

EMAIL LOGIN INSTRUCTIONS

Andy Mowery <andy@poudreoverlook.com>
 To: PoudreOverlookHOA Fort Collins <poudreoverlookHOA@gmail.com>
 Cc: Jeff and Lora Ballweber <lr2jab34@msn.com>, Clay Jones <joneswv1@gmail.com>

Mon, Jun 20, 2022 at 9:42 PM

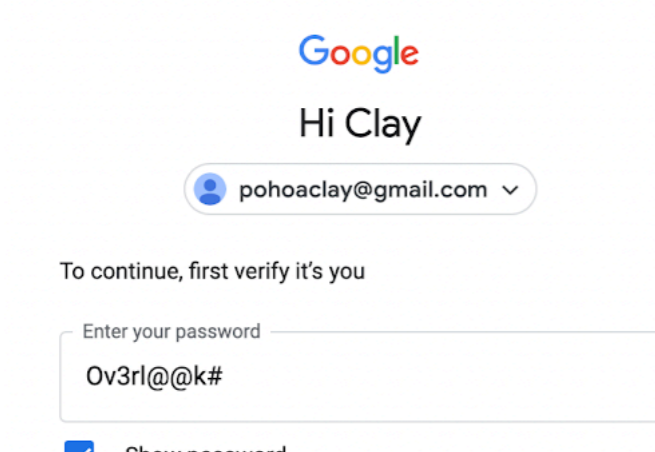
Clay and Lora,

I have completed the setup for gmail with individual logins for each Director, same as the prior board.

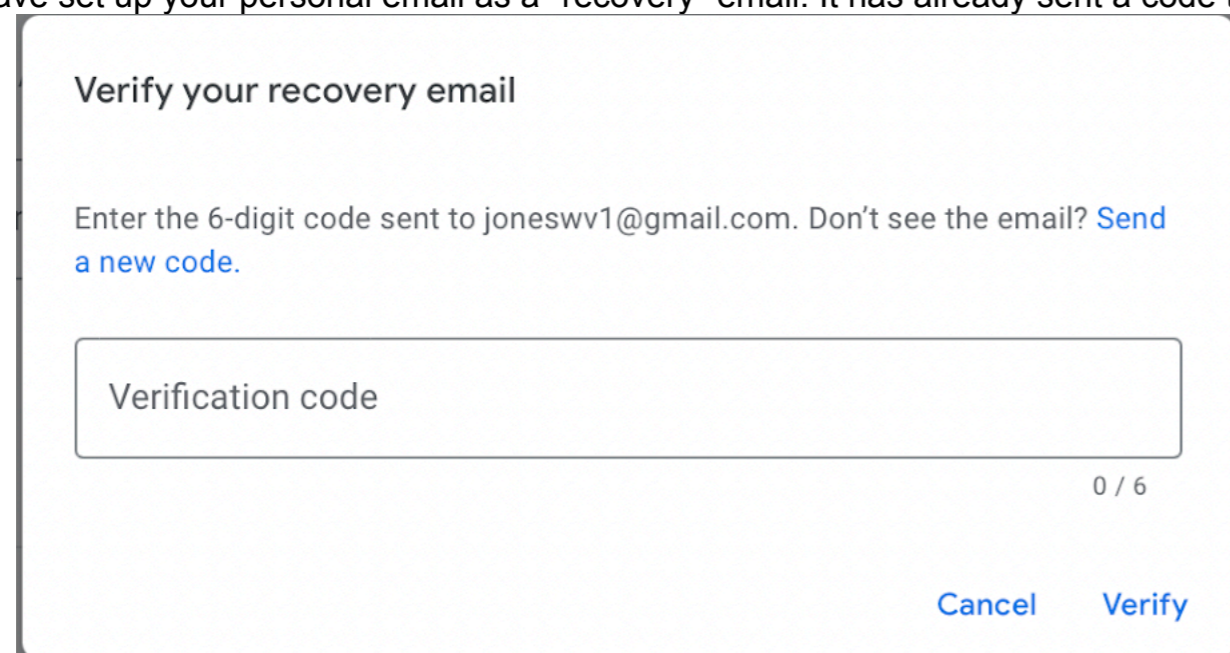
Here is how you access:

1. Go to www.gmail.com
2. You each have your own login email address, but you both have the ability to send/receive and see all emails at poudreoverlookhoa@gmail.com

