



NOW... to Setup Your ICP Collaborative Workspace

As a Valued Liaison or Facilitator for International Cities of Peace, you received an Invitation to join the ICP Collaborative Workspace.



Now you can **connect** with people around the world, **access** tools, **learn** new skills, **upload** to shared storage, and **utilize** all the great Google creative Apps, such as Docs, Forms, Sheets, Slides, Calendar, and more -- all in a secure and globally collaborative environment.

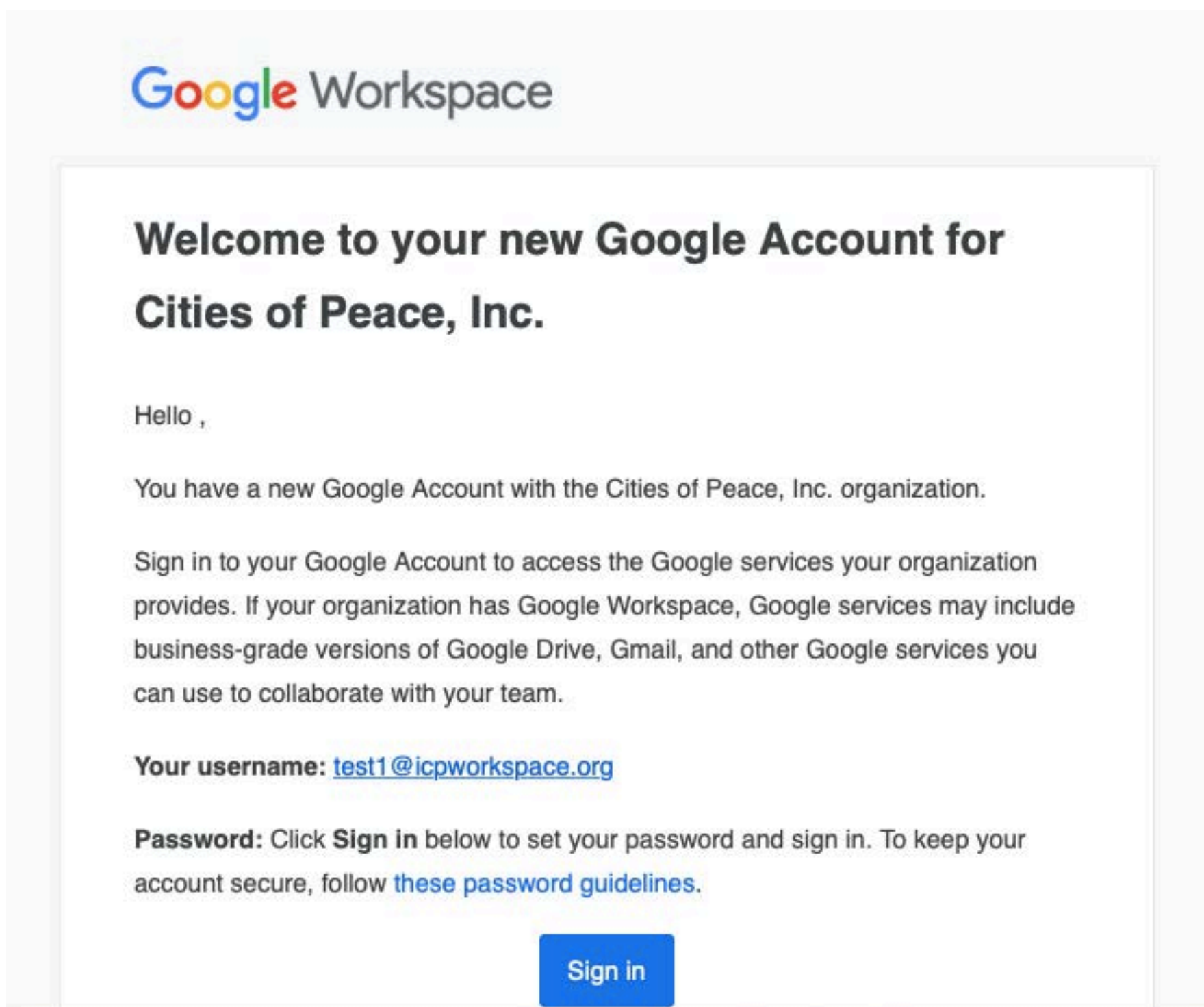
TABLE OF CONTENTS:

Page	Content
3	Here's How to Get Started!
4	Signing In page 4
5	Accepting Terms
6	Personal Home Page
7	Language/Zone Settings
8	Personalize Your Page
9	Google Tools and Resources
10	Your Gmail Account
11	Personal and Workspace Calendars
12	Personal Drive and Shared Storage
13	Join a Group
14	Chat or Video Conference
15	Add Personal Contacts
16	Upload Your Action Plan
18	Explore Other Google Tools
19	Collaborate
20	Frequently Asked Questions
21	ICP Training Packages
22	Bookmark the Workspace!

The Workspace is detailed because there is so much potential for peacemaking!

Here's How to Get Started!

