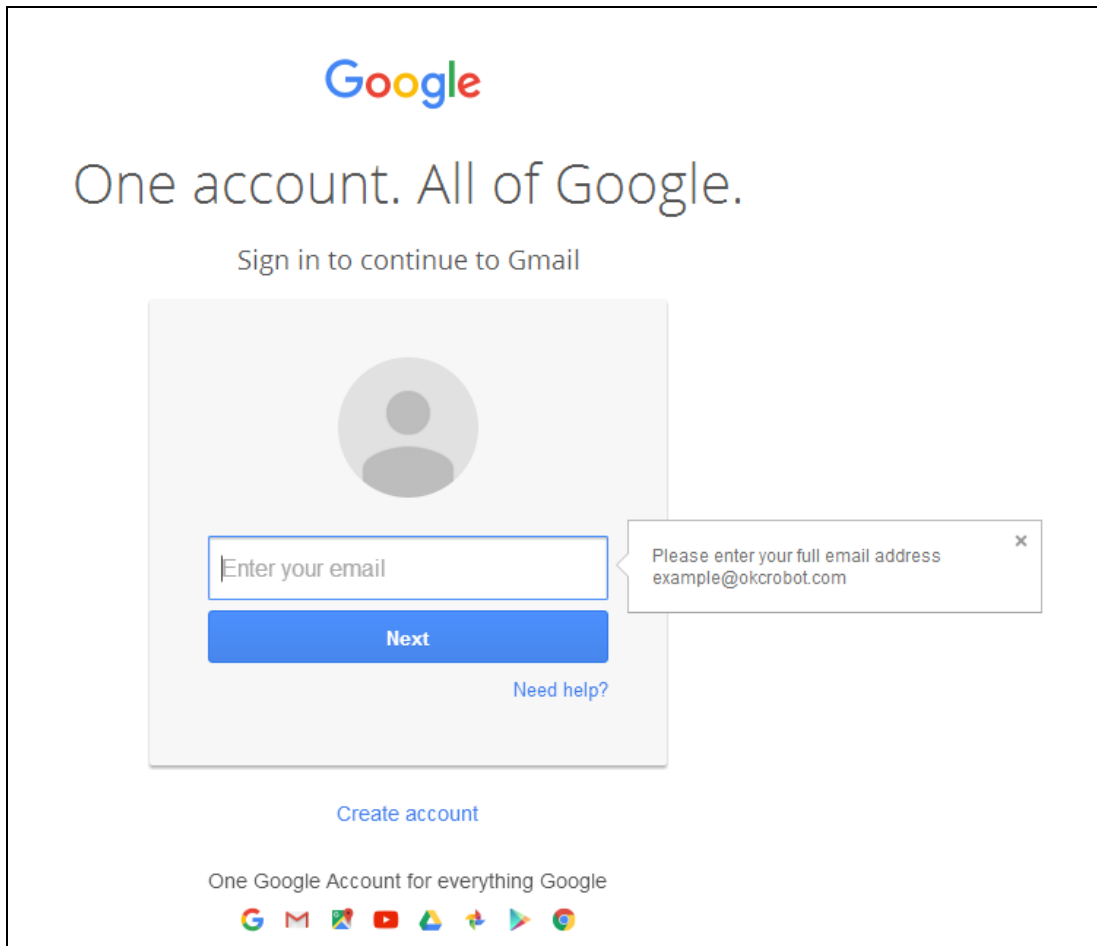


Hello Team,

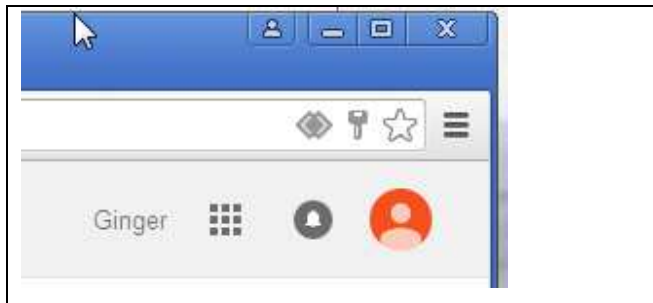
As with anything new, there will be an associated learning curve as we get familiar with how to use it. It is my hope that we can all scale this okcrobot.com Google Accounts "learning curve" together and benefit from the collaboration tools that are available to us.

These okcrobot.com accounts are hosted by Google. It is not enough to just create an email account of your own that ends in okcrobot.com. It must be one that an okcrobot.com admin has created for you. If you haven't received an email message (at your existing email address) stating that an okcrobot.com account has been set up for you, then you will not be able to access okcrobot.com data on the associated Google apps (Mail, Drive, Calendar, Blog), etc.

