



# AAUW California

*Setting Up Google Workspace  
for Your Branch Operations*

January 9, 2025



*Standing together for equity.*



# Welcome



**Sandi Gabe**  
Past President AAUW California

# What We Will Cover

- Setting up a Google Workspace account for your branch
- Creating and managing user accounts
- Setting up email aliases for streamlined communication
- Best practices for organizing and securing your branch's workspace



# Setting up a Google Workspace account for your branch

There are two different type of Google Workspace accounts

1. Google for nonprofits [CLICK HERE](#)
  - a. Organizations must be (i) registered with the IRS as exempt from federal income tax under Section 501(c)(3) of the US Internal Revenue Code, or (ii) a group exempt organization with proven affiliation to a central nonprofit that has 501c3 status
  - b. All organizations must also be verified as a nonprofit organization by Google for Nonprofits' validation partner Goodstack.
2. Google for business [CLICK HERE](#) (choose "Get Started")

# Google Workspace Pricing

	MOST POPULAR		
<b>Business Starter</b>	<b>Business Standard</b>	<b>Business Plus</b>	<b>Enterprise</b>
<b>\$6 USD</b> per user / month, 1 year commitment	<b>\$12 USD</b> per user / month, 1 year commitment	<b>\$18 USD</b> per user / month, 1 year commitment	Contact sales for pricing
<a href="#">Get started</a>	<a href="#">Get started</a>	<a href="#">Get started</a>	<a href="#">Contact sales</a>
<a href="#">Gemini add-on available now</a>	<a href="#">Gemini add-on available now</a>	<a href="#">Gemini add-on available now</a>	<a href="#">Gemini add-on available now</a>
<ul style="list-style-type: none"> <li>✓ Custom and secure business email</li> <li>✓ 100 participant video meetings</li> <li>✓ 30 GB pooled storage per user*</li> <li>✓ Gemini app - AI assistant with enterprise-grade security and privacy</li> <li>✓ Security and management controls</li> <li>✓ Standard Support</li> </ul>	<ul style="list-style-type: none"> <li>✓ Advanced Malware &amp; Phishing protection</li> <li>✓ Custom and secure business email</li> <li>✓ 150 participant video meetings + recording</li> <li>✓ 2 TB pooled storage per user*</li> <li>✓ Gemini app - AI assistant with enterprise-grade security and privacy</li> <li>✓ Security and management controls</li> <li>✓ Standard Support (paid upgrade to Enhanced Support)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Advanced Malware &amp; Phishing protection</li> <li>✓ Advanced data protection</li> <li>✓ Custom and secure business email + eDiscovery, retention</li> <li>✓ 500 participant video meetings + recording, attendance tracking</li> <li>✓ 5 TB pooled storage per user*</li> <li>✓ Gemini app - AI assistant with enterprise-grade security and privacy</li> <li>✓ Enhanced security and management controls, including Vault and advanced endpoint management</li> <li>✓ Standard Support (paid upgrade to Enhanced Support)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Custom and secure business email + eDiscovery, retention, S/MIME encryption</li> <li>✓ 1000 participant video meetings + recording, attendance tracking, noise cancellation, in-domain live streaming</li> <li>✓ 5 TB pooled storage per user, with ability to request more*</li> <li>✓ Gemini app - AI assistant with enterprise-grade security and privacy</li> <li>✓ Advanced security, management, and compliance controls, including Vault, DLP, data regions, and enterprise endpoint management</li> <li>✓ Enhanced Support (paid)</li> </ul>

You'll also need to purchase a domain if you don't have one. The google workspace set up process includes this step

**Costs\***  
 Google workspace: \$6/month = \$72/year  
 Google domain: \$12/year  
**Total: \$84/year**

\*Current as of 1/1/2025

# Google Workspace - The Basics

Your account will include:

1. A gmail account. Recommendation: Set up the userid as "admin@domainname"
  - a. You can create "groups" that allow you to keep a consistent email address on your website and materials and redirect them in the background. Note: you can also use aliases but groups are easier to manage.
2. Google Drive
3. Google apps such as slides, sheets, docs etc.

# Google Groups - How They Work

Messages are sent to the group email address

- All members of the group receive the message.
  - For “positions” you can have a single member. For example:
    - President, Finance officer or CFO
  - For “groups” such as special interest groups or board groups, you can add multiple members. For example:
    - Book Group, Hiking Group, Great Expectations, Leadership team
- Members can reply to the message.
- Messages are archived in the group.
- The email address can stay consistent on your website and materials. At the beginning of the year, remove members who are no longer participating and add new members.

# Google Groups - Group Settings

Important settings to update:

- Allow external members
- Anyone on the web can view and post messages.

