



GOOGLE APPS FOR TLA UNITS

As of July 10, the Texas Library Association will offer Google Apps Accounts to the various units within TLA. With these accounts, units will have 30GB of storage space for documents, the ability to send email from the 'members.txla.org' domain, and access to a number of other services provided by Google.

These account will be managed by TLA Staff so if the password is lost, staff can easily reset it for you.

Gmail

Units that request a Google Apps account will receive an email in the format of 'unitname@members.txla.org' accessible through Gmail. Please consider using this email address to register any other social media accounts that your unit may have. This will make it easier for future officers to recover the account's password should it be lost.

Refrain from sending bulk email to membership from this account – use your unit's distribution list accessible from the Secure Members section of the TLA Website.

Google Drive

30GB of storage are provided for each account. Consider storing documents that might assist future officers in planning and executing the activities of your unit here. You can also use Drive to share documents with others, engage membership in planning and brainstorming, and in conducting simple surveys.

It can be difficult to transfer ownership of documents from a standard Drive Account to a Google Apps Drive Account. If you have a small number of documents in your personal Drive Account that you would like to transfer to your divisions account, the easiest solution is to download the documents from your personal account to a local computer and then upload them to your unit's Drive Account. If you have a large number of documents, please contact TLA IT for assistance – technology@txla.org.

Other Google Services

You can use your unit's Google Apps account to manage other Google Services, such Blogger, Google Analytics, and Google+. Attaching these services to a single account makes it easy to pass on access to the next caretaker.

There are some services that cannot be attached to these accounts – such as Google Wallet and AdSense.

Accessing Google Apps Services

You can use the following links to access services:

- **Gmail** - <http://gmail.members.txla.org>
- **Google Drive** - <http://drive.members.txla.org>
- **Google Calendar** - <http://gcal.members.txla.org>

For other Google Services you can login from the portal page for that service.

Requesting a Google Apps Account

Account request should be made by the chair of the unit. Request should be sent to technology@txla.org. Account information will be sent to the chair and may be distributed to other members as needed.

Requesting a Password Reset

If the password to your unit's Google Apps Account has been lost and you are unable to recover the password using Google's Password Recovery Tools, the chair of the unit may request that the password be reset. TLA Staff will generate a new password and deliver it to the chair who may distribute it as needed.

Acceptable Use of Google Apps

In addition to the Terms of the Google Apps Acceptable Use Policy the following terms apply to Google Apps accounts created through the 'members.txla.org' domain:

- Accounts will only be used for Texas Library Association business
- Communications originating from these accounts will be professional in tone.
- Accounts will not be used to store or propagate pornographic material, hate speech, or other crass material
- Accounts and behavior/content must abide by all TLA policies, including the External Communications Policy and Social Media Policy.

If an account is found to be in violation of these terms, the account will be suspended until it returns to compliance. A report will be generated and submitted to the officers of the unit detailing violations and recommending corrective measures.