Step 1: Setup new domain

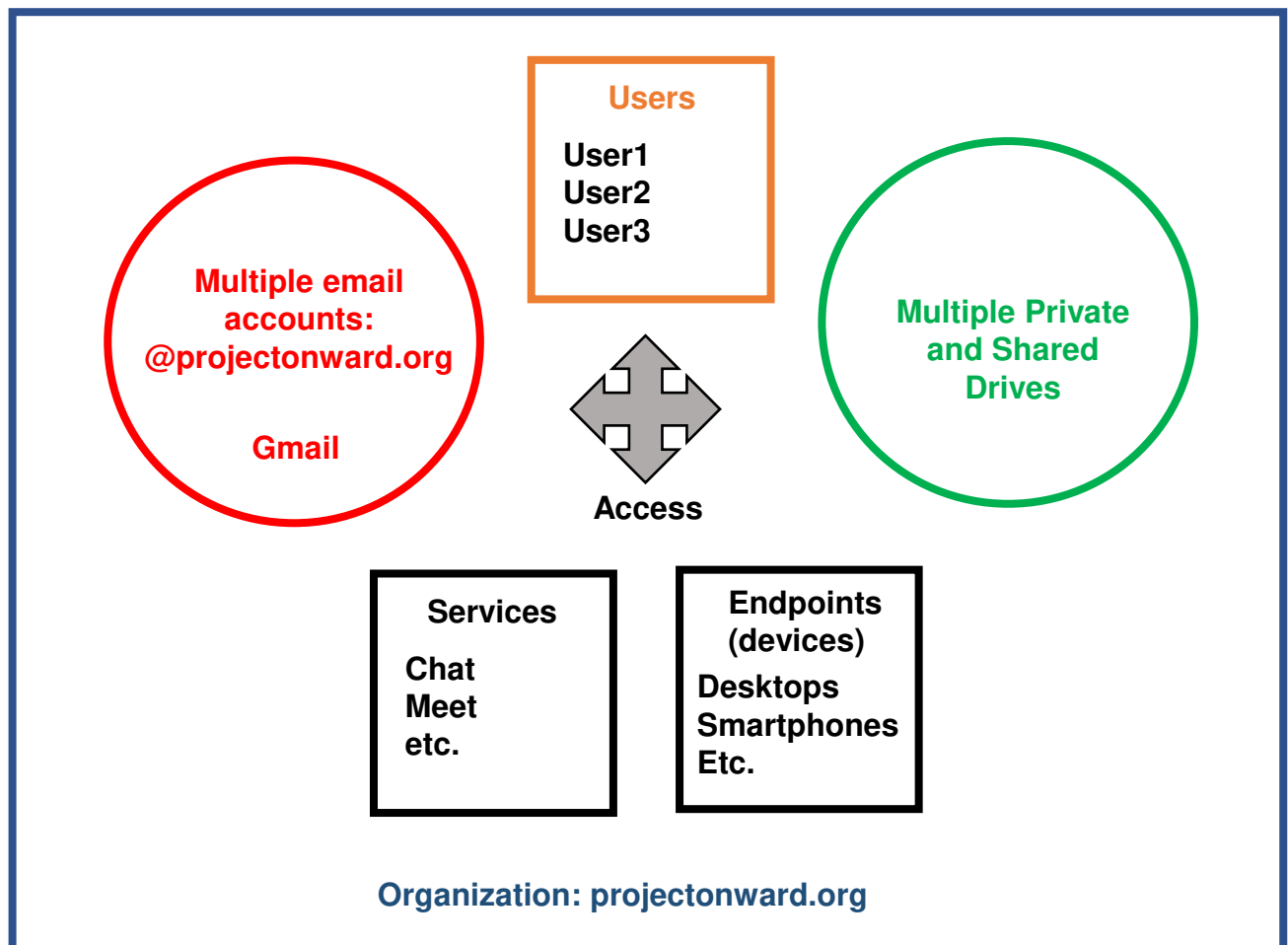## Old
"G Suite" Gmail domain: projectonwardstudio@gmail.com

We have been sharing one email account: info@projectonward.org

Gmail

Users
(one) User, Shared PW

Access

We have been sharing one private drive

Google (private) "MyDrive"

New
Google Workspace Domain projectonward.org

Multiple email accounts: @projectonward.org

Gmail

Users

User1
User2
User3

Access

Multiple Private and Shared Drives

Services

Chat
Meet
etc.