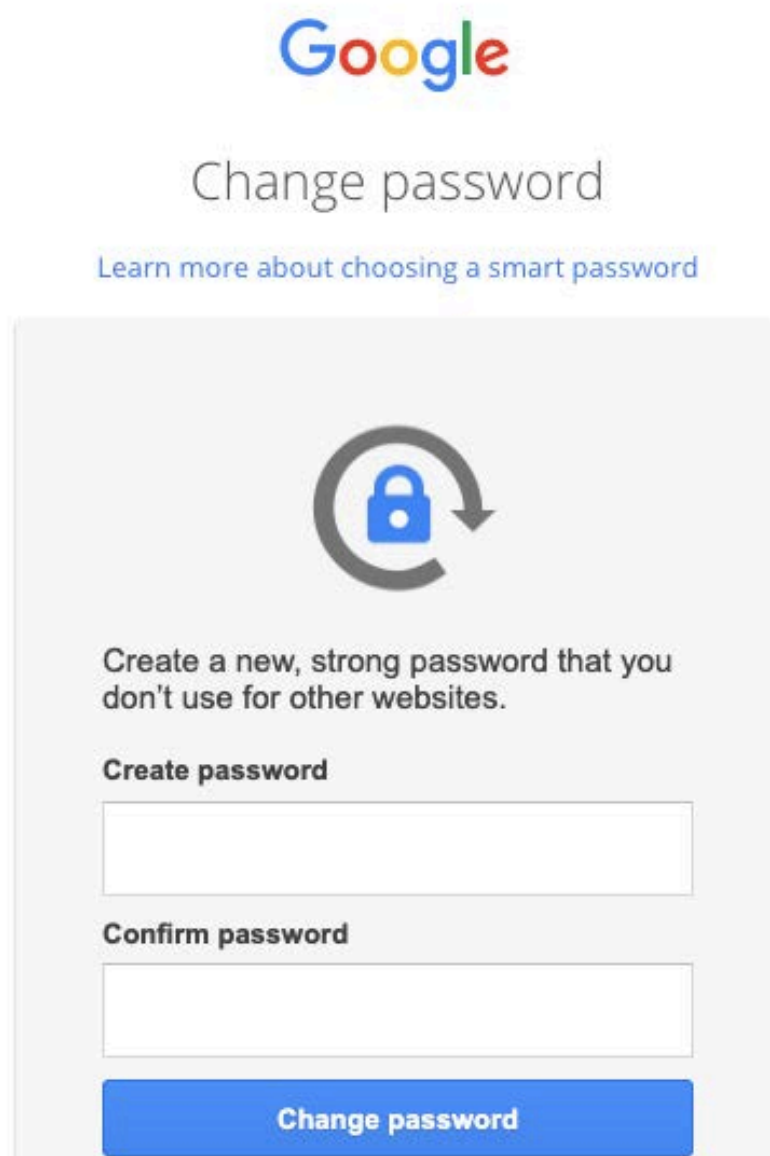
- Ask to Join, if you haven't already:
info@icpworkspace.org
- Receive your Invitation by email. Click on the "Sign In" button.



- **You can use your standard Browser (Firefox, Safari, etc.) or use Chrome from Google. Definitely your choice.**

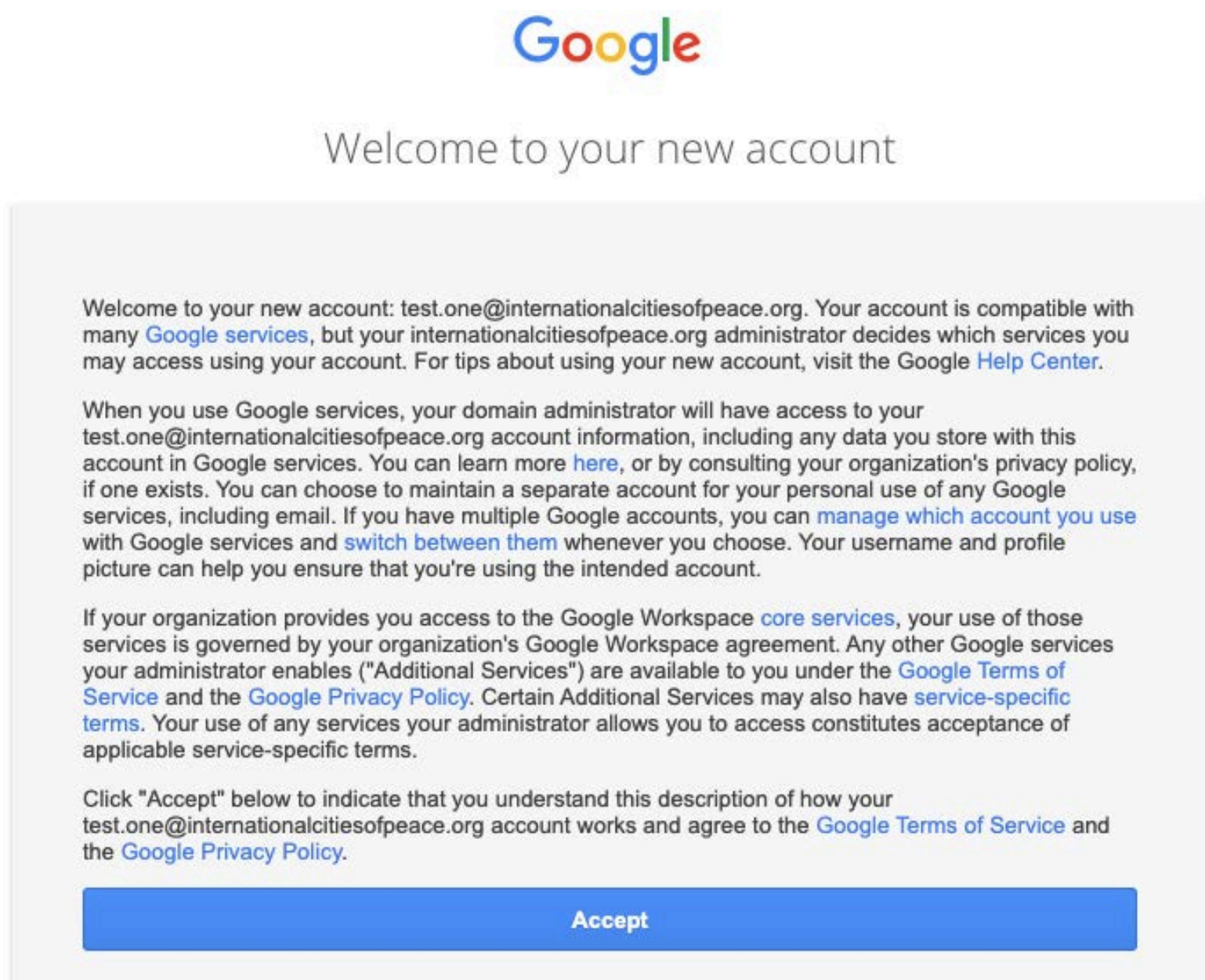


- **You will probably be requested to Sign In as well as Accept Terms of Service. Choose a password you can remember (and write down) and also one that is strong and secure.**