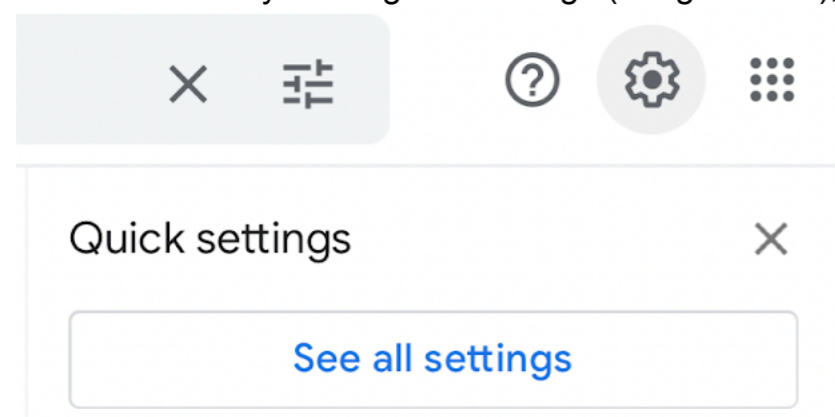
A. Login: pohoacalay@gmail.com for Clay (or pohoalora@gmail.com for Lora). The passwords are set the same.
 Password:



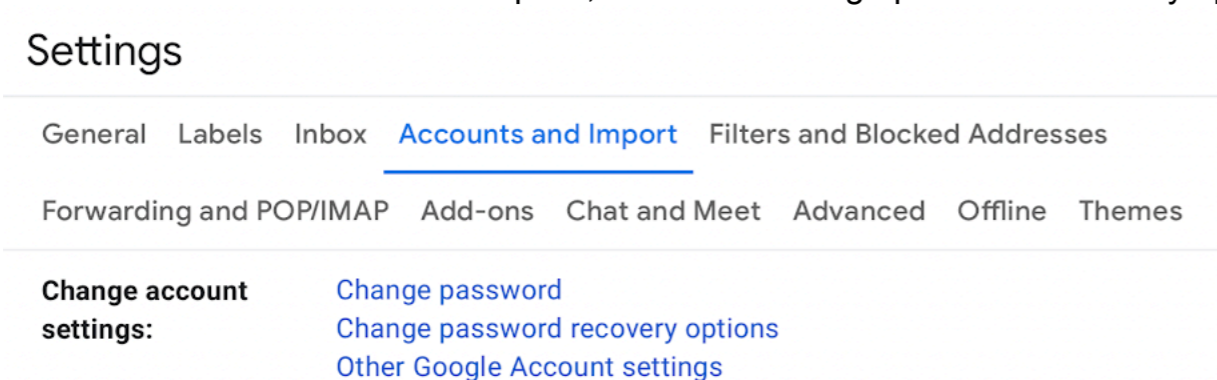
- B. You will want to change your password immediately. This method of sending passwords by email is insecure.
- C. I have set up your personal email as a "recovery" email. It has already sent a code to that email address, and you'll just need to enter it in Settings. Lora, I believe you saw when I started this process on Saturday.