Endpoints (devices)

Desktops
Smartphones
Etc.
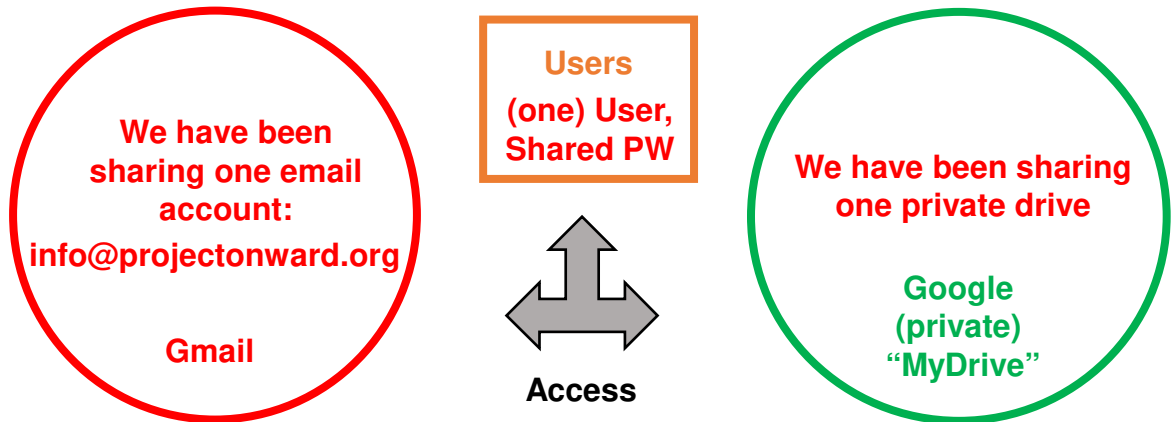
Organization: projectonward.org

Step 2: Setup new structure

Google Workspace Domain projectonward.org

**(open)
Project Onward
Shared Drive**

**Users can be in
multiple groups**   **Groups can be
within groups**

**PO Users
Group**
**User1
User2
User3
User4
User5
…all users**

**Group
"Financial"**
**User1
User3
User10**

**Group
"Staff"**
**User3
User5
User7**

**Group
"Hi-Res"**
**"Staff" Group
User8
User9**

**(restricted)
Shared Drive
"Financial"**

**(restricted)
Shared Drive
"Staff"**

**(restricted)
Shared Drive
"Hi-Res Images"**

Only users in in appropriate groups can see these drives

**Each user
has a private
"MyDrive"**

**No one else can see your "MyDrive" – so don't
put things in there that you want others to see**

Organization: projectonward.org

Services

**Chat
Meet
etc.**

**Endpoints
(devices)**

**Desktops
Smartphones
Etc.**

Step 3: Migrate
projectonwardstudio@gmail.com
(info@projectonward.org)

Alias:
info@projectonward.org

projectonwardstudio@gmail.com

Gmail
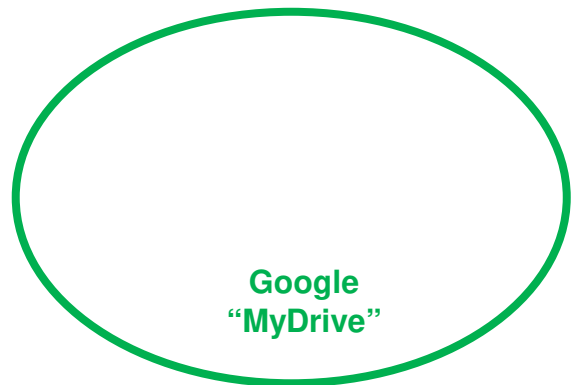
Google
"MyDrive"

Stop using projectonwardstudio@gmail.com

MIGRATE

(restricted)
Group "Info"

User1
User2
User3

Access

info@projectonward.org

Gmail

Gmail

(open)
Shared Drive
"General"