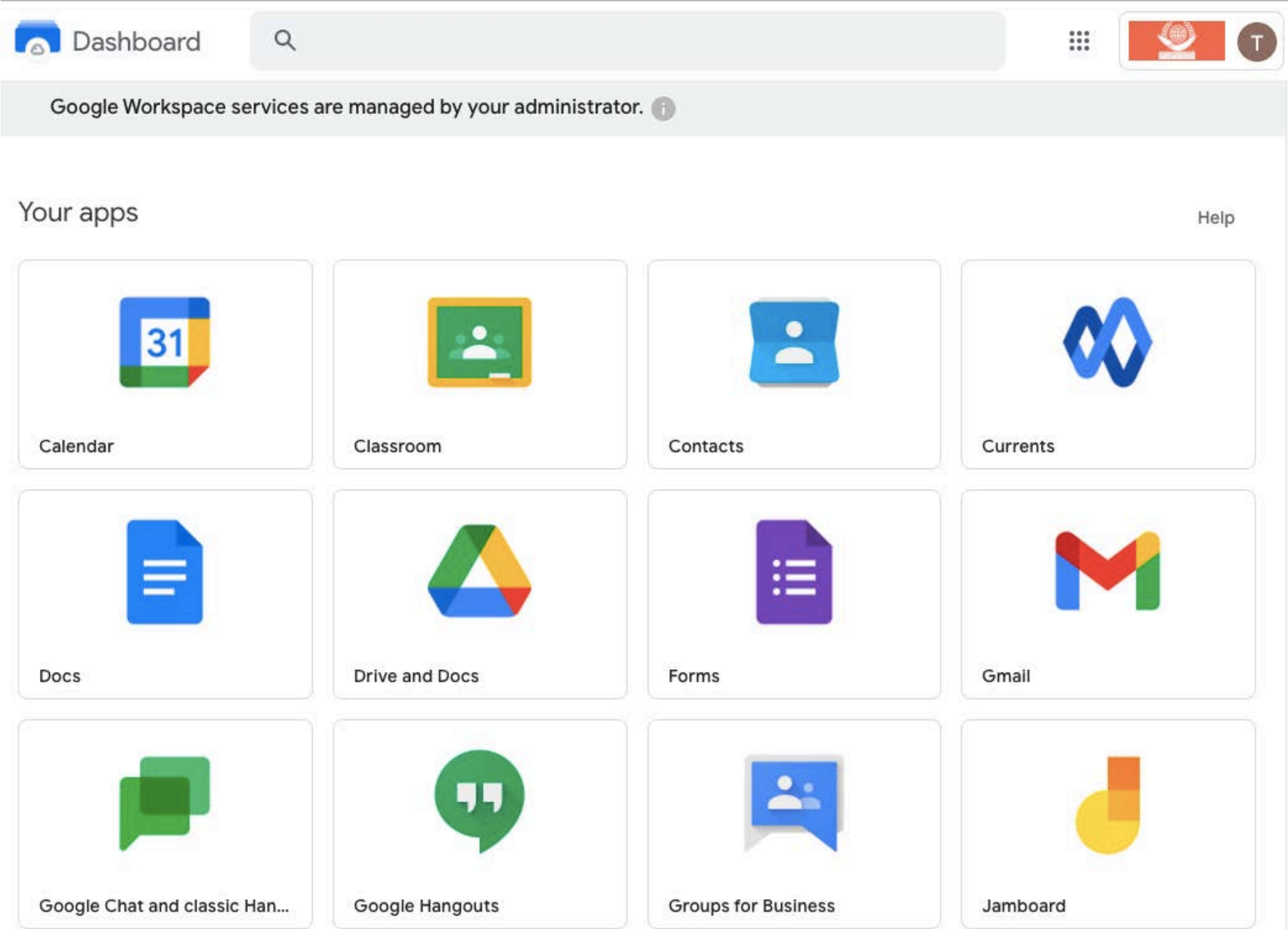
The image shows the Google 'Change password' interface. At the top is the Google logo, followed by the text 'Change password' and a link 'Learn more about choosing a smart password'. Below this is a form box containing a circular icon with a padlock and a refresh arrow. The text inside the box says 'Create a new, strong password that you don't use for other websites.' There are two input fields: 'Create password' and 'Confirm password'. At the bottom of the form is a blue button labeled 'Change password'.

- You can "Accept" the terms and get started.

