

# OET Trail Mail Files Help

## OET Trail Mail File Access

In addition to receiving and sending email to the OET Trail Mail members, you now have the ability to access OET files pertaining to OET activities, past Riders Roundup, the Bylaws, Work party Forms and more. This also gives you the chance to share information.

The **OET Trail Mail Cloud Storage** is managed under “Google Workspace for Education” and is easily accessible using the Google Drive App and your Google managed account. Any member with a Google account can access the **OET Trail Mail Cloud Storage folders** using the Google Drive App. To use the Google Drive App requires a Google-managed internet account. For users that use Gmail, just use that account and open the Google Drive App. As for other email users, you will need to create a Google account. A google account can be created with any account name like username@yahoo.com, username@msn.com, or username@aol.com.

**Click Here to set up a Google Account Without Gmail**

**<https://accounts.google.com/SignUpWithoutGmail>**.

**Note: If you don't login with a Google account you will not be able to see the **OET Trail Mail Cloud Storage** folders and files. Without this there is no point of continuing till you have a Google User Account.**

If you create your Google account without ending in “@gmail.com”, ( or any non-manager Google domain) you will not be able to use it for Email “under Google using Gmail”, but it will allow you to use the Google Drive App to download or view any OET Trail Mail Cloud Storage folders and your email will work as before.

## Back to Basics

A web browser is a software application that is available standard on every computing device, smartphone, tablet, Chromebook or PC. It is the primary tool used to view documents, web sites, and access Web based Applications over the internet. The OET Trail Mail Files are accessed using the Google Drive App.

On a MAC PC or iPhone the standard web browser is Safari. On the latest Windows 10 PCs the standard Web browser is now the new Microsoft Edge (based on Open source Chromium which is the base building block for Google Chrome). On Android smartphones the default web browser is Google Chrome. The Google Chrome web browser is currently the most popular used in the world today and can be installed on any computing device. Another Web browser installed today is Firefox.

Note: The Google Drive App works best when using the Chrome Web Browser, but the others mentioned above will also work, but some features may not be available, such as drag and drop of files and folders. For MAC users you should install Chrome to use and set up a Google Account for best results.

Here are some important components of the Chrome Web browser to be aware of and the proper way to use them to get the best experience when using internet resources and applications.

1. Address Box - enter a web address such as [www.google.com](http://www.google.com), to take you directly to the specified web site.
2. Search Box - Primary window to enter web search text. When you enter a web address here it will take you to a search page showing links to the web site, not the actual web site. You must still click on the correct web link to take you to the web site.
3. Google User Bar, Shows Status & Apps Launcher - Shows the user is logged in for the current open window and clicking on the Launcher icon enables you to start other Google free web apps. If you are not seeing this in your current window, then go to the web address [www.google.com](http://www.google.com).
4. Chrome User Login - Please Read and understand. You should Login with a Google account to remember internet passwords, see item 4 in image above.



**When you ignore this step you will add to the frustration of using the Internet, guaranteed!**

For Chrome make sure you login and enable Syncing. For other web browsers this may be different (See Note Below - Remembering Internet Usernames and Passwords). This online login account, typically your personal Gmail account, is used to store history, web logins (with passwords) and bookmarks of your web browser sessions. It remembers your passwords for you so the next time you are prompted to enter a username and password it will auto fill the correct information for you. If you choose not to login you will need to manually remember all your account passwords and usernames.

## Make your Internet Experience more User Friendly By having your Computer Remembering Internet Usernames and Passwords For You!

Built in to all major Web browsers is the ability to remember your internet usernames and passwords for a particular web address/site. For Firefox this is done very similarly to Google Chrome, When you launch Firefox for the first time it provides you an opportunity to set up an online account to store history, web logins (with passwords) and bookmarks of your web browser sessions. For details on Chrome see Item 4 above. For Windows PC when you run the new Microsoft Edge web browser history, web logins (with passwords) and bookmarks are saved automatically now to the

Windows user account logged in when you first turn on your PC Make sure you are running the latest version of Microsoft Edge. For Apple users who use the standard Safari Web Browser this is saved to your iCloud account. This applies to Apple PCs, Tablets and the iPhone. Lastly for Android users, this information is saved to your primary Gmail user account. There are also specific other applications you can buy to manage your usernames and passwords.