(restricted)
Shared Drive
"Financial"

(restricted)
Shared Drive
"Staff"

(restricted)
Shared Drive
"Hi-Res"

Organization:
projectonward.org
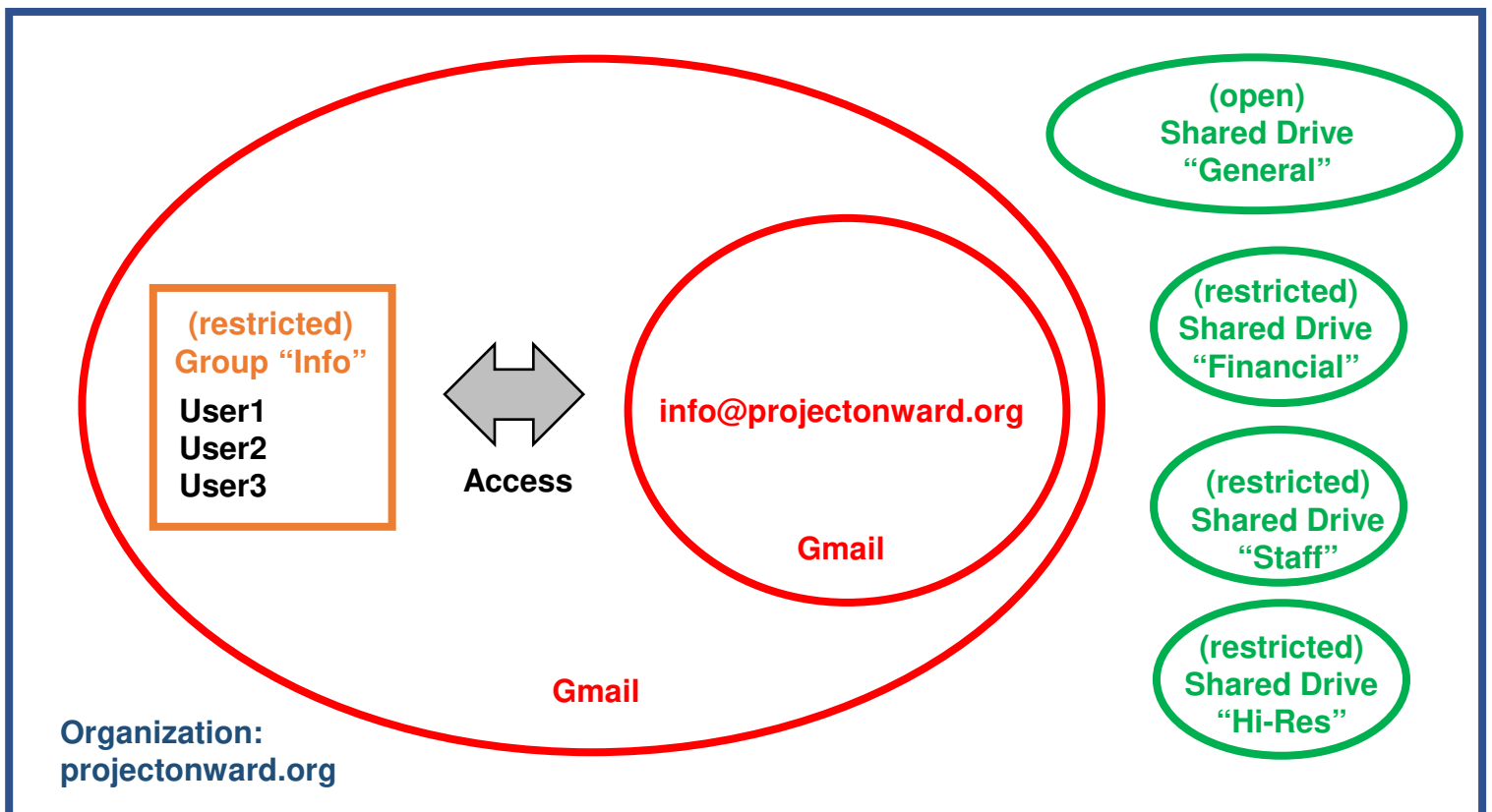
Step 4: Intranet

Wix private website: for anyone we let in (staff, artists, volunteers, others?)

