It's Just Tech…

Managing Users: Individual User Solutions

Laurie Dale

October 6, 2022

SAMHSA
Substance Abuse and Mental Health Services Administration

Mountain Plains (HHS Region 8)
MHTTC Mental Health Technology Transfer Center Network
Funded by Substance Abuse and Mental Health Services Administration

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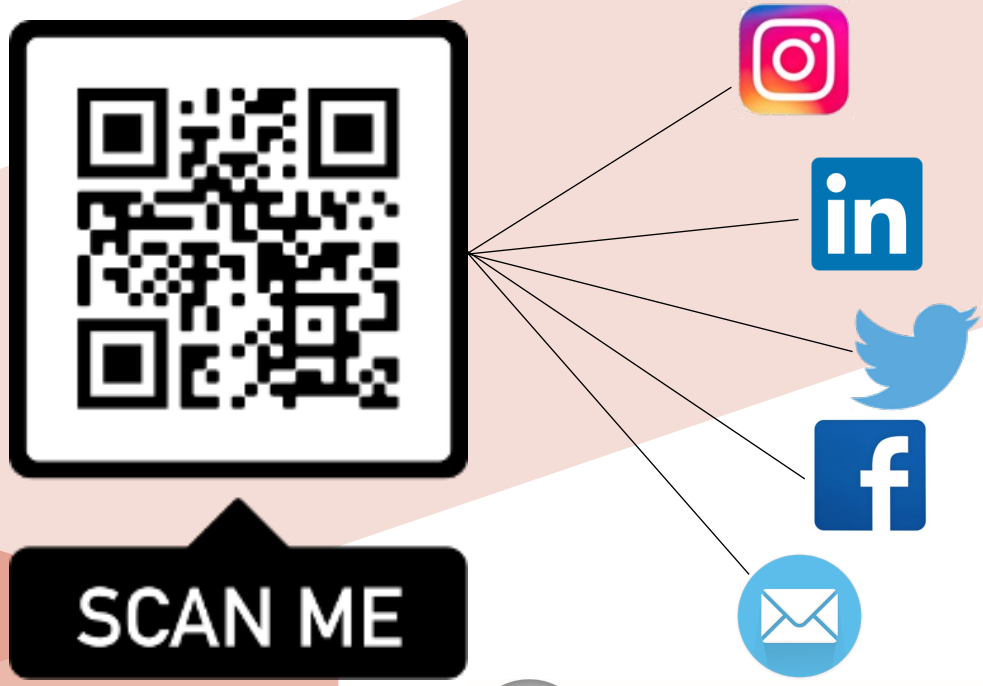
The MHTTC Network uses affirming, respectful and recovery-oriented language in all activities. That language is:

- Strengths-based and hopeful
- Inclusive and accepting of diverse cultures, genders, perspectives, and experiences
- Healing-centered and trauma-responsive
- Inviting to individuals participating in their own journeys
- Person-first and free of labels
- Non-judgmental and avoiding assumptions
- Respectful, clear and understandable
- Consistent with our actions, policies, and products

Adapted from: https://mhcc.org.au/wp-content/uploads/2019/08/Recovery-Oriented-Language-Guide_2019ed_v1_20190809-Web.pdf

Stay Connected

Sign-up for our listserv and follow us on your favorite social media platform!



MANAGING USERS - INDIVIDUALS SERVED

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Personal Technology Solutions

