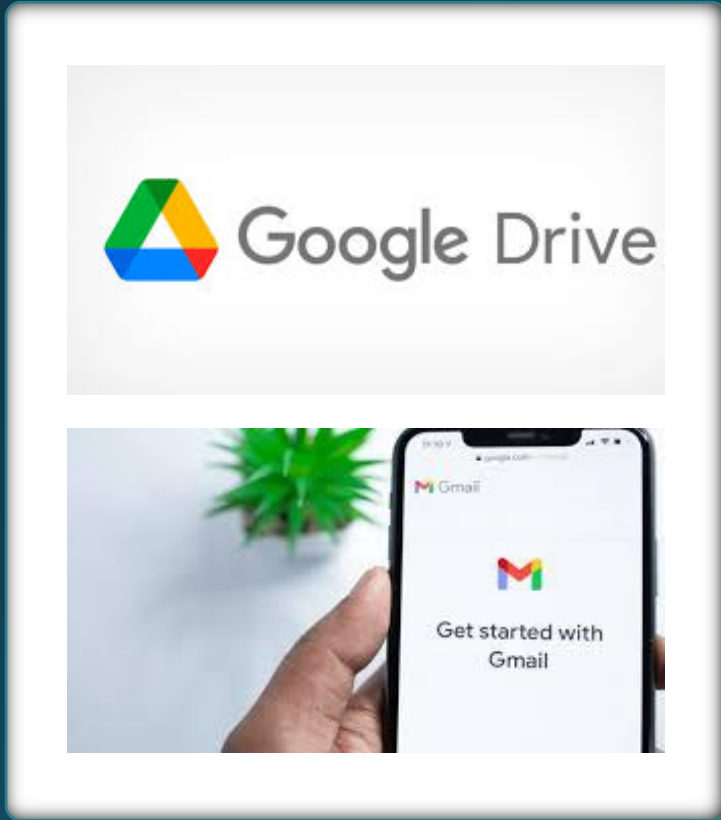


GMAIL ACCOUNT FOR LANDINGS

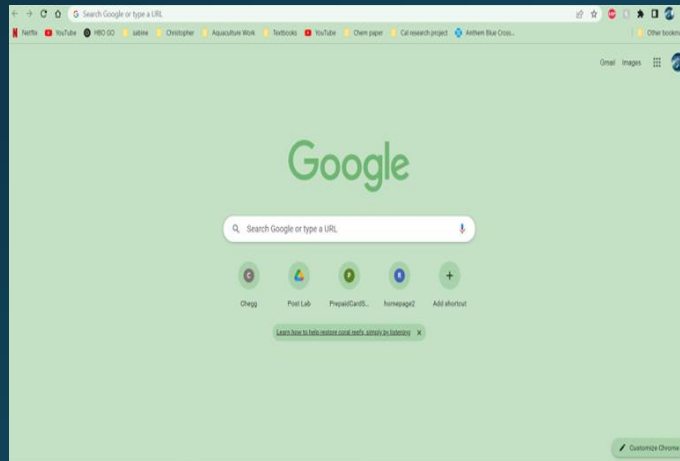
What is Gmail?



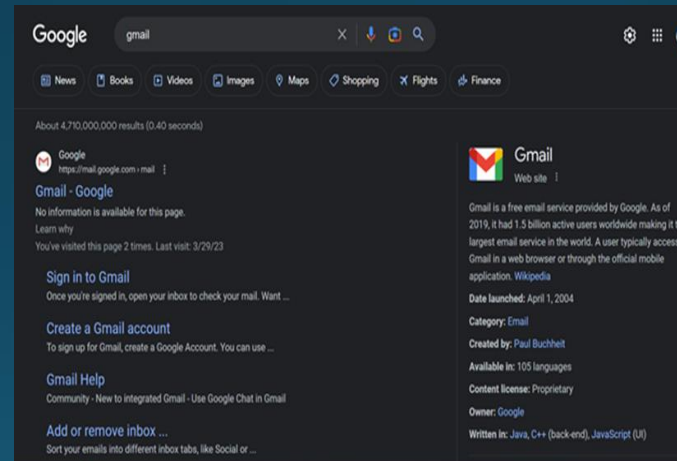
- A regular email account.
 - Access to google drive.
 - Easy Set up.
 - Can use on Cellphones, Tablets or Computer