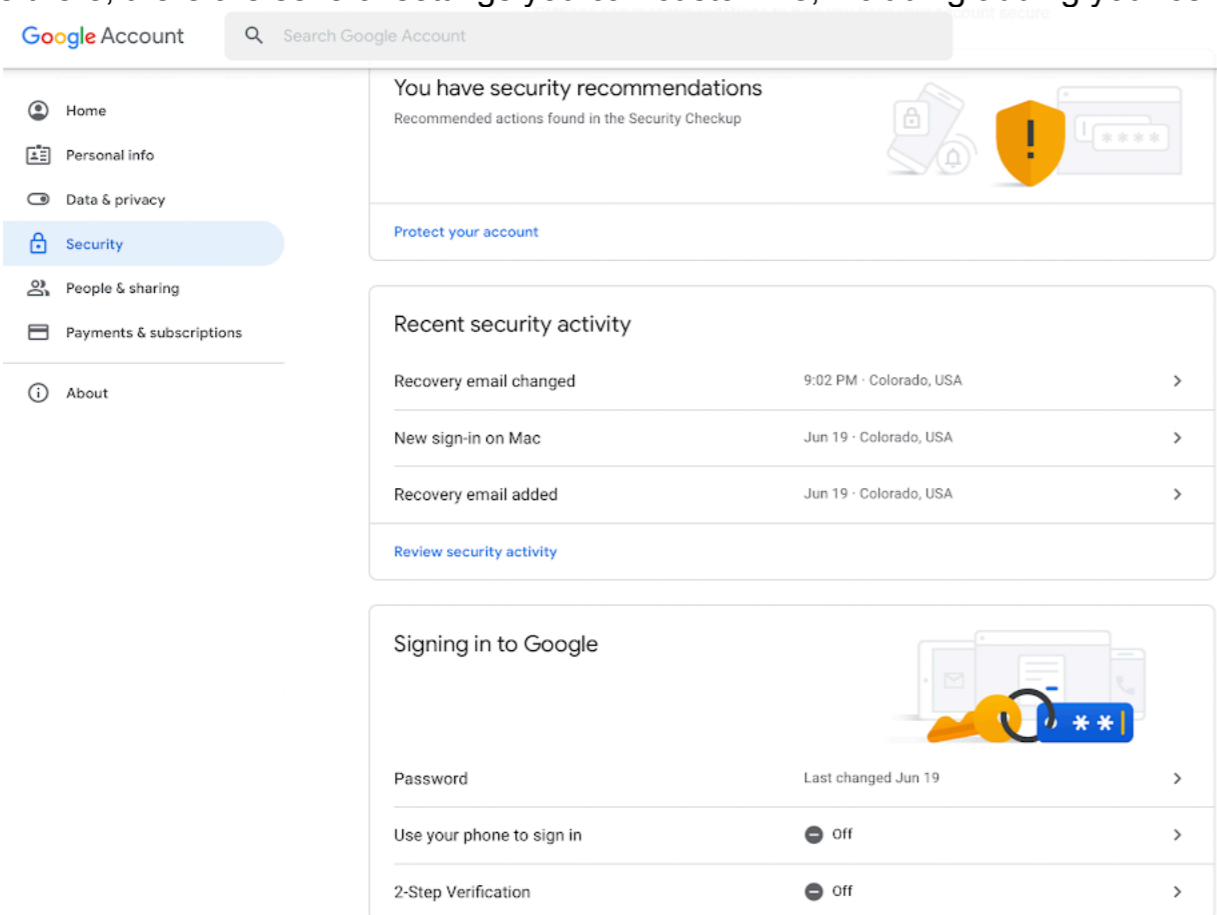
- D. You will also likely wish to put your cell phone number into the account for security/authentication purposes. You can find that info by clicking into settings (the gear icon), and then the button for "see all settings":



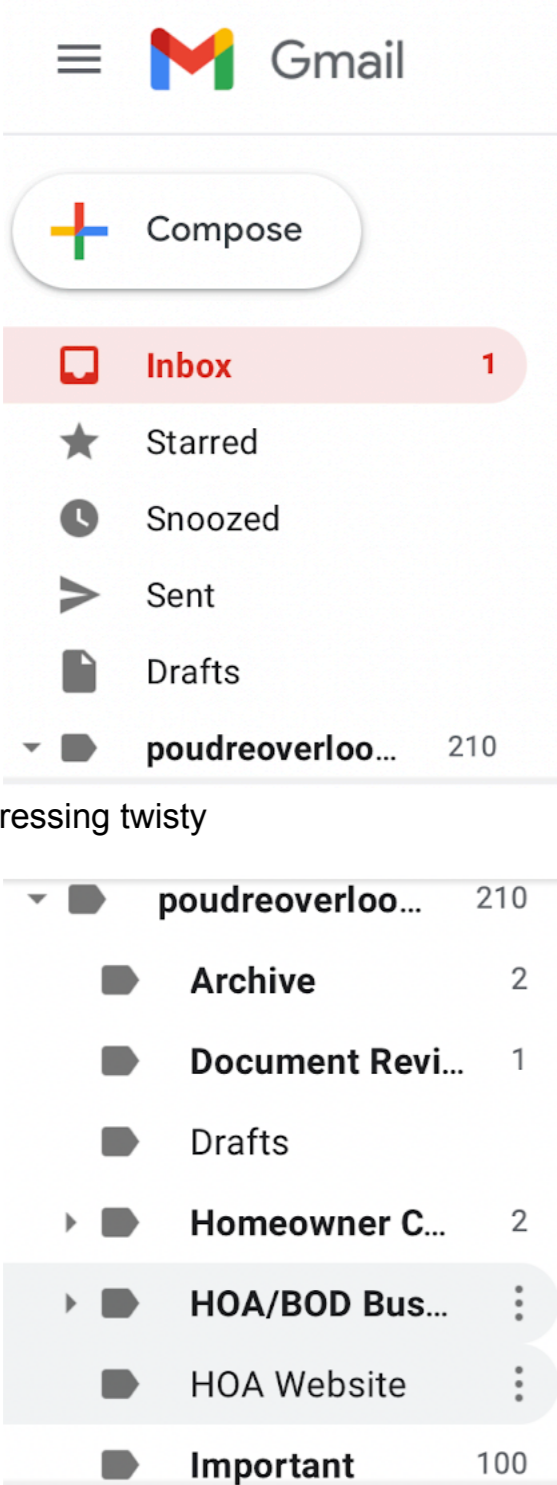
- E. From there click on "Accounts and Import", and then "Change password recovery options"