Organization users only

**Allow external members**  
People outside the organization can be members  
 ON  OFF

**Who can view conversations**

<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Group owners	Group managers	Group members	Entire organization	Anyone on the web

**Who can post**

<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Group owners	Group managers	Group members	Entire organization	Anyone on the web

**Who can view members**

<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Group owners	Group managers	Group members	Entire organization

The screenshot shows the Google Groups settings interface. A dropdown menu at the top is set to "Organization users only". Below it, the "Allow external members" setting is highlighted with a red box and is turned ON. Underneath, three sections are shown: "Who can view conversations", "Who can post", and "Who can view members". In each section, a horizontal bar has five radio buttons. The "Anyone on the web" option is selected in both the "Who can view conversations" and "Who can post" sections, and the "Entire organization" option is selected in the "Who can view members" section. These three "Anyone on the web" and "Entire organization" options are also highlighted with red boxes.



# Google Groups - Adding Members

Add members to the group

- Individuals
- Other existing groups (called “nested groups”)

Identify subscription type

- Each email—Messages are sent individually as they arrive
- Digest—Up to 25 complete messages are combined and sent daily.
- Abridged—Summaries of up to 150 messages are combined and sent daily.
- No email—Messages from the group are not sent.

Add members

Group members

Enter email addresses separated by a comma

Group managers

Group owners

Welcome message

0 / 1,000

Subscription

Each email

Digest

Abridged

No email

@aauw.ca.org

Owner

# Google Drive - My Drive vs Shared Drive



Video

## My Drive

### File owner: Individual

- Permissions are managed by file creator.
- Granular permissions are required for new files/folder. Lots of maintenance!
- If the owner leaves, you may lose file access.

## Shared Drive



### File Owner: AAUW organization

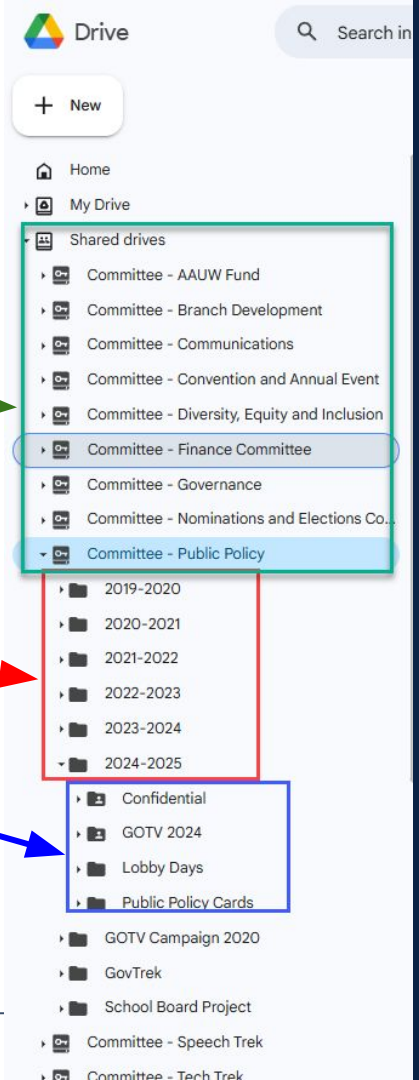
- Blanket access levels can be set for all files in the drive.
- Data belongs to the organization, not the individual.

Note: Forms with file uploads can not be stored in a shared drive.

# Google Drive - File Structure

There are many ways to set up your folder structure. Here's one recommendation.

- **Set up your folders by function.** For example:
  - Finance
  - Leadership Team Meetings
  - Special Interest Groups
- **Make subfolders for each year.** For example:
  - 2024, 2025, 2026
- **Make topical folders under each year.** For example:
  - Project 1
  - Project 2
  - Project 3
  - Budget



# Google Drive - Sharing Folders

- Select the folder you want to share.
- Click Share.
- Enter the email addresses or Google Group you want to share with. **If you add groups they will automatically update when you add or remove people from the group.**
- Choose the role for each person:
  - Viewer: Can access the file but can't edit, comment, suggest, or share it
  - Commenter: Can comment and make suggestions on the file but can't edit or share it
  - Editor: Can edit, comment, accept or reject suggestions, and share the file
- Choose to notify people.
- Select Send or Share.

Share "2024-2025" ?

Add people, groups, and calendar events

People with access 📄 ✉

<span>A</span>	AAUW California Leadership Team Leadership@aauw-ca.org	Content manager
<span>C</span>	Communications Team commcomm@aauw-ca.org	Content manager
<span>P</span>	Public Policy Committee publicpolicy-comm@aauw-ca.org	Content manager
<span>S</span>	Site Admin siteadmin@aauw-ca.org	Manager

General access

🔒 Restricted ▾  
Only people with access can open with the link

[🔗 Copy link](#) Done

# Questions?