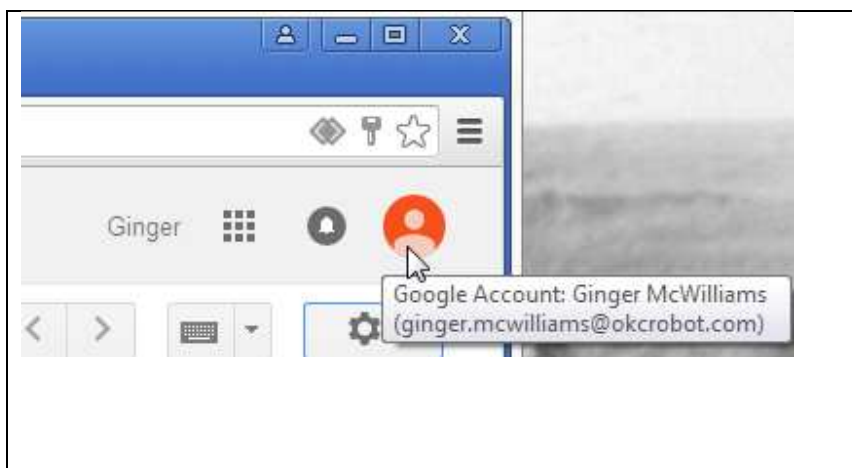
When you go to the okcrobot.com web site (<http://www.okcrobot.com>) there will be a link on the left of the page called "okcrobot members". Click there and you will find more information about the okcrobot.com Apps. There will also be other apps listed as well. If you click on the Mail icon (The Big Red M), you should be able to get the familiar Google Login (shown below).



If you do not get a login screen such as the one above, you are already be logged into a Google account. However, It might not be your okrobot.com account. To find out who you are logged in as, look at the upper right corner of your browser window, it should look something like this:



If you hover your mouse pointer (the arrow) over the upper right icon in the browser window, it gives you more information: See below.



This person (Ginger) is logged into Google as ginger.mcwilliams@okrobot.com.

If Ginger sees that she is logged into an account that doesn't end in okrobot.com, then she cannot access a lot of the data that respectable Ninja Munkees are interested in. She must log out of this account and log back in using her okrobot.com account.

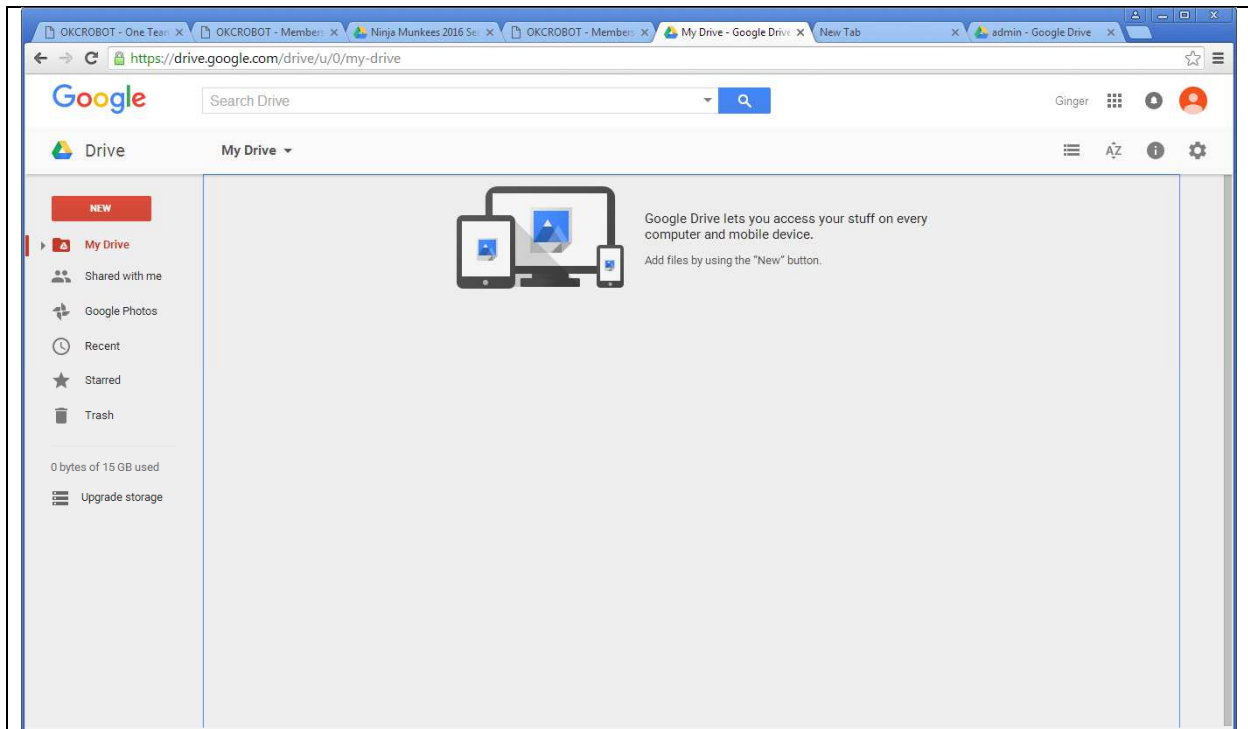
After Ginger verifies that she is indeed logged in on her okrobot.com account, she can then read all the email associated with her okrobot.com email address.