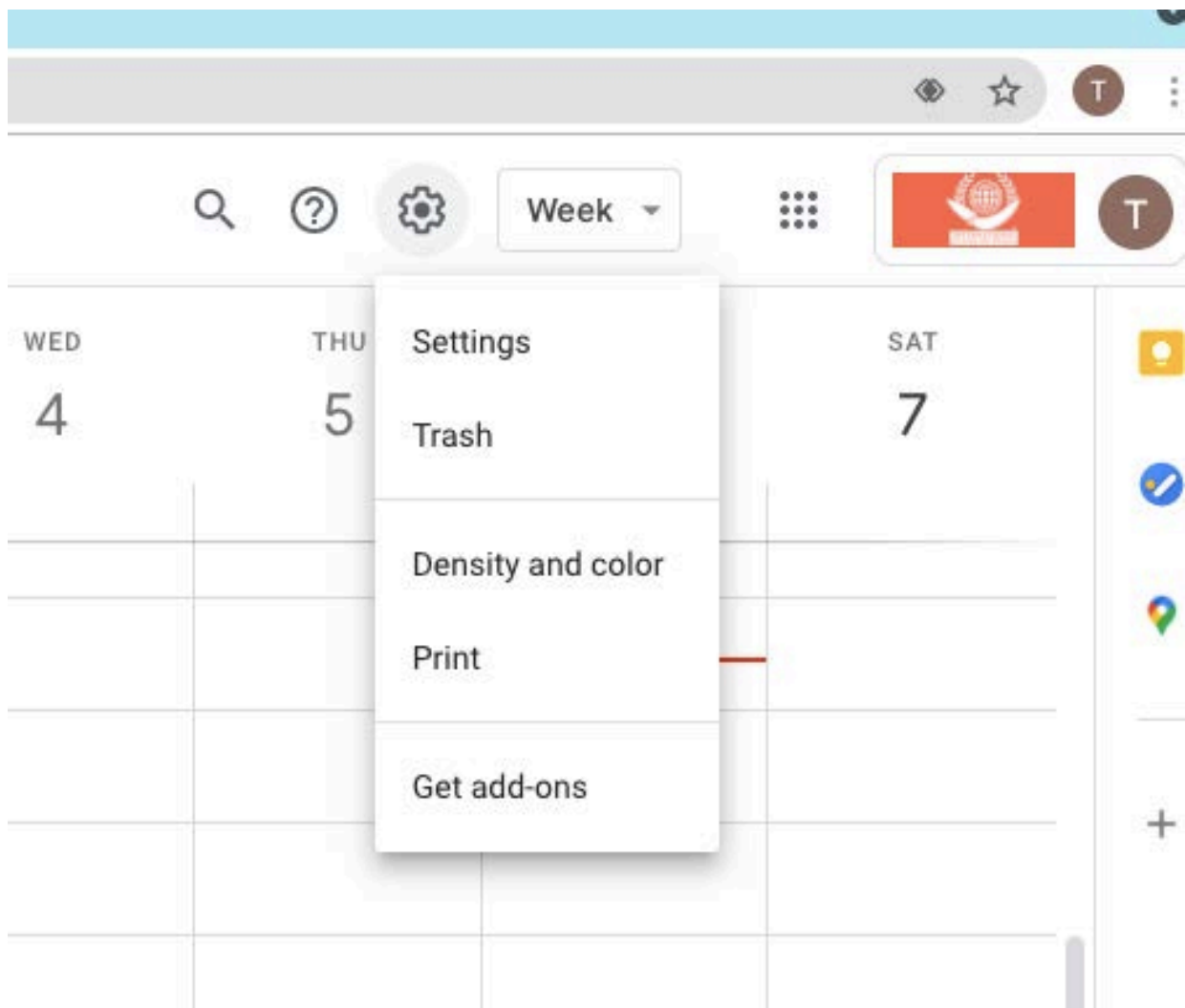


- The email we sent you to join (firstname.lastname@icpworkspace.org) will be available to those others our private ICP Workspace in order to encourage collaboration and information flow. You can connect to leaders around the globe!

- **Now you'll come to your personal Home screen Dashboard with all the tools and connectivity resources available:**



- Go to "Settings" to choose your language and time zone.



← Settings

General

Language and region

Time zone

World clock

Event settings

Notification settings

View options

Events from Gmail

Working Hours

Main work location

Keyboard shortcuts

Offline

Add calendar

Import & export

Language and region

Language

English (US)