For the best seamless user experience between your Smartphone, Table and PC/MAC it is best to keep the types the same from similar manufacturers, unless you want to become an IT wizard or become frustrated researching answers on the web.

- If you use an iPhone, then it is best to use an iPad and Apple MAC type PCs for easy transition between devices by using the Safari Web Browser. For these devices you will pay more for the devices themselves, online storage associated with your iCloud account and Apps. If you have an iPhone and you mix it with other non-Apple PC devices be prepared for additional headaches related to your internet experiences. The latest version of Windows 10 has made some inroads bridging the incompatibility gap with iPhones.
- If you use an Android based Smartphone you will have more options. These and related devices tend to use more open source software solutions making them more compatible with the different manufacturers other than Apple. Android based smartphones pair best with Windows PC's and Chromebooks or Chrome or Android tablets. If you use the Edge or Chrome web browser on your Windows PC then use Chrome on your Android smartphone, which generally is standard anyway. If you are a Firefox fan then run it on both your Windows PC and Android smartphone devices. If you have Chromebooks and Windows PCs with an Android smartphone it is best to use the Chrome Web browser on all devices. Using the same Gmail account on all devices will make your web history, web logins (with passwords) and bookmarks of your web browser sessions seamless between devices.
- If you have a Chromebook and an iPhone then you better become an Information Technology Wizard. <https://www.aboutchromebooks.com/opinion/can-you-happily-use-a-chromebook-and-an-iphone-yup/>

## Online Accounts

Online Accounts keep others from seeing your personal information. What if your Bank did not provide a Login to access your bank account. Everyone could see and access all accounts.

Accounts provide security separating Users private Information.

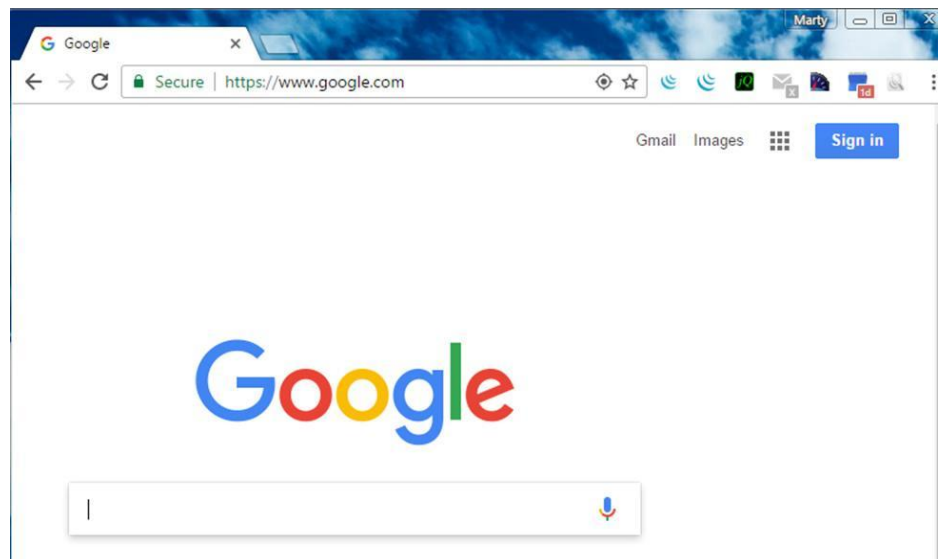
- ★ The Norm Today is Having Many Accounts Requiring Users to Remember Logins
- ★ Web Tools To the Rescue - Most Web Browsers today Remember your many Usernames and Passwords

Why Sign-in (#4 Above) to Chrome : Signing into Chrome connects your Google Account to your browser for a more personalized browsing experience. All your Chrome data, like your bookmarks, history, passwords, and other settings, is synced to your Google Account and available on any device where you sign in to Chrome.