Ginger is done looking at email and now wants to go to the okrobot.com Google Drive.

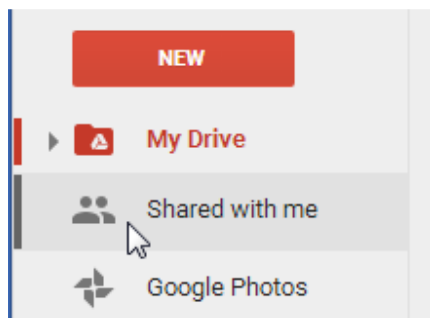
She can type in "<http://drive.google.com>" URL into the Browser window, or she can go back to okrobot.com and click the "**okrobot members**" link. This time she clicks on the Google Drive icon



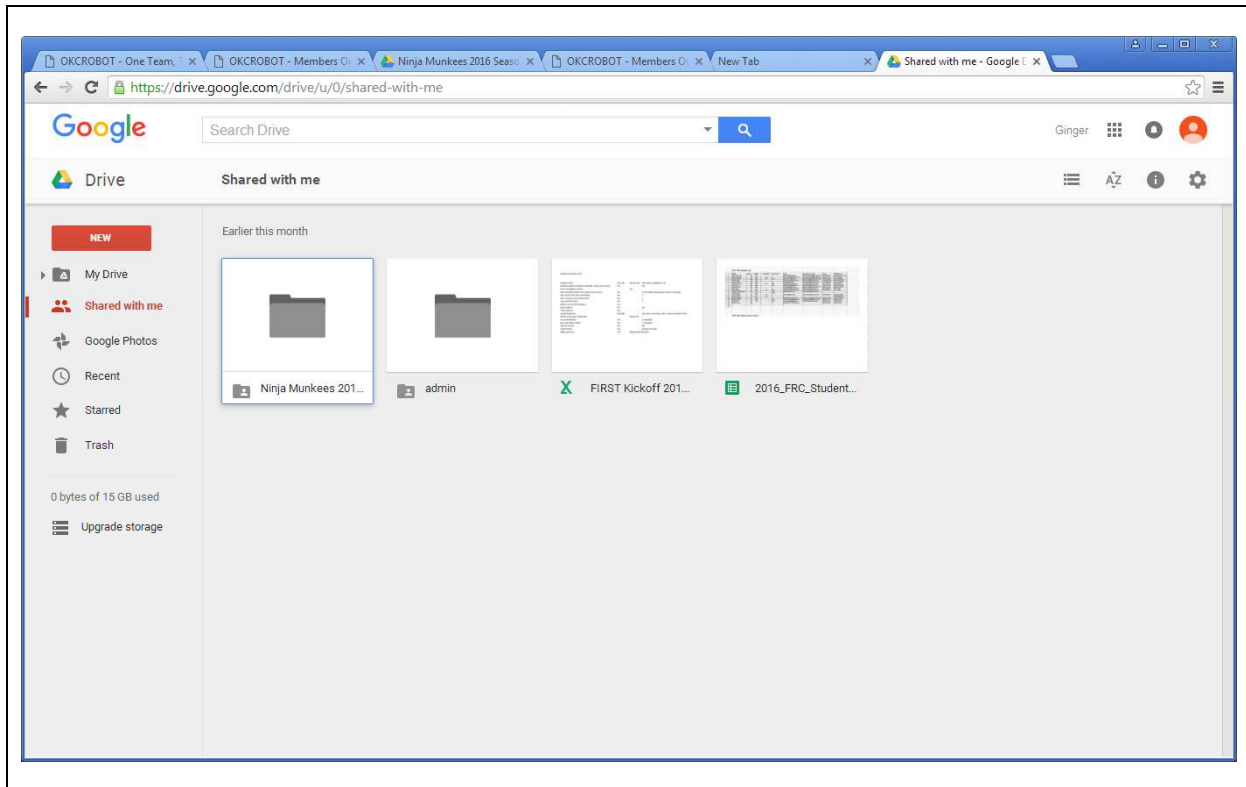
Ginger is now presented with her Google Drive window. Notice that there are no documents here. She hasn't created any. Any documents that Ginger creates would be in her "My Drive" folder.