Setting Up a Gmail Account

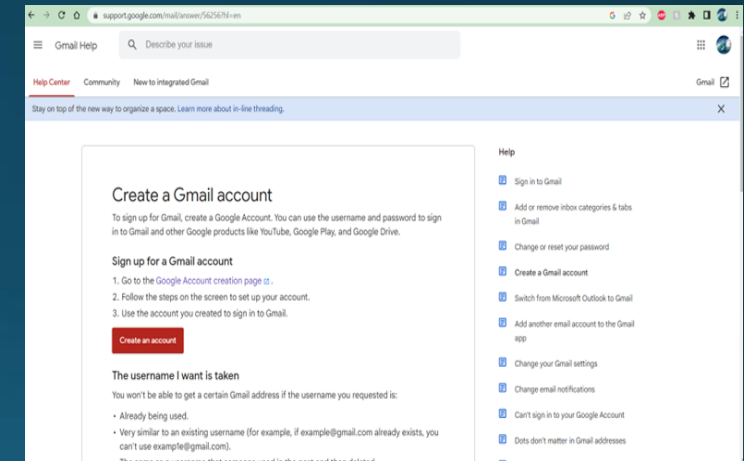
Web Browser



Create Gmail



Create Account



- Search Gmail
- Any web browser will work

- Click Create Gmail

Big Red- Create Account

Setting Up a Gmail Account

Follow Prompts

- Fill out personal information
- Fill out email Address
- Create Password
- Click Next

Follow Rest of Prompts

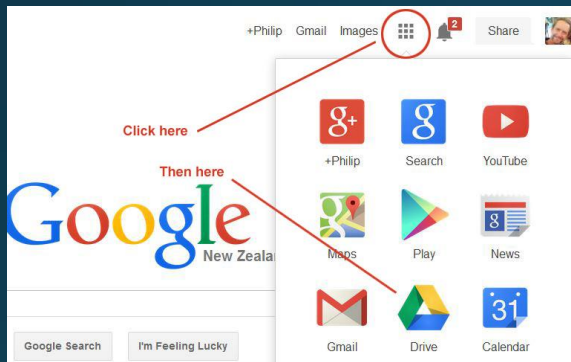
- Fill out Birthday and gender
- Add phone number and recovery email
- Click Next

Terms of Service

- Read over the Terms
- Scroll down Click agree

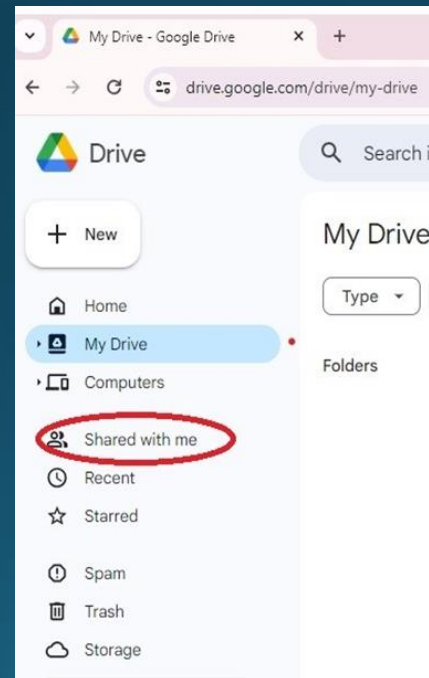
Google Drive - Desktop/Laptop

Google Drive Logo

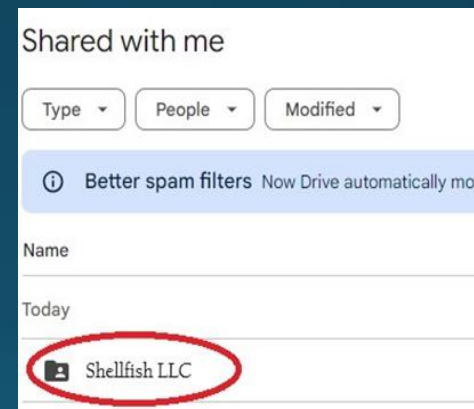


- Open google
- Locate dots and click
- Click on Google Drive

Shared Folder

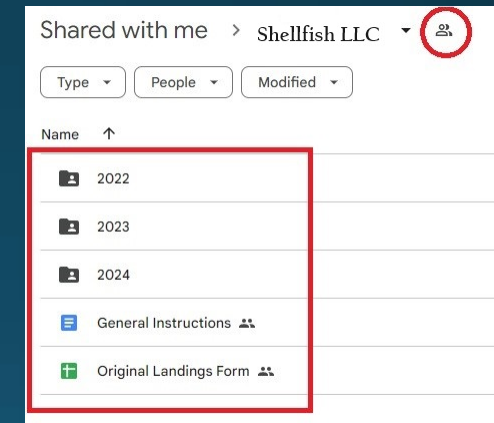


Company Folder



- Left-Shared with me
- Top- Shared with me tab with Company Folder

Inside Folder



- Inside your landing folder
- Top – who has access

Google Drive - Desktop/Laptop

Excel Files in Folder

Shared with me > Extra Folder > 2024

Type People Modified

Name	Owner	Last modified	File size
April.xlsx	ctaquaculturelandings	Dec 26, 2023	6 KB
August.xlsx	ctaquaculturelandings	Dec 26, 2023	6 KB
December.xlsx	ctaquaculturelandings	Dec 26, 2023	6 KB
February.xlsx	ctaquaculturelandings	Dec 26, 2023	6 KB
January.xlsx	ctaquaculturelandings	Dec 26, 2023	6 KB
July.xlsx	ctaquaculturelandings	Dec 26, 2023	6 KB
June.xlsx	ctaquaculturelandings	Dec 26, 2023	6 KB
March.xlsx	ctaquaculturelandings	Dec 26, 2023	6 KB
May.xlsx	ctaquaculturelandings	Dec 26, 2023	6 KB
November.xlsx	ctaquaculturelandings	Dec 26, 2023	6 KB
October.xlsx	ctaquaculturelandings	Dec 26, 2023	6 KB
September.xlsx	ctaquaculturelandings	Dec 26, 2023	6 KB

