



# HEU

## Creating a Google Account for your Local

### Creating a Gmail Account

We recommend that HEU Locals create a gmail account for all of your email needs. This email can then be passed along to other Local activists in the future. Go to [gmail.com](https://gmail.com)

Click on “Create Account”

If you already signed into another Gmail account, click on your initial in the top right corner and click “add another account.” Then click “Use another account” then “Create account”.

Google  
Create your Google Account  
Continue to Gmail

First name: HEU  
Last name: Local name

Username: HEU.Localname@gmail.com  
You can use letters, numbers & periods

Available: heulocalname hlocalname localnameh

Password: \*\*\*\*\*  
Confirm: \*\*\*\*\*

Use 8 or more characters with a mix of letters, numbers & symbols

Sign in instead      Next



One account. All of Google working for you.

You will be asked to provide a First Name and Last Name and Username (the email address will be: username@gmail.com). We recommend using the local name for First and Last Names and for a Username rather than your own. For example, first name VGH, last name Local, username [vghlocal@gmail.com](mailto:vghlocal@gmail.com).

Create a password and note that password with other members of your local executive.

Provide the information required: date of birth and gender and click “Agree” after reading the Privacy Terms and Conditions.

Your new Local Gmail address is ready! You can use this email to send union emails to your members.

### Creating a Google Group for your Local

Using your new local Gmail address, go to [groups.google.com](https://groups.google.com) and sign in (if you are not already signed into Google)

## Select “Create Group”

Create a Group Name and Group Email Address and provide a brief description so that members know the purpose of the email group.

Choose your privacy settings. You can change these later in the group settings. You can then add members if you already have their email addresses, and then click on “Create Group” (in left top corner).

Once you’ve created a group, you can add members’ emails. Members can send messages to all other members of this group using the Google Group email address.

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Enter group info



Group name

Group email  @googlegroups.com

Group description  0 / 300

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