Country

United States

Date format

12/31/2021

Time format

1:00pm

Time zone

☐ Display secondary time zone

Primary time zone

(GMT-04:00) Eastern Time - New York

Label

Secondary time zone

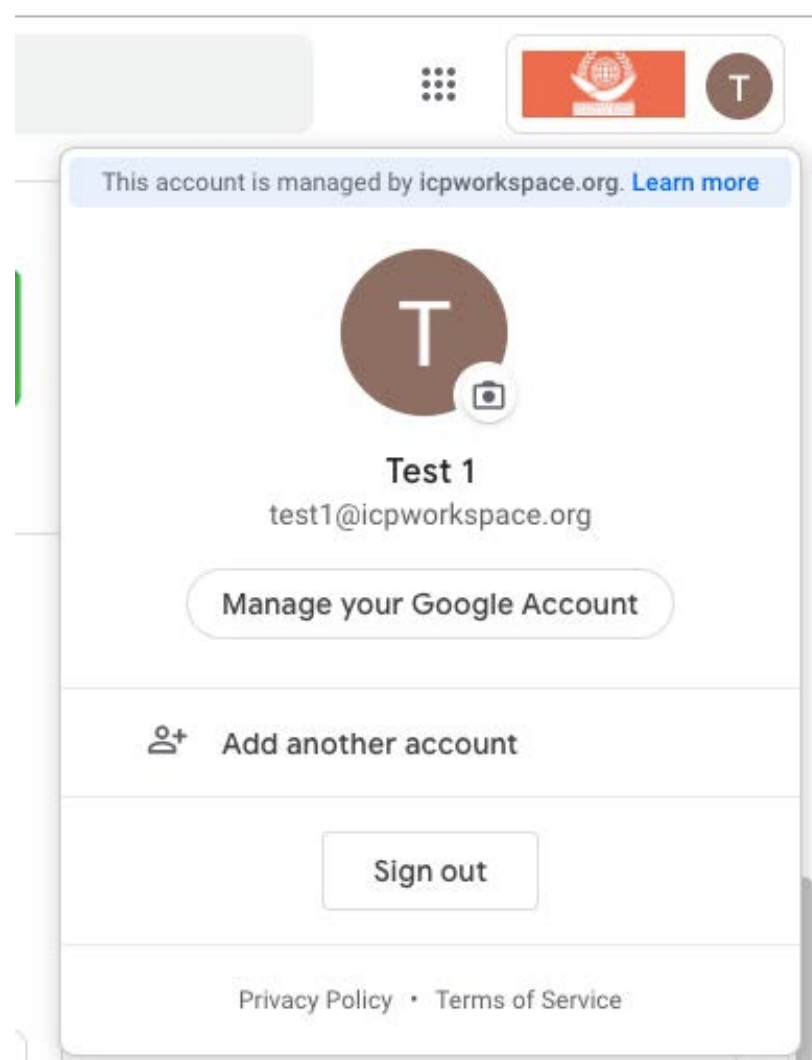
Not selected

Label

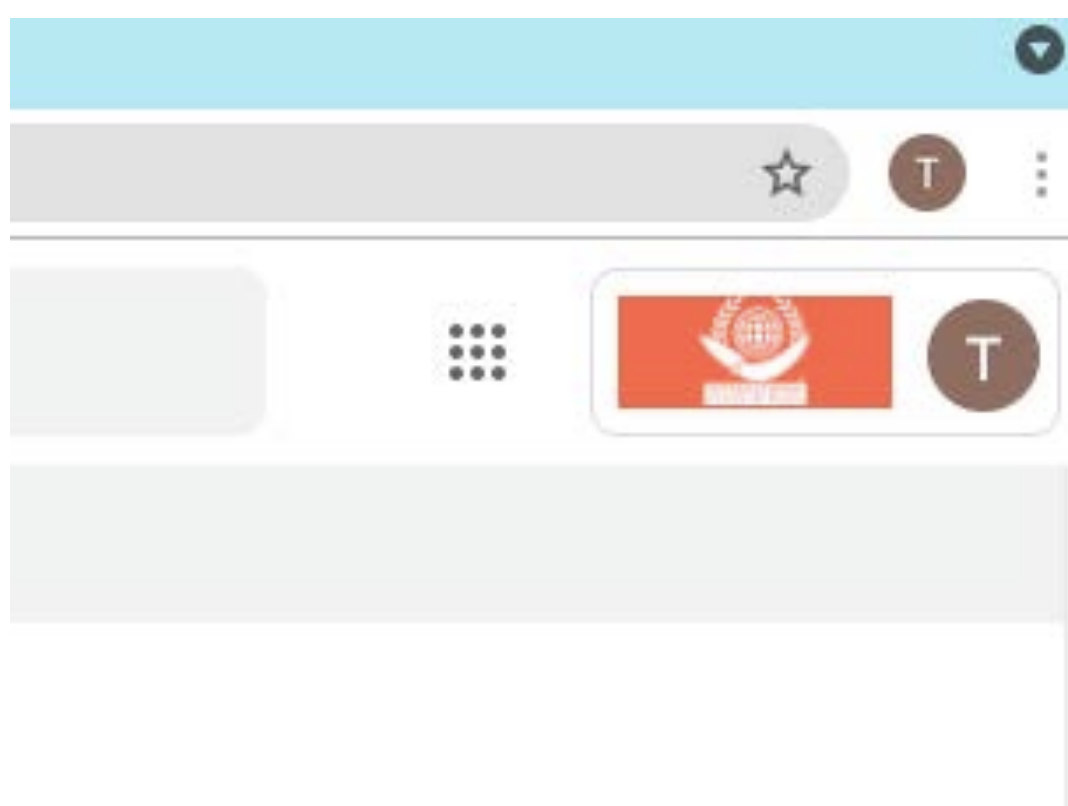
☒ Ask to update my primary time zone to current location

[Learn more about how Google Calendar works across time zones](#)

- Click on your "account name circle" where you can personalize your Workspace page with colors and other options




- **IMPORTANT!** Click on the "Nine-Dot Square Icon" to access your ICP Workspace Tools and Resources.




- **There are many, many Tools and Resources available by just clicking on the Nine-Dot Icon.**