- F. Once there, there are several settings you can customize, including adding your cell number if you prefer to have 2-factor authentication.

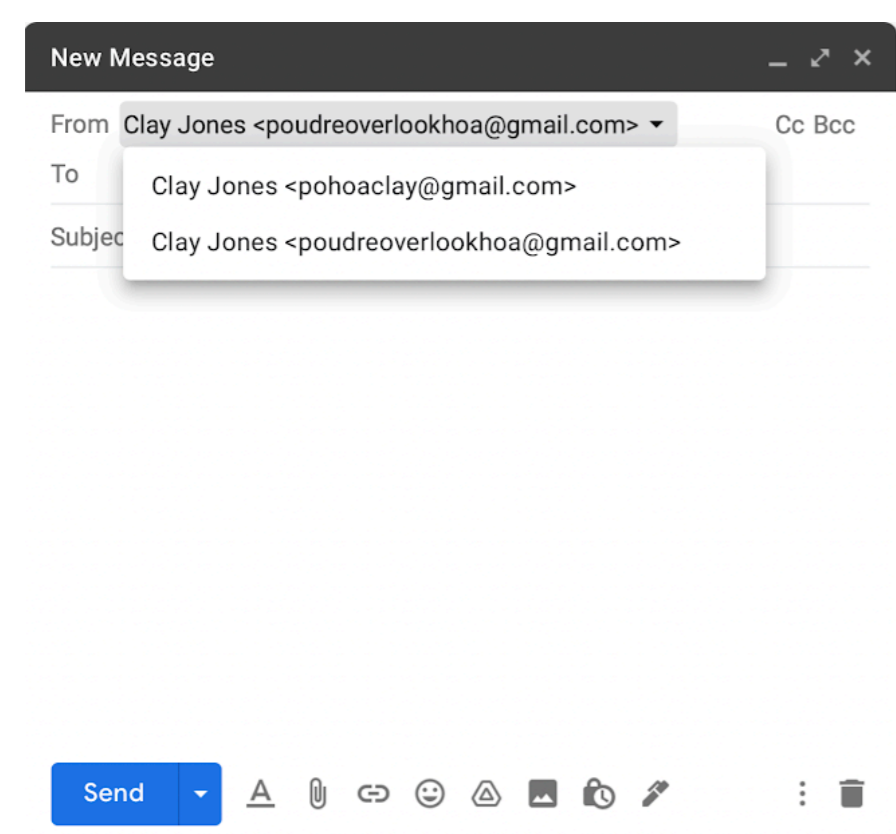


3. Once you have logged in, changed the password, and entered whatever cell phone settings you desire (they are not required, but recommended), you can begin using the account.
- A. For the main inbox, you will see a left navigation with the entire inbox and all prior emails labeled "poudreoverlookhoa@gmail" with a "twisty" arrow. If you press on these arrows, sub-menus appear.