Google for Nonprofits - www.google.com/nonprofits/

Presenter Notes
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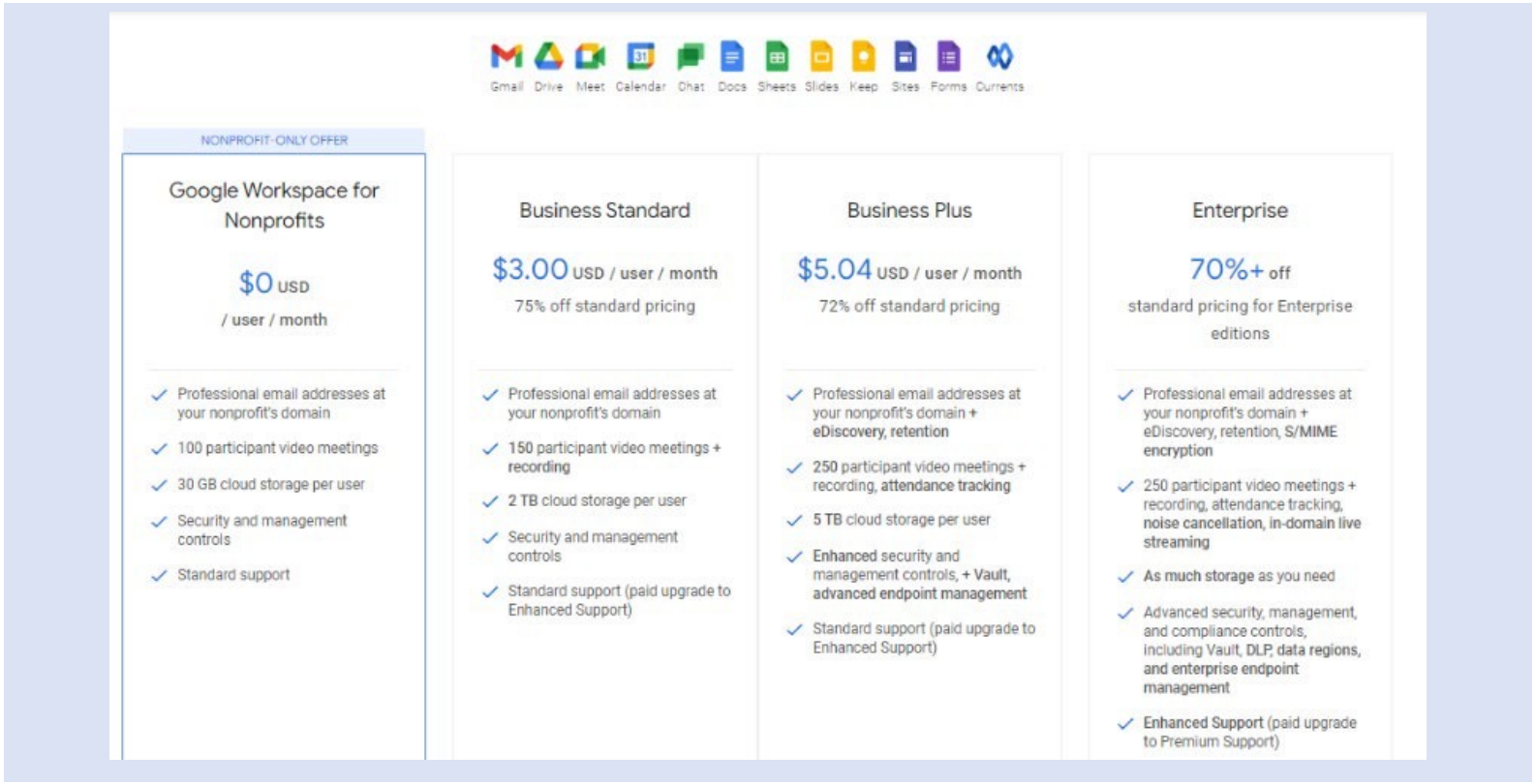
Point out this can be used for businesses as well



Google Apps

- **Gmail** - Secure email, Easy to use, you can chat, make voice or video calls, and stay on top of work with shared files and tasks — all right in Gmail.
- **Drive** - Store, access, and share files in one secure place. Access files anytime, anywhere from your desktop and mobile devices. Control how files are shared.
- **Calendar** - Integrated online calendars
  - Shareable calendars that integrate seamlessly with Gmail, Drive, Contacts, Sites and Meet so you always know what's next.
- **Google Meet** - Secure video meetings for teams and businesses.
  - Help your team stay securely connected with enterprise-grade video conferencing.
- **Google Chat** - Simplify 1:1 messaging and group collaboration
  - From direct messages to group conversations, Google Chat and Spaces help teams collaborate fluidly and efficiently from anywhere.
- **Google Docs** - Word processing
  - Create and edit text documents right in your browser—no dedicated software required. Multiple people can work at the same time, and every change is saved automatically.
- **Google Sheets** - Collaborative, smart, secure spreadsheets. Compatible with external systems, including Microsoft Office.
- **Google Keep** - Capture what's important and get more done.
  - Keep organized. Capture inspiration and to-dos effortlessly. Collaborate on notes with teammates and set reminders to stay on track. Everything syncs across your devices, so what's important is always in reach
  - Access, create, and edit notes wherever you go — from your computer, phone, or tablet — even when there's no connection.