You'll also be automatically signed into Gmail, YouTube, Search, or other Google services.

## Logging in to Access the OET Trail Mail Files

To access the OET Trail Mail Files does require you to have a Google user account and this account needs to already be given access to the OET Trail Mail Files file folder. You can create a Google account for free and your username can be [anyname@gmail.com](mailto:anyname@gmail.com), [anyname@domain](mailto:anyname@domain) where domain is



managed by Google or ANY email address you currently already use. Once you have a Google account, Login.

**Note: The Google Account Login Page is <https://www.google.com>. You must go to this web page to sign in to your Google Account. Not doing this step will mean you will be unsuccessful at accessing the OET Trail Mail Files folders and continuing any farther will be pointless.**

Now Open a web browser and Go to [www.google.com](http://www.google.com) by typing the web address in the address field 1.

If not already logged in click “Sign in” the Upper Right corner of the Web Browser Window. If you Don’t see “Sign In” then you are logged in. What Account are you logged in as? The Sign In box is replaced with an icon or image to symbolize the account you are logged in under.

Also note you can login to multiple Google Accounts, allowing you to be logged in as a different user for each Web Browser tab you have opened. It is best to have multiple tabs open so you can easily switch between windows and stay signed in to your online accounts. If you close and then open new windows or tabs you will be required to sign in again.

## Multiple Google Logins

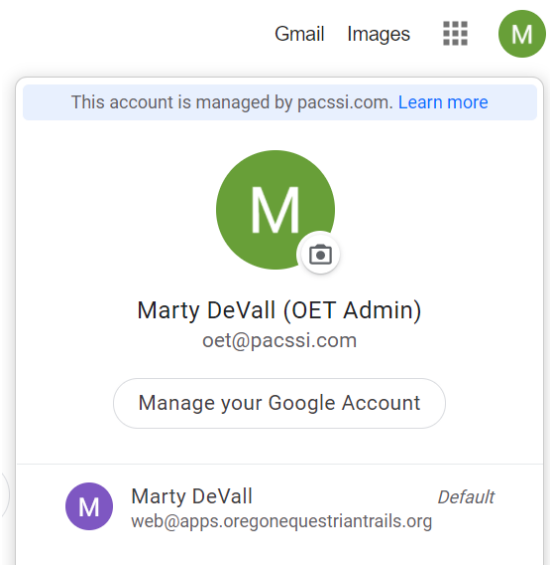
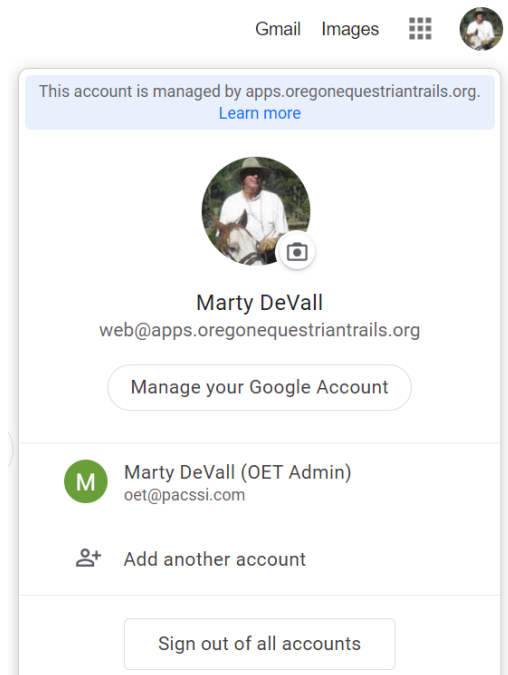
At [www.google.com](http://www.google.com), If you Don’t see “Sign In” then you are logged in. What Account are you logged in as?

Because you may have a personal Gmail (Google) account, and another Google account to access the OET Trail Mail Files you could sign out of your Personal Account first before you log into the other account. The other option and preferred, you just login to both.