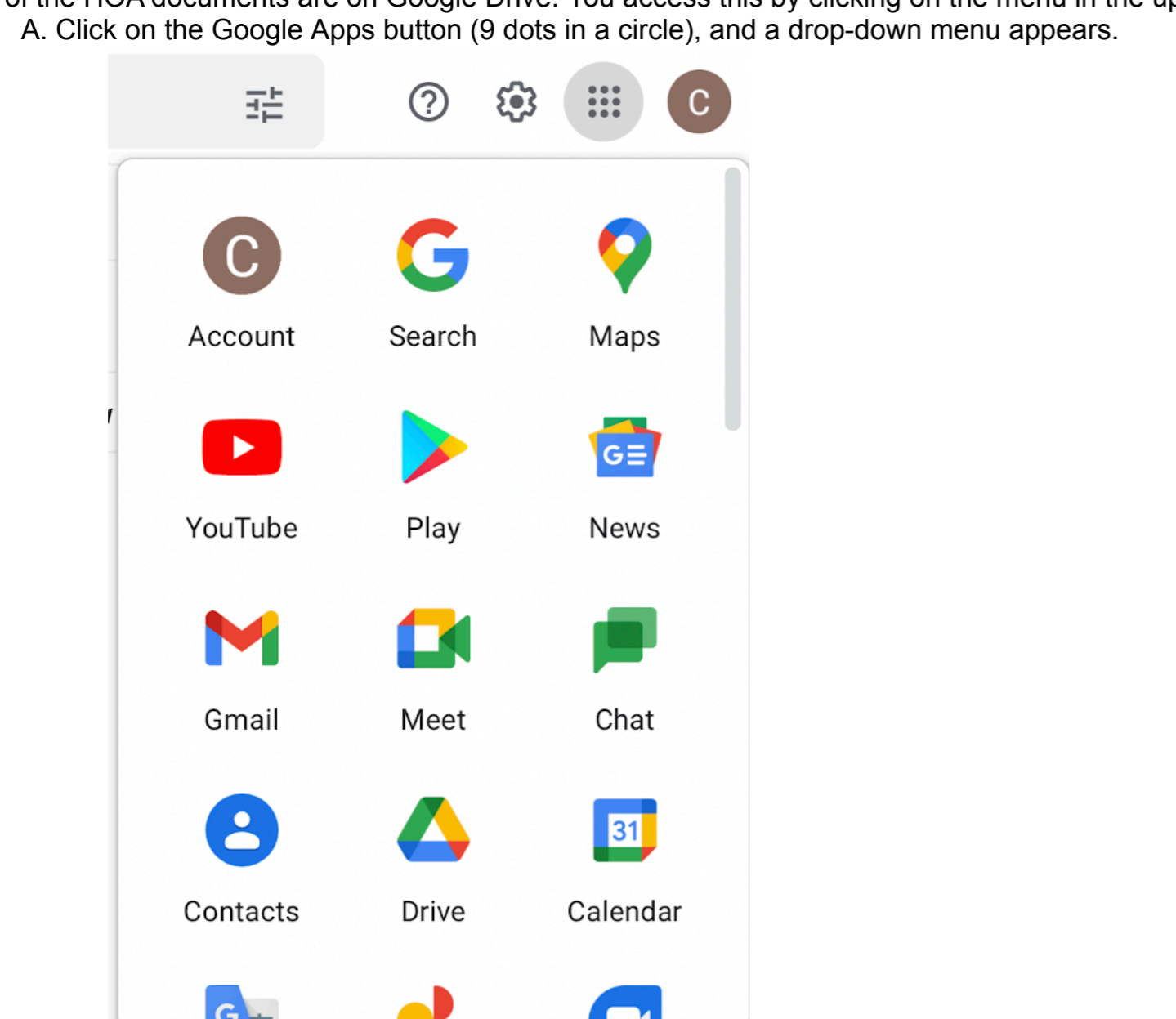


Any search will search the entire main email account. You have full access. This is real-time access, and it will also record which of us makes any changes.