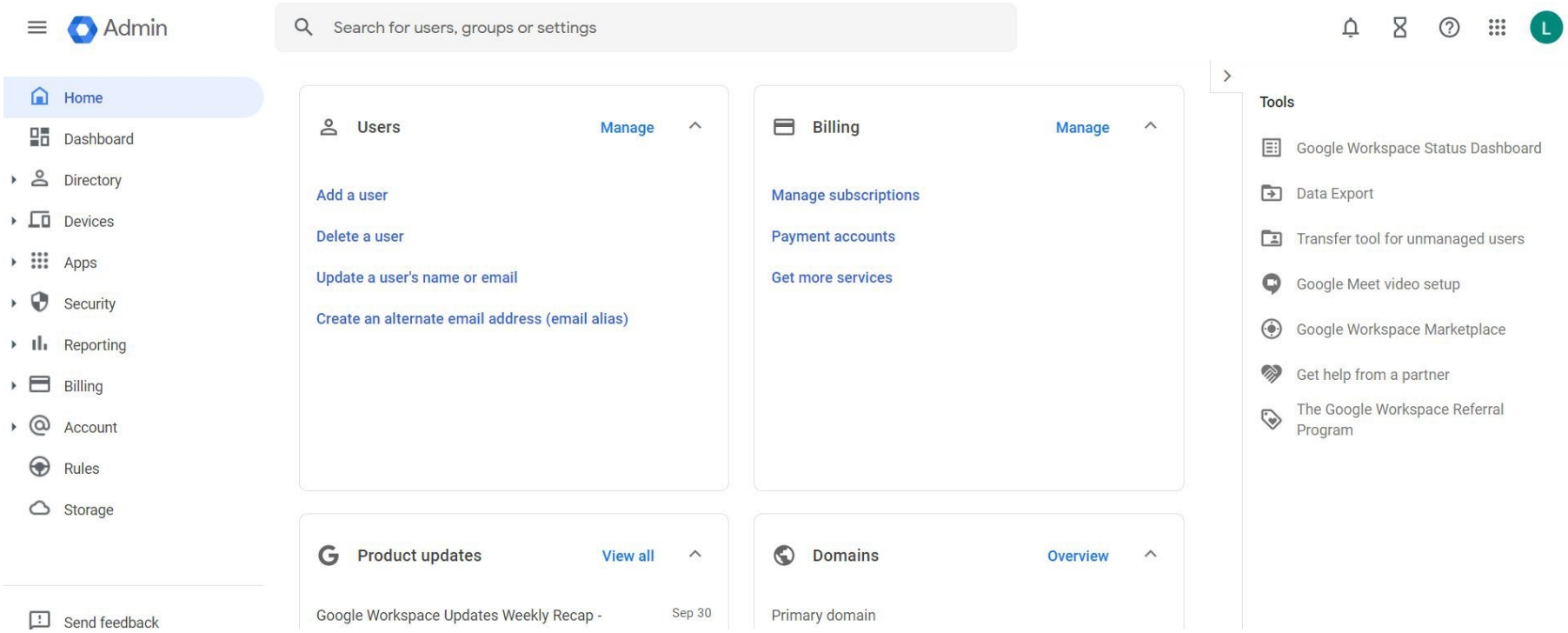
More Google Apps

- **Slides -** Beautiful presentations created together
  - Create and edit polished presentations in your browser—no software required. Multiple people can work at the same time so everyone always has the latest version.
- **Forms -** Easy to create surveys and forms for everyone.
  - Create custom forms for surveys and questionnaires at no extra cost. Gather everything in a spreadsheet and analyze data right in Google Sheets.
- **Sites -** Effortlessly create impactful team sites.
  - Collaboratively create engaging, high-quality sites for your team, project or event.
- **Apps Script** - Optimize how you work
  - Apps Script is the only low-code platform that makes it quick and easy to build business solutions that integrate, automate, and extend Google Workspace.
- **Cloud Search** - The information you need, right when you need it
  - Use the power of Google to search across your company's content. From Gmail and Drive to Docs, Sheets, Slides, Calendar, and more, Google Cloud Search answers your questions and delivers relevant suggestions to help you throughout the day.