When signed into both you need to pay attention to which account is active for any given App you are using. Clicking on the account Icon, shows the usernames `oet@pacssi.com` and `web@apps.oregonequestriantrails.org` are both logged in with the top being the account tied to the current visible application window or tab.

Each time you login with a different Google account or switch to a different account, a new Tab will open. To go back to the previous window just click the Tab you want to open at the top of the web browser window.


- ★ Click on the Icon Symbol in the Upper Right Corner to Open the Login Status Window.
- ★ The Account Listed on Top is the Current Selected Account.
- ★ To Login to Multiple Accounts just Click on “Add Account”
- ★ To Switch to a Different account just Click on the Account you want to switch to.



# Open the Google Drive Application

At this point it is assumed you have read the previous text and that you know how to login to your Google Account. If you don't then go back to make sure you have logged in correctly.

Now still at the web page [www.google.com](http://www.google.com), Click on the

App Launcher Icon:  It is located in the Upper Right Corner.

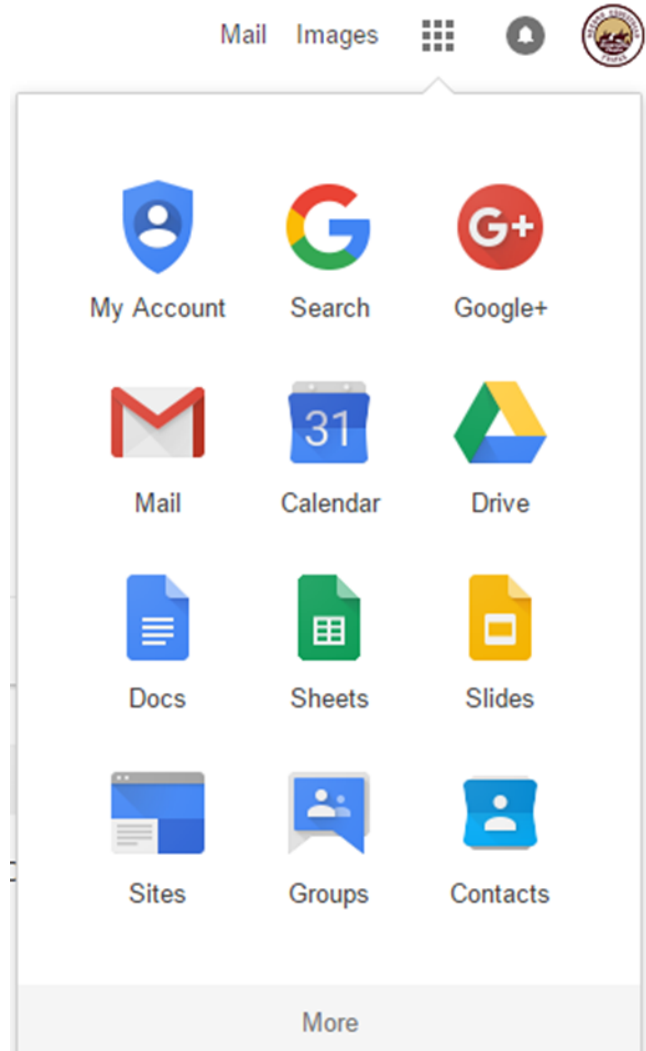
The App Launcher Window (shown on the right after clicking on the Launcher Icon) provides a long list of Apps to Open and Use. All are free for your use. The common ones you might use are Drive, Calendar, Docs, Sheets, Slides and Mail.

Simple click on the Icon associated with the App you want to Open. In this case you want to select "Drive".

Because you may also be logged into your personal Gmail (Google) account, pay close attention to the upper right corner for the Icon representing the account you want to use for OET Trail Mail Files access. The one showing indicates which account the App will use.

All files associated with your App are not stored on your PC but on your own Cloud File System. These can all be seen from the Google Drive App. Any changes made are saved automatically, there is no save command.