2024

Details Activity

Who has access

Owned by ctaquaculturelandings. Shared with Maylani Velazquez.

Manage access

Folder details

Type
Google Drive Folder

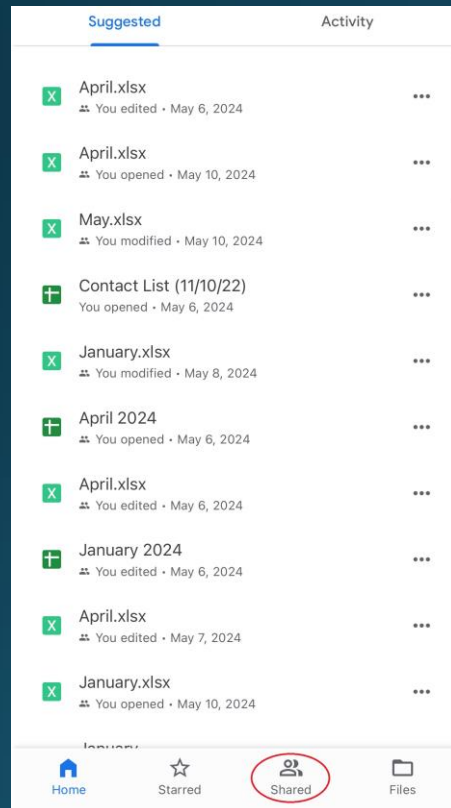
Location
Extra Folder

Owner
ctaquaculturelandings

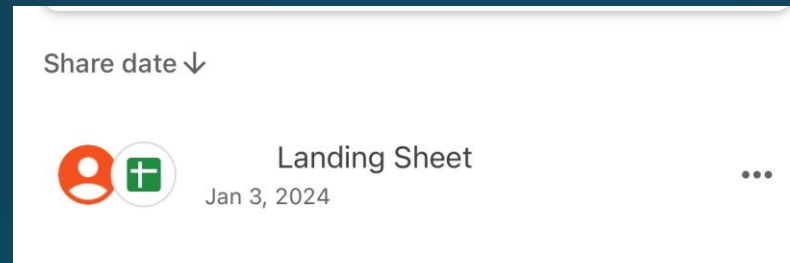
- Excel Landing Sheets
 - Can click into and edit sheet
- Who has access

Google Drive- Phone

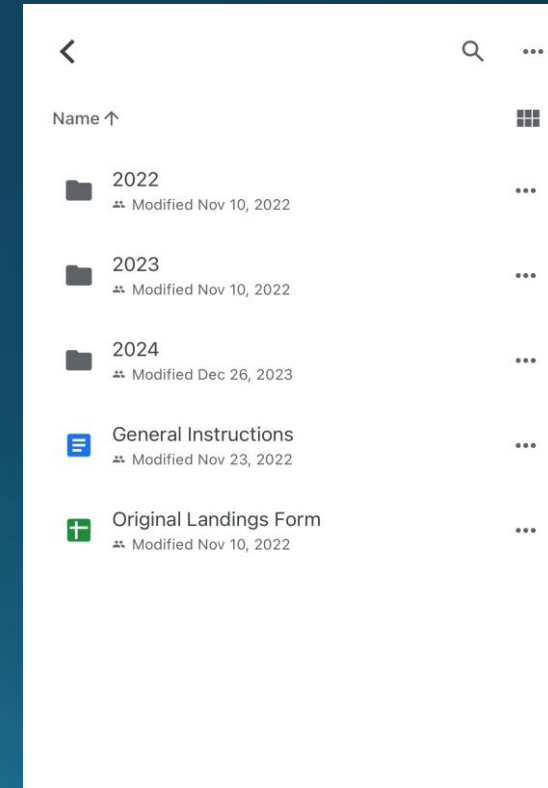
Shared with Me



Landing Shared Folder



Folder View



- Scroll to shared at the bottom.
- Find your shared landing folder.
- In the folder you will see the different years, make sure you are in the correct year – if applicable
- Suggest filling out landings monthly- if possible
- Did not work- DID NOT WORK
- Maylani.Velazquez@ct.gov
- 203-874-0696 EXT 118 or in person.