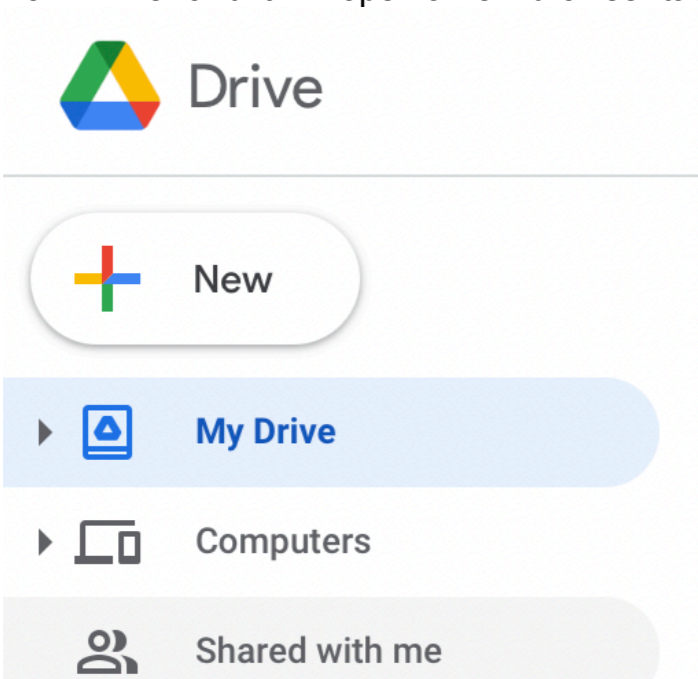
4. When composing an email, you will each default to the main email address (poudreoverlookhoa@gmail.com). However, there is a pull-down menu, and you may also choose to send from your new gmail account. According to the prior Board, these email addresses are "private". Emails sent from the main inbox will be visible to all other uses, but emails sent from your private email will not.



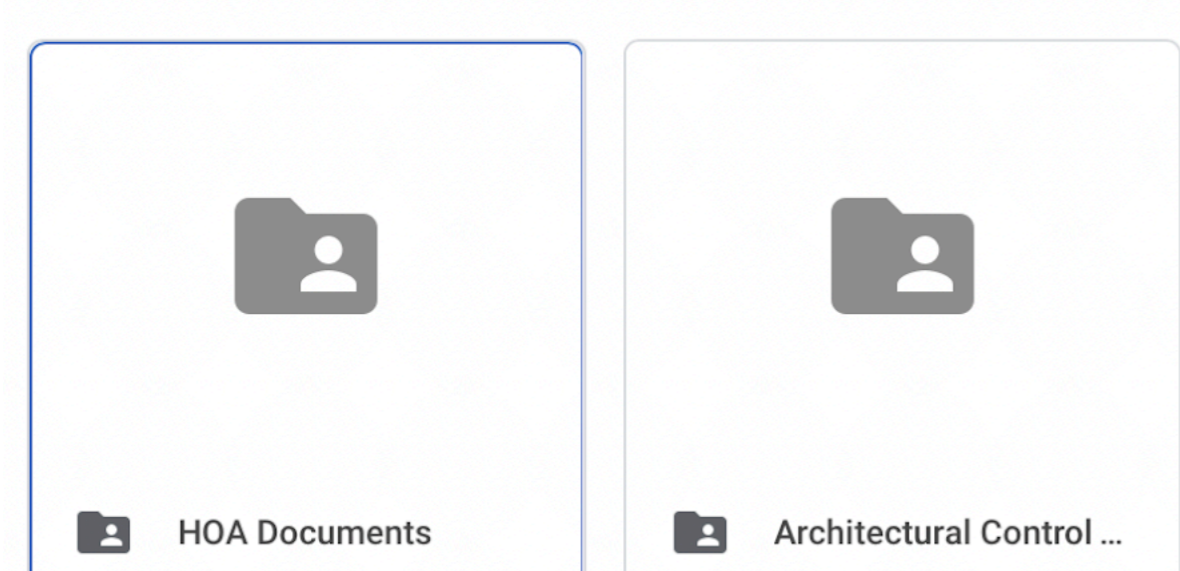
5. All of the HOA documents are on Google Drive. You access this by clicking on the menu in the upper right corner that looks like 9 dots in a circle:



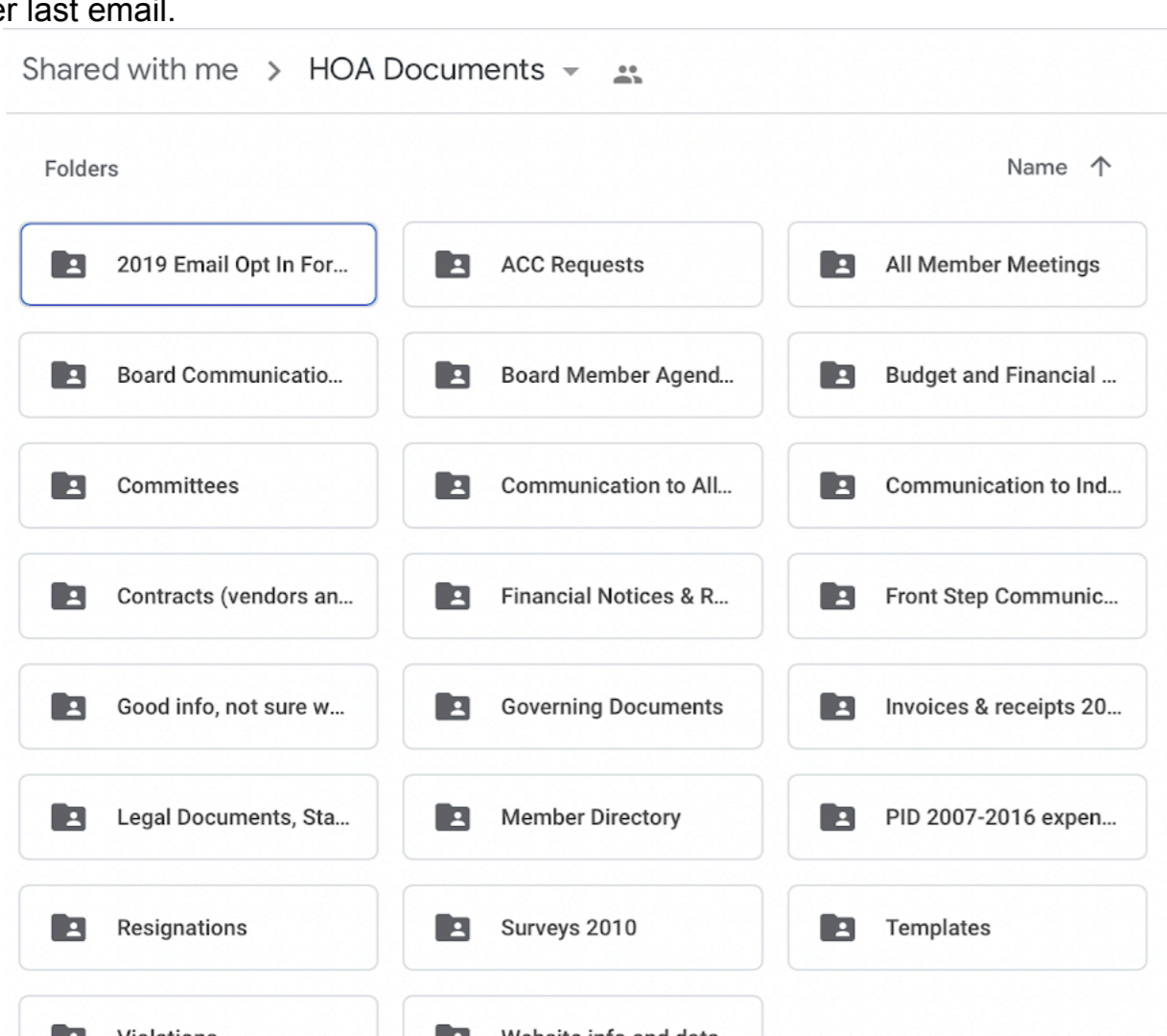
- B. Click on "Drive" and it will open a new browser tab. From there, click on "shared with me"



- C. From there, you will see two folders, one of which has forms for ACC, the other, all the documents of the association.



- D. Once inside HOA Documents, there are many folders and sub-folders. This is all organized/set-up by Sara and are the full set of documents. She has taken a backup, and implied that so did all prior Board members. See her last email.



- E. As with all things google, if you use the search field, it not only searches the file name, but also the content of the documents. It's the quickest way to find most things.

6. Google offers vast resources for knowing how to use gmail and google drive. You can find all you need here: <https://support.google.com/a/users/answer/9259748?hl=en>

If you have questions, I will do my best to respond and support. I have been using the Google/Gmail platform since 2005, and while I know much, I don't know everything. I can research and find solutions, if you hit any roadblocks.

Cheers!

Andy

PS This setup takes about 2 days, so I apologize for not writing back sooner. The import/export I began on Saturday took until earlier today to complete, and I didn't have time to write up these instructions until this evening. Going forward, everything should be synchronized and update nearly instantly (small delays if there are slow internet connections). What you see in the inbox should be the current inbox.

poudreoverlookhoa@gmail.com

Importing – It may take several hours (sometimes up to 2 days) before you start to see imported messages. You can leave this page and the import will continue.

[Import from another address](#)