Connect with your teammates wherever they are




Gmail
Custom business email




Calendar
Shared calendars



Chat
Messaging for teams




Meet
Video and voice conferencing




Voice
Enterprise-grade voice solution


Create everything you need to bring your project to life




Docs
Word processing




Sheets
Spreadsheets




Slides
Presentation builder




Forms
Survey builder




Sites
Website builder




Keep
Capture ideas and keep organized



Jamboard
A collaborative, digital whiteboard




Google Apps Script [↗](#)
Optimize how you work




Add-ons [↗](#)
Build and use Google Workspace extensions


Control and access files and data securely and easily




Drive
Cloud storage



Cloud Search [↗](#)
Smart search across Google Workspace



Mobile
Work securely from mobile devices

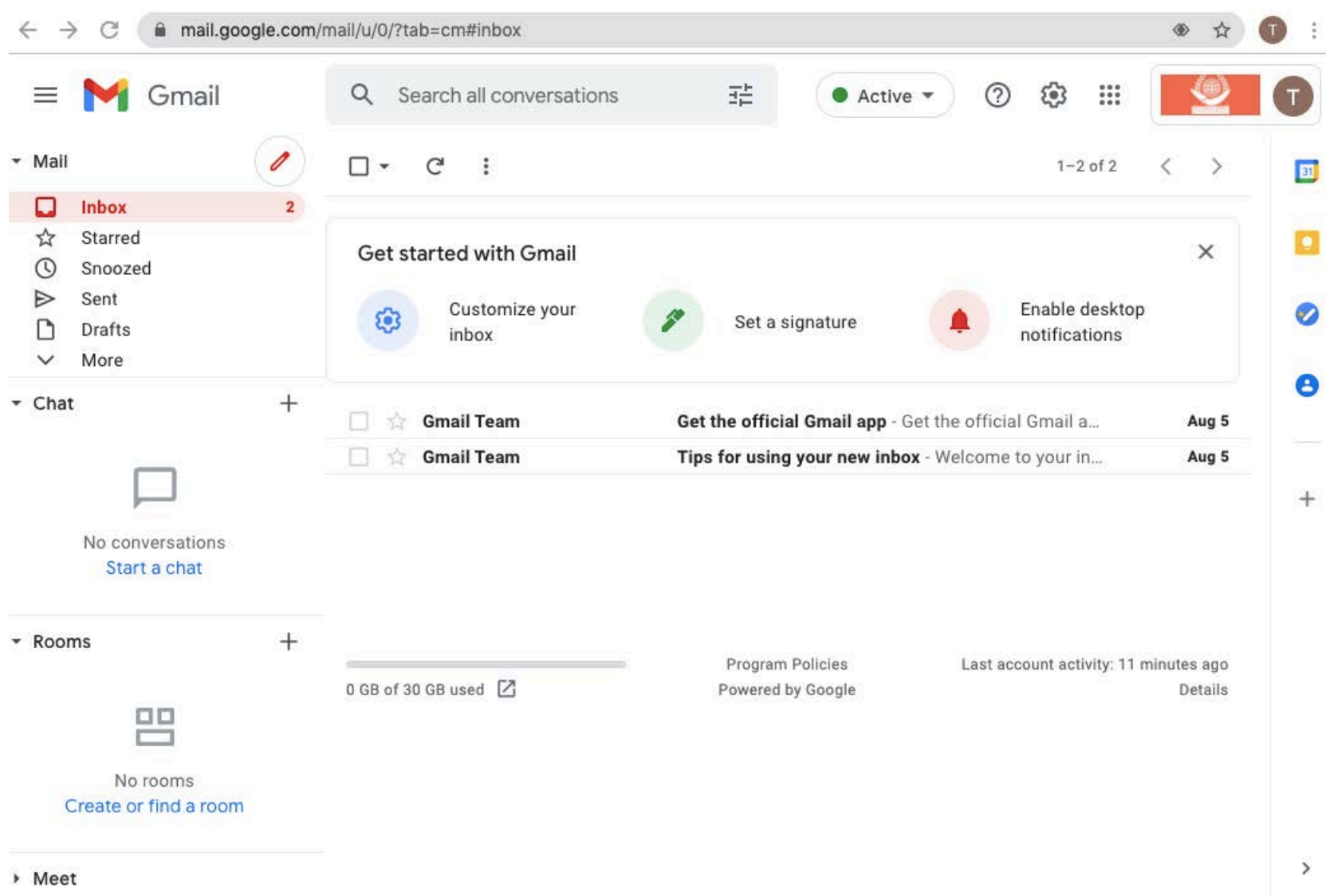


Vault [↗](#)
Retain, archive, and search data

- **Your ICPworkspace.org email will not work in most situations, other than logging into the Workspace.**

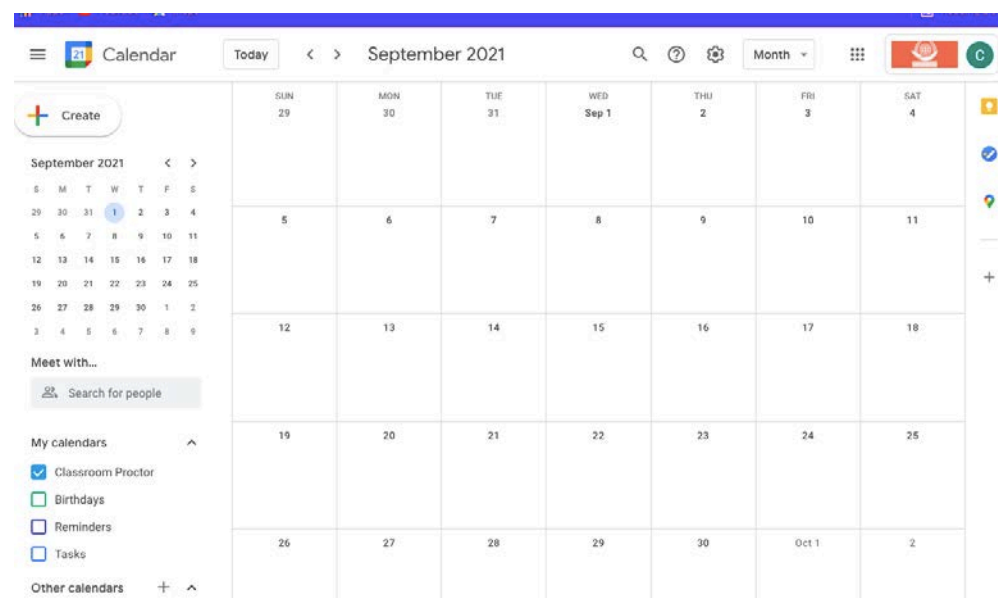
[YourGiveNname].[YourSurname]@ICPworkspace.org

You can setup your own personal Gmail address but it will not be an ICP address but rather a "gmail.com" address.



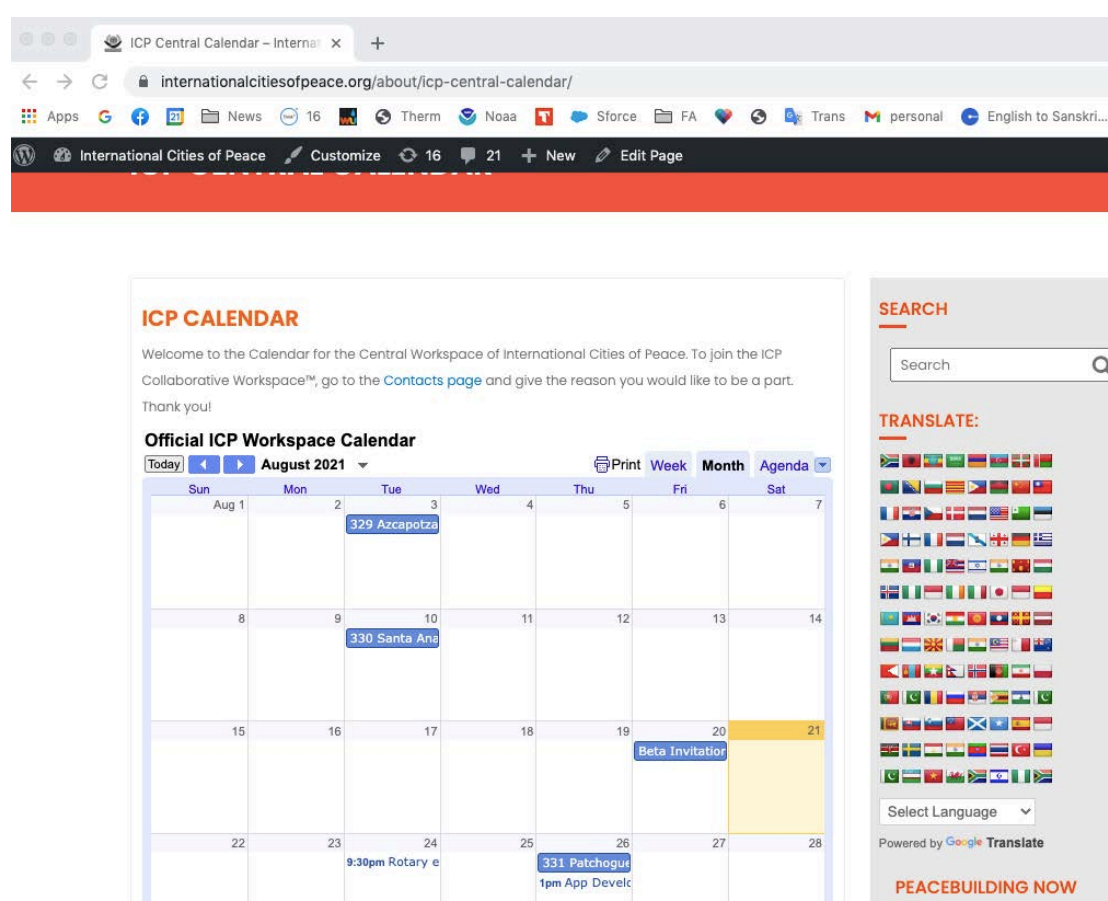
International Cities of Peace: ICP Workspace Set-Up

