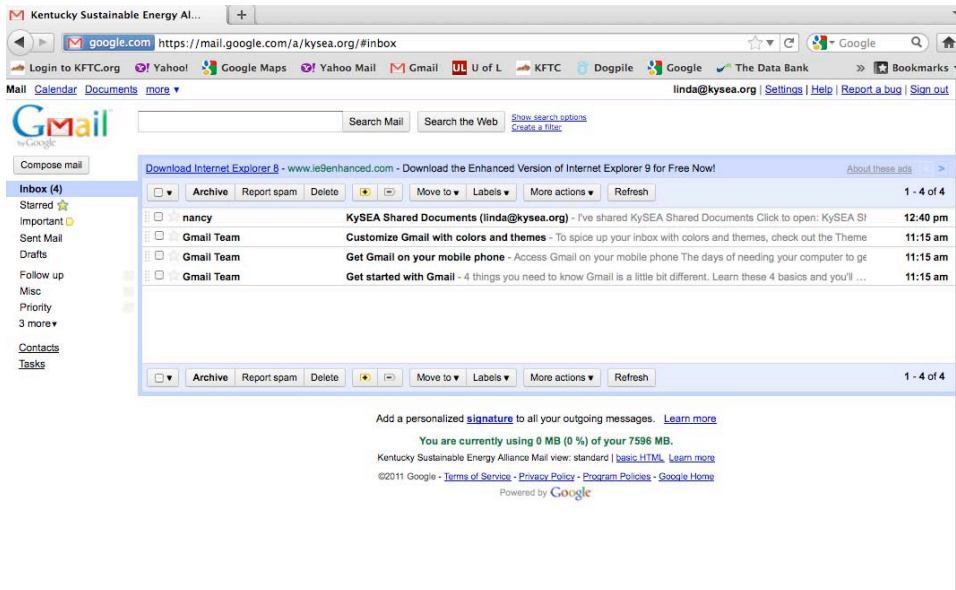
Each one of the items listed is a folder that contains KySEA documents, such as meeting and call notes, handouts and presentations. Spend some time looking around. You can always get back to KySEA documents home page by click on the “documents” link in the upper left hand corner of the screen. *You can also access KySEA google docs by logging in from docs.kysea.org.*

KySEA GOOGLE EMAIL

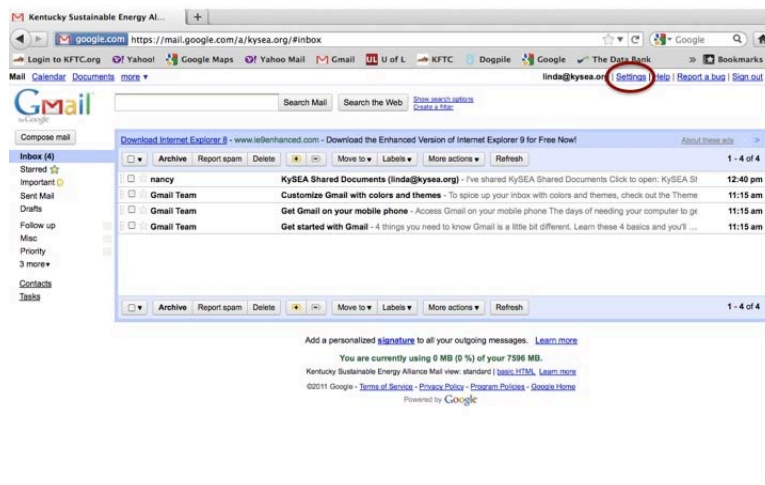
Let's explore KySEA email now. From the documents area, click on the "mail" link in the upper right-hand corner of the page.



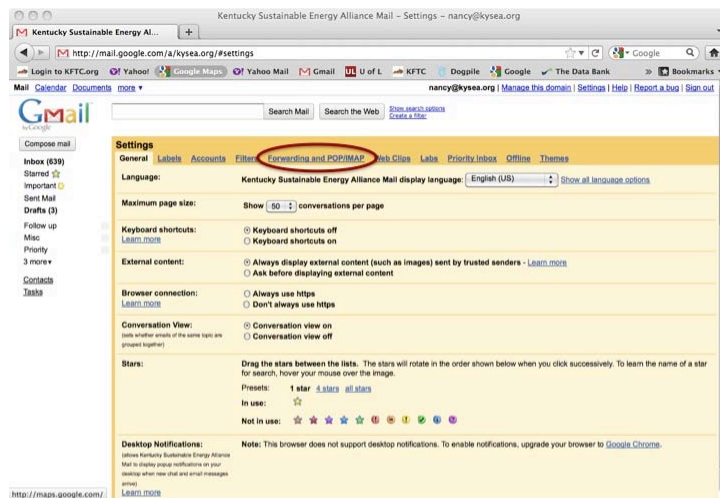
Here is what you will see:



You can set up your account to have KySEA emails automatically forwarded to an email account you regularly check. To do this, click "settings" on the upper right-hand corner:



Click "Forwarding and POP/IMAP":



Click "add a forwarding address." Enter the email that you want KySEA emails to be forwarded to in the box that pops up. Click "next." Then, for (1), choose enable POP for all mail. For (2), in the drop-down box, choose what you wish to do with email copies that have been forwarded to you at another address.

Click "save changes" when you have finished. All emails that we send you at your KySEA email address will now automatically be forwarded to the email address you entered.

Keep your login name and password on file somewhere for when you need to login to get an old email or access to our online documents.

Call Nancy at (502) 589-3188 or email her at nancy@kysea.org if you need help with this or are still having problems after following the instructions above.