

What are these tools?

Google suite and Office 365 suite are both:

Integrated suites of secure, cloud-native collaboration and productivity apps allowing your users to communicate with the public.

Huh?

- Cloud=All data is stored in servers on the internet – always available from any device anywhere.
- Integrated=One login across all tools for users – one Administrative tool for all settings.
- Suite=Many programs (apps) which all look and operate the same – i.e. the buttons are similar

Huh?

- Secure=Don't have to worry about technical security, just passwords.
- Users=Trusted servants (basically)
- Public=AAs who want to get in touch or get information from us.

Both suites:

- Support using your “Domain” for email and other tools: treasurer@your_AA.org.
- Allow private/in**TRA**net and public/in**TER**net communications and sharing of information.
- Have the same basic set of tools: Email, calendar, file storage/sharing, live-communications, word processing/spreadsheet/presentation
- Are free for non-profits with some paid premium options

Different Current States

- No email service!
- Personal email accounts (i.e. firstname.lastname@gmail.com)
- Private service (Such as webfaction/go-daddy/proton mail etc.)
 - Requires sharing of a single username/password to access.
(treasurer@your_aa.org)
 - or email is forwarded to personal email
 - or pop/SMTP/IMAP access
- Shared cloud accounts (i.e. “area10.treasurer@gmail.com”)
- Documents and files stored on a hard drive in office or “personal” or shared accounts in cloud services like Google Drive/Dropbox or passed around by attachments.

Concepts to keep in mind:

- Anonymity
 - Public should never send to or receive from a “firstname.lastname” email address or any account linked to a social media profile:
- Spirit of rotation
 - Next trusted servant should have access to appropriate previous resources
- Privacy
 - Try to keep email out of private accounts
 - Do NOT share passwords – make password reset easy
- Ease of use
 - Keep settings basic, less customization, but ask for power users who want to do more.