- You also have a personal Calendar. Click on the 9-dot icon and open your Calendar.



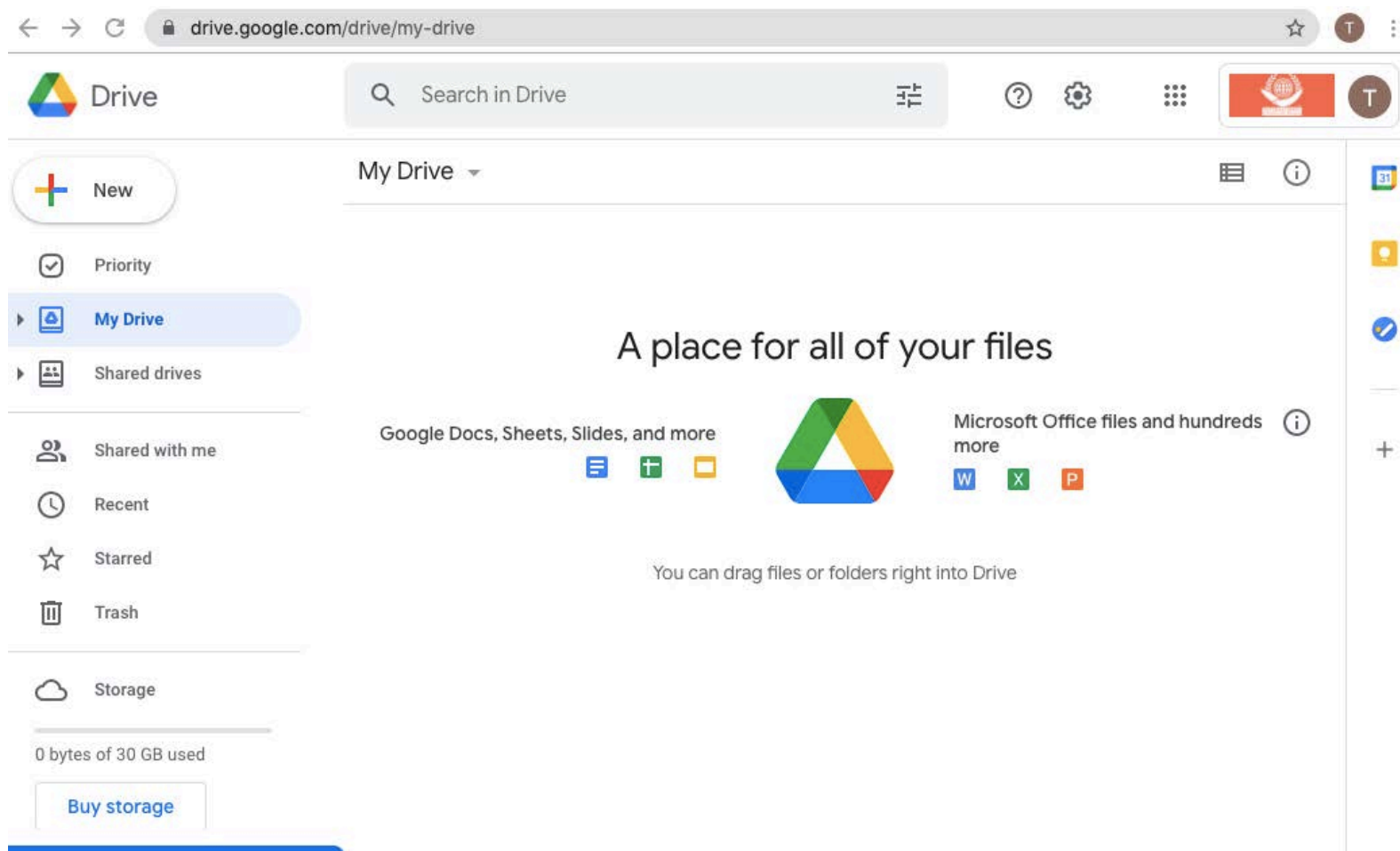
- You can also view the Official ICP Workspace Calendar on our website:

<https://www.internationalcitiesofpeace.org/about/icp-central-calendar/>

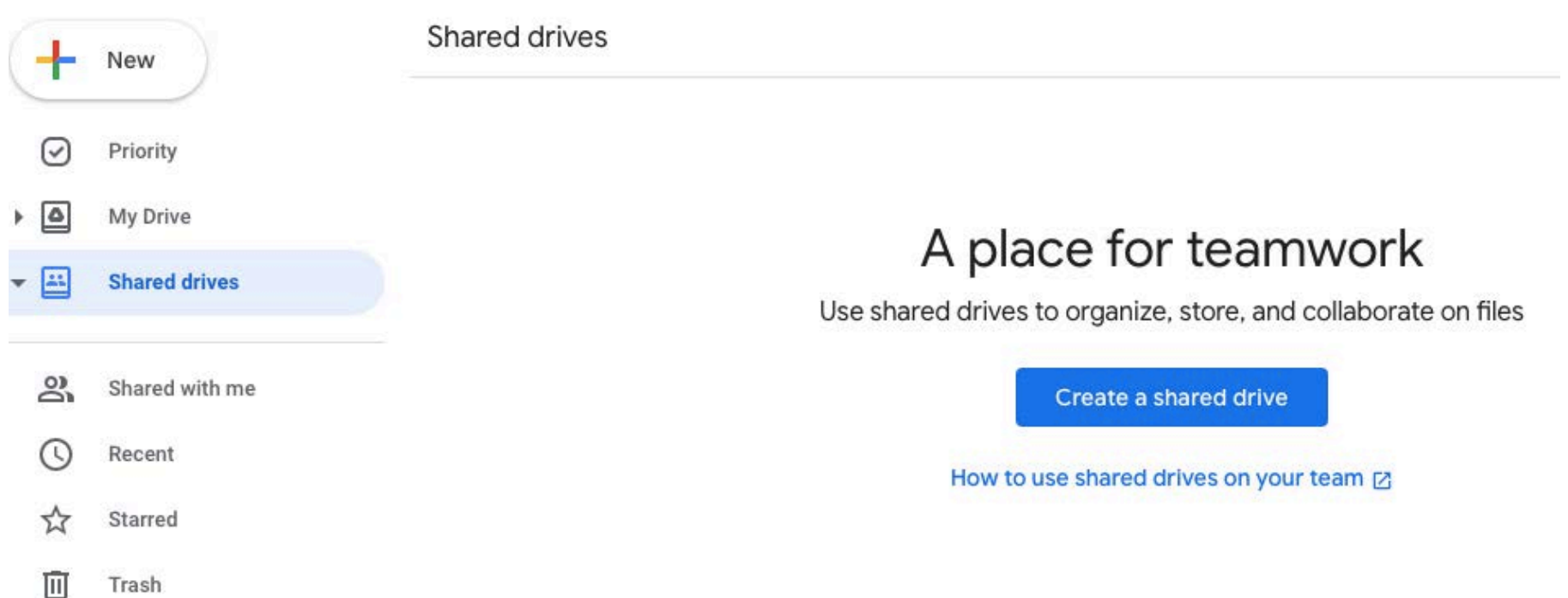


NOTE: BE SURE TO BOOKMARK THIS PAGE TO SEE THE OFFICIAL ICP WORKSPACE CALENDAR EACH TIME!

- **As a bonus, you have 30GB of "Drive" Storage for keeping important documents, photos, TeamBoards, and Action Plans.** The 30 GB for your use is free but you can buy more from your own resources.

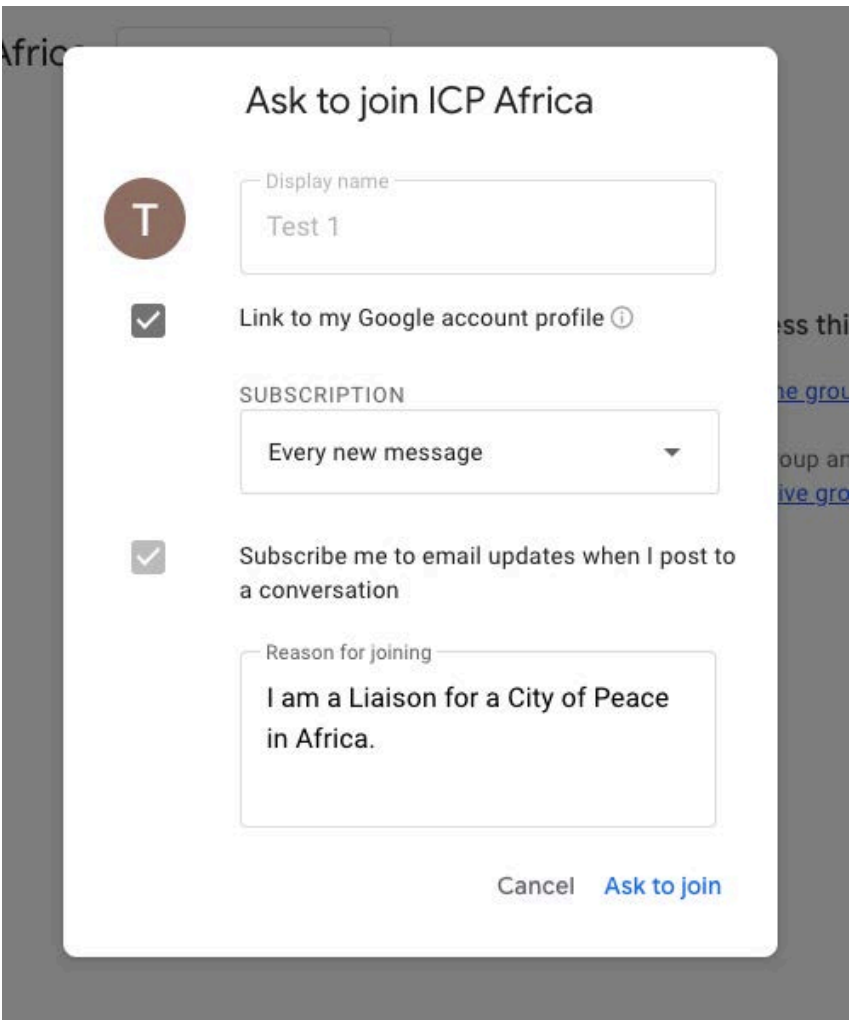
