

To: Board of Ordained Ministry Members

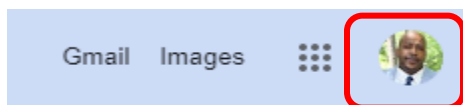
From: Office of Clergy Services

Date: 12/14/2022

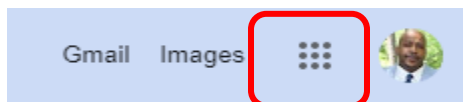
Subject: Accessing Candidate's work on Google Drive (Assessing Shared folders)

You will need to be “signed” into your Conference Email (Google) account to access the BOM candidate’s work that was shared with you on Google Drive.
(Your conference email is required, as it provides additional security for file sharing. The UM conference email accounts have been verified, personal email accounts have not been.)

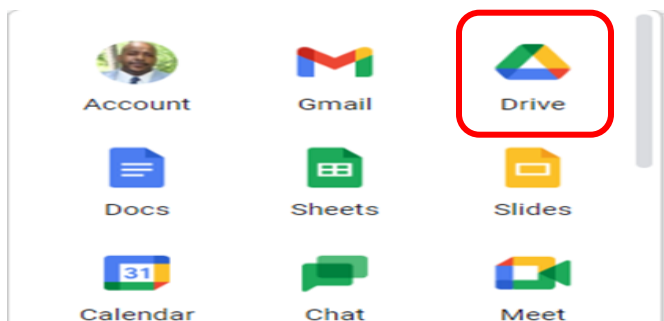
1. Using the Google search engine, sign in to your Conference email account.
 - a. If you have multiple Google accounts, click your name or profile in the upper right hand corner to choose your conference google account or add another account.
 - b. Your conference email and password are your login credentials.



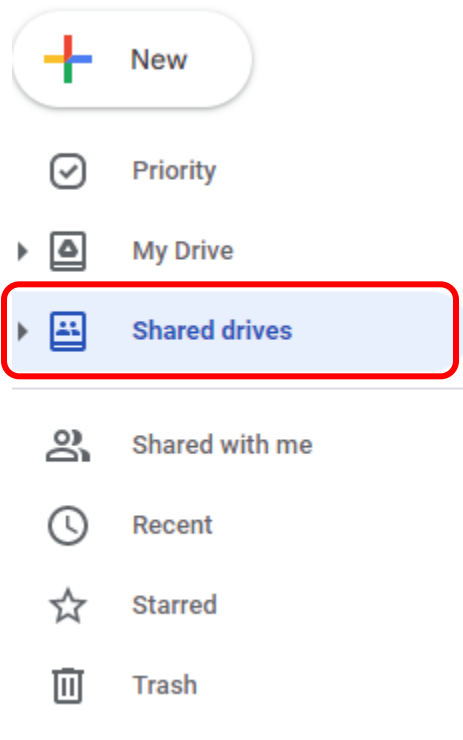
2. Once you are “signed” into your personal Google/Gmail account, click the button with the 9 dots to access the Google apps.



3. You will then choose the “Drive” icon.



4. You will then choose “Shared drives” to access the BOOM Shared drive



5. Double click on “Shared drives” to access the folders shared with you.

Contact Russ McKissick in the IT department (rmckissick@umcsc.org), for assistance with the following:

- **If you have forgotten the password to your Conference Email Account and request to reset your password.**
- **If you have your Conference Email account forwarded to a personal account and no longer remember the password.**

If you have any further questions, please contact us at clergyservices@umcsc.org