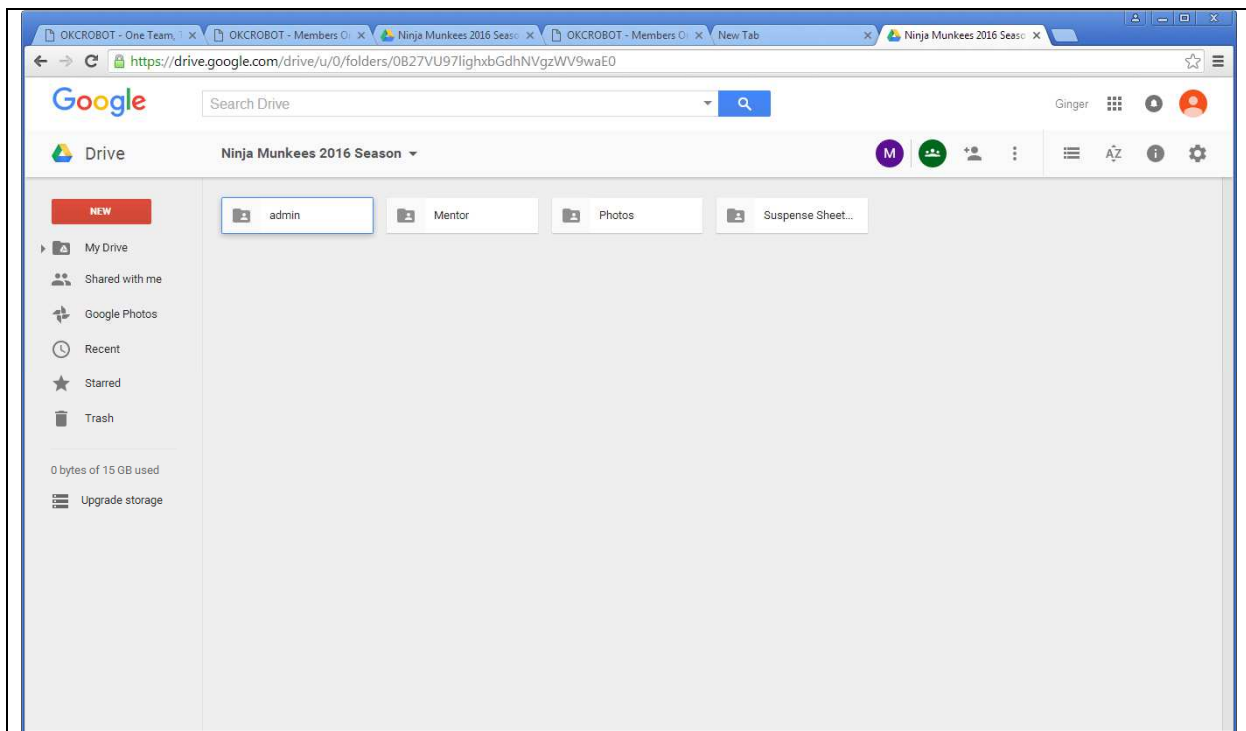
Now Ginger wants to see what has been shared with her. So she clicks on the button labeled "Shared with me".



