

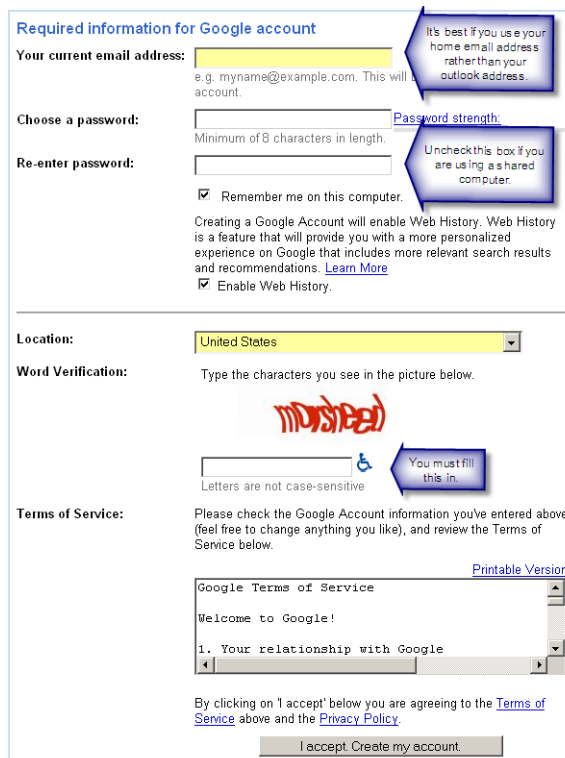
AT Quick Guide

Join the E-TIPS Google Group!

First, create a Google Account.

If you already have a Google account, you can skip to “Join the Google Group” – step 4. You’ll need to know your login and password to join the E-TIPS Google group, so you might want to try to log in at www.google.com to make sure.

1. Go to <https://www.google.com/accounts/NewAccount>. Fill in the required information.



Required information for Google account

Your current email address: e.g. myname@example.com. This will be your account email address. *It's best if you use your home email address rather than your outlook address.*

Choose a password: **Password strength:** Minimum of 8 characters in length.

Re-enter password: *Uncheck this box if you are using a shared computer.*


Remember me on this computer.

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

Enable Web History.

Location:

Word Verification: Type the characters you see in the picture below.



You must fill this in.

Letters are not case-sensitive

Terms of Service: Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below. [Printable Version](#)

Google Terms of Service

Welcome to Google!

1. Your relationship with Google

By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and the [Privacy Policy](#).

2. Click “I accept. Create my account.”

3. Check your email now and respond to the email verification.

- This step is very important. You MUST check your email and click the link that Google sends you.

If you used your MCPS email address as your log in, you may not receive the verification email from Google. If this occurs, just proceed with step 4. At a certain point, you will be presented with the following message:

Account Verification Needed

The account you attempted to sign in to is not yet activated. The associated email address needs verification. In order to verify that the email address associated with your Google account is correct, we have sent an email message to that address. To activate your Google account, please check your email and visit the verification URL provided.

To have the verification email resent to bastianil@yahoo.com, [click here](#).

Although your Google account will not be fully activated until the verification step is completed, you may [continue to use the service](#) with limited access.

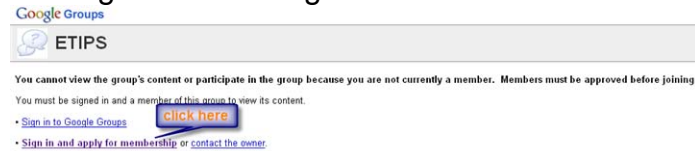
If you mistakenly entered the wrong email, please [click here](#) to change your email address.

At this point, choose the option to have the verification email resent and try again.

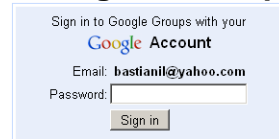
Join the Google group

4. Go to <http://groups.google.com/group/etips>

You'll get this message:

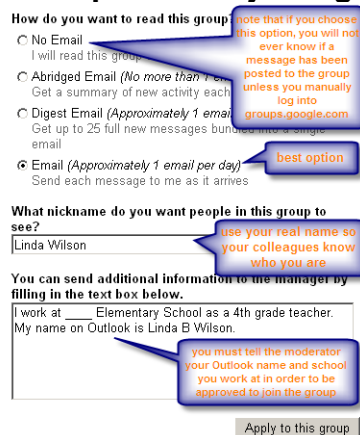


5. Click on “Sign in and apply for membership”



6. Sign in and give yourself a nick name.

7. Fill out the options for joining the group.



How do you want to read this group?

No Email
I will read this group's messages manually.

Abridged Email (No more than 1 email per day)
Get a summary of new activity each day.

Digest Email (Approximately 1 email per day)
Get up to 25 full new messages bundled into a single email.

Email (Approximately 1 email per day)
Send each message to me as it arrives.

What nickname do you want people in this group to see?
Linda Wilson

You can send additional information to the manager by filling in the text box below.
I work at [redacted] Elementary School as a 4th grade teacher.
My name on Outlook is Linda B Wilson.

Apply to this group

- It's best to use your real name as the nick name for this group. Since this is a professional collaboration space, you'd like your colleagues to know who they are talking to.
- You MUST type additional information including your Outlook name and work location so that the moderator of the group can verify that you work for MCPS. Even if you haven't taken an E-TIPS class, you can join the group, but you must be an MCPS employee.

8. Wait for approval.

One of the group managers will have to approve your request before you start receiving email from the E-TIPS Google group. You will receive a confirmation email when you are approved.

What you can do as a member

- Receive emails from the group – as long as you didn't choose “no email” as your subscription option when you joined, you'll get an email when there is a post to the group.
- Send emails to the group – Have a comment or a question for the E-TIPS community? You can send an email to the entire group by addressing it to etips@googlegroups.com.
- View archives of past emails to the group – You'll need to go to groups.google.com and log in.

Questions, problems? Email Linda Wilson on Outlook.