To access a file locally on your computer you will need to download the file or folder. Simply right click on the file name and select download.

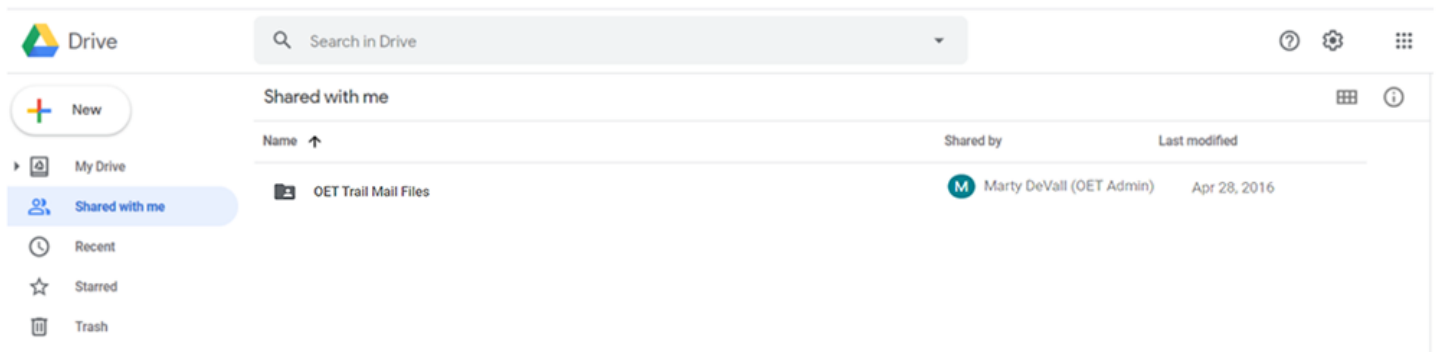
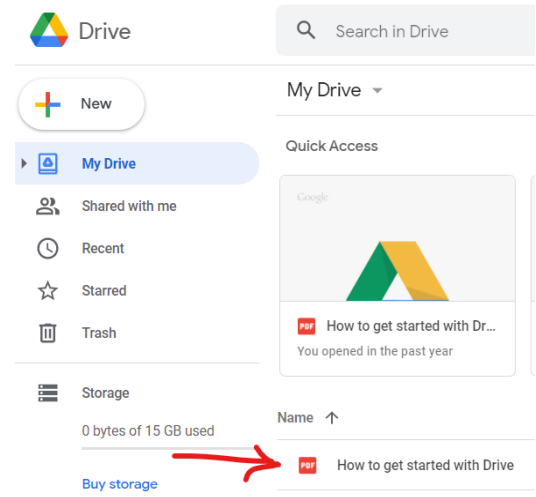


# The Google Drive Window - Opening the OET Trail Mail Files

The Google Drive App is used to manage, manipulate, create documents, collaborate and share files. These files are not on your computer but always saved to the Cloud Drive. While working under the OET Trail Mail Files, these files will be saved to the OET Cloud for future use by OET leaders and members. Every Google User has their own personal Cloud Drive, but OET members can also be granted access to the OET Trail Mail Files.