Public website

http://projectonward.org

Anyone can access

Private Intranet Website
http://projectonward.org/intranet

Only approved members can access

Anyone can request access:
click on "Intranet," then "Sign Up"

?
We decide → "Yes" → Add to group

Wix Group "Intranet"

User1
User2
User3

Wix: projectonward.org
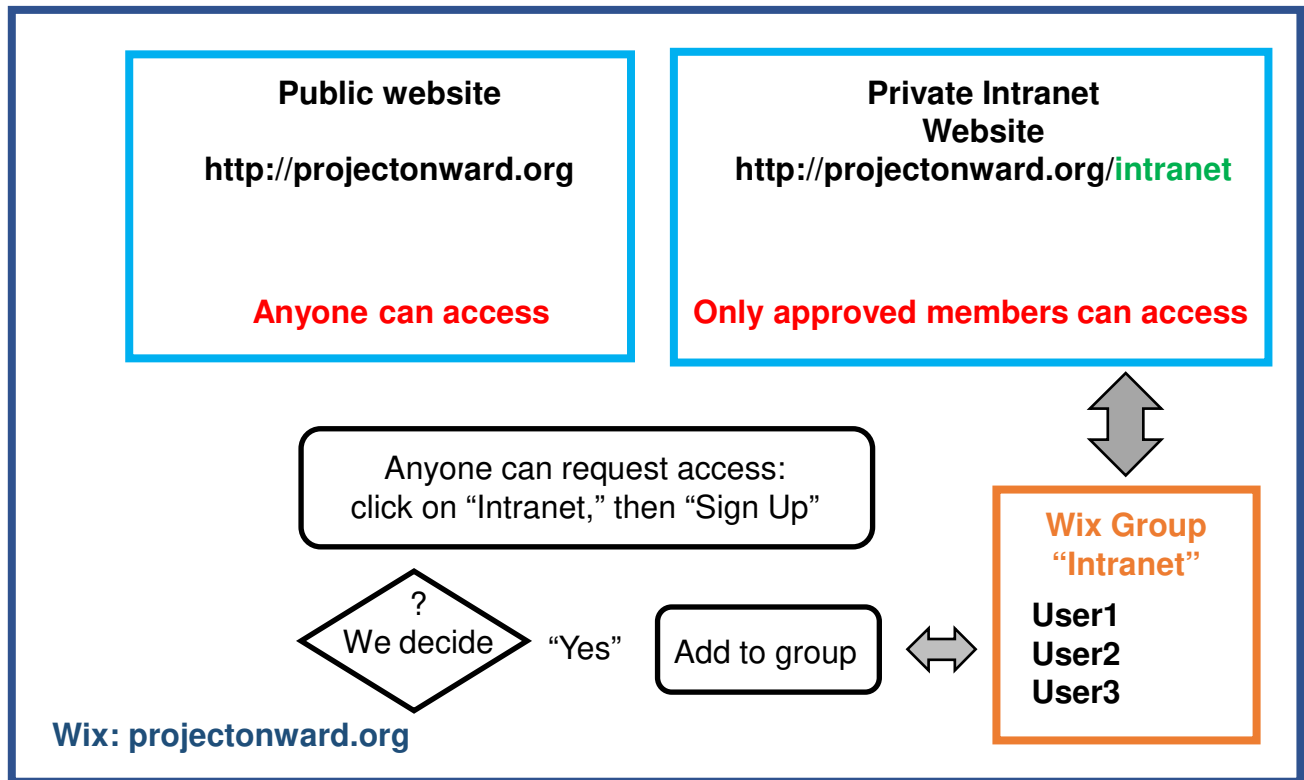
Google Workspace: only for staff, volunteers with gmail accounts

PO Users Group

User1
User2
User3

**Multiple email accounts:
@projectonward.org**

Gmail

Multiple Private and Shared Drives

Access

Services

Chat
Meet
etc.

Endpoints (devices)

Desktops
Smartphones
Etc.

Google Workspace: projectonward.org