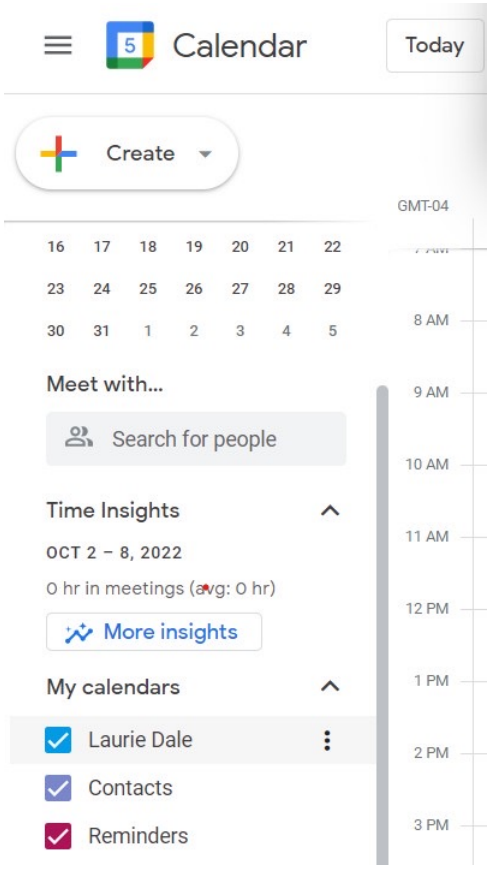
Additional Options

- Google Ad Grants –
  - Ad Grants provides access to $10,000 USD of in-kind advertising every month for text ads.
  - Raise awareness
  - Drive more website views and activity
  - Track your nonprofit marketing efforts
  - Reach the people that need your help
  - You'll receive $10,000 USD of in-kind advertising from Google each month to create text-based ads, and get access to tools to help you build effective campaigns that can display on Google Search when people look for information related to your nonprofit.
- YouTube Nonprofit Program
  - Link anywhere cards let you link supporters to any external URL
  - YouTube Giving features can help with fundraising and rallying supporters
  - Creator Academy offers lessons tailored to nonprofits
- Google Earth and Maps
  - Develop compelling data visualizations to track and share your organization's impact. Plus, use Google Maps Platform to help people locate community programs and resources closest to them.
  - Google for Nonprofits provides Google Maps Platform credits to nonprofits.

Managing Users



Calendar Sharing



Google Keep - Sharing

Questions & Answers

Contact – Laurie Dale - personaltechsol@gmail.com

Stay Connected

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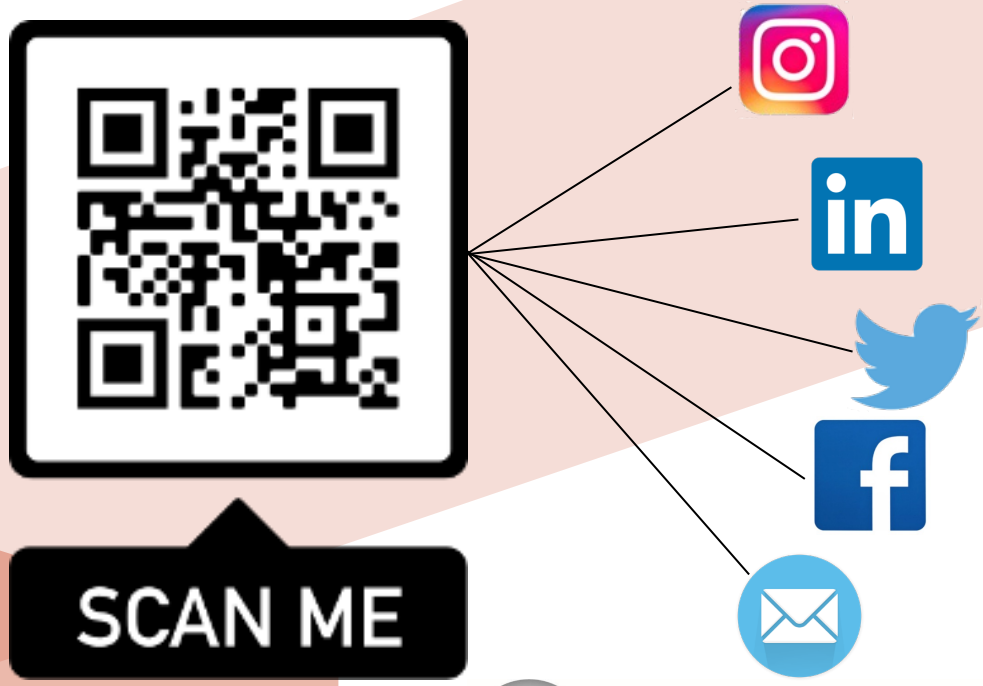

Thank You for Joining Us!

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