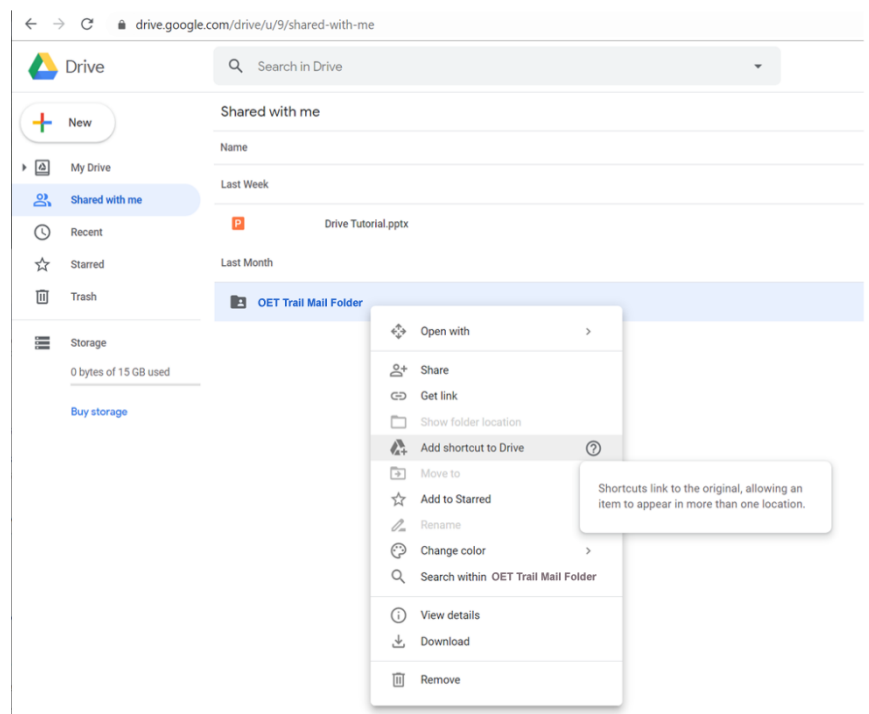
If you are new to Google Drive, the first time you open it you will see a single PDF file called “How to get started with Drive”. You can read this for an introduction to Google Drive.

The user opens the Google Drive App. from their Gmail account to access the OET Trail Mail Files. If you open the link in the email you received after registering for access, it may prompt you to login, otherwise, it will show the screen below after selecting the “*Shared with Me*” button text on the left. The listed Folder is “OET Trail Mail Files”.



By right clicking over a file or folder it reveals additional operations that can be performed on the file or folder. The right click menu allows you to rename, move, download and other operations, but in the case of the OET Trail Mail Files you can place a Shortcut (Link) under the My Drive folder. The next time you open Google Drive the OET Trail Mail Files folder will be listed directly under My Drive.

Just select “Add shortcut to Drive” to have it added under My Drive. This is the top level of your personal cloud storage.



By double-clicking on the “OET Trail Mail Files” folder name in your Google Drive Window it opens the OET Trail Mail Files folder to reveal a list of OET related folders and Files.

The screenshot shows the Google Drive interface. On the left is a sidebar with navigation options: New, Priority, My Drive, Shared with me, Recent, Starred, Trash, and Storage (2.2 GB of 30 GB used). The main area displays the 'OET Trail Mail Files' folder. The folder contains several sub-folders and PDF files. The sub-folders are: '001 - Work Party Forms', 'Central Oregon - St Jude & Jimerson Poker rides!', 'Current Public Lands Issues', 'Noxious Weeds', 'OET Long Riders', and 'Riders Roundup'. The PDF files are: 'By Laws Revised Nov\_18\_2017.pdf', 'GAO Trails Report Release TWS-BCHA June 2013.pdf', 'Please Clean Up-1Up.pdf', 'Remembered for what you leave behind cards.pdf', and 'TrailClearingSpecs.pdf'. All files were last modified on Dec 18, 2019, and are owned by 'me'.

Name	Owner	Last modified	File size
001 - Work Party Forms	me	Dec 18, 2019	–
Central Oregon - St Jude & Jimerson Poker rides!	me	Dec 18, 2019	–
Current Public Lands Issues	me	Dec 18, 2019	–
Noxious Weeds	me	Dec 18, 2019	–
OET Long Riders	me	Dec 18, 2019	–
Riders Roundup	me	Dec 18, 2019	–
By Laws Revised Nov_18_2017.pdf	me	Dec 18, 2019	–
GAO Trails Report Release TWS-BCHA June 2013.pdf	me	Dec 18, 2019	111 KB
Please Clean Up-1Up.pdf	me	Dec 18, 2019	306 KB
Remembered for what you leave behind cards.pdf	me	Dec 18, 2019	350 KB
TrailClearingSpecs.pdf	me	Dec 18, 2019	40 KB