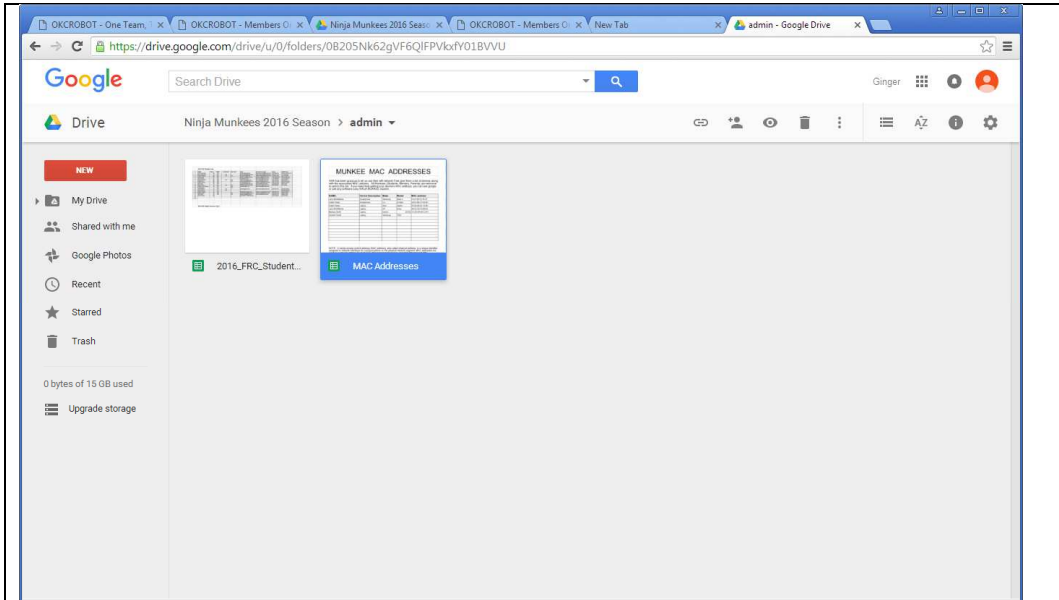
Ginger is now presented with several folders and files. She knows that the one she is interested in is called "Ninja Munkees 2016 Season". She clicks that icon and goes into that folder.



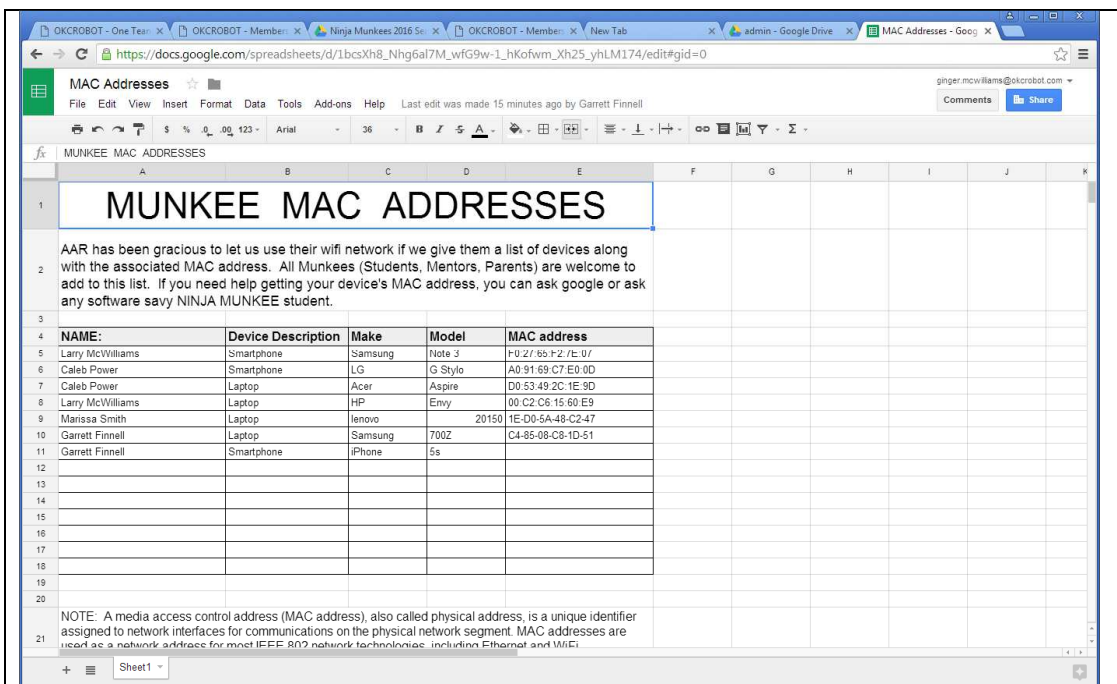
Here is what Ginger sees after clicking the "Ninja Munkees 2016 Season" folder.



Ginger now clicks the folder labeled “admin”, she has been told by coach Larry that if she wants to use the AAR wifi, she needs to register her MAC address. Now she sees the file she is interested in, it is labeled “MAC Addresses”.



When Ginger clicks on that file, her browser opens a new tab and presents her with the spreadsheet containing MAC addresses.



Ginger doesn't know how to find her MAC address for her laptop. She asks one of the smart good looking nerdy guys on her robot team to help her. Then she adds it to the spreadsheet. Ginger is now happy! Now she has to wait on Coach Larry to get that list to appropriate AAR person.

NOTE: If Ginger is shy, she can ask Google as well. She types the following into the search bar in Google:

How to get my laptop MAC address

It wasn't as friendly as the smart nerdy guy on the robot team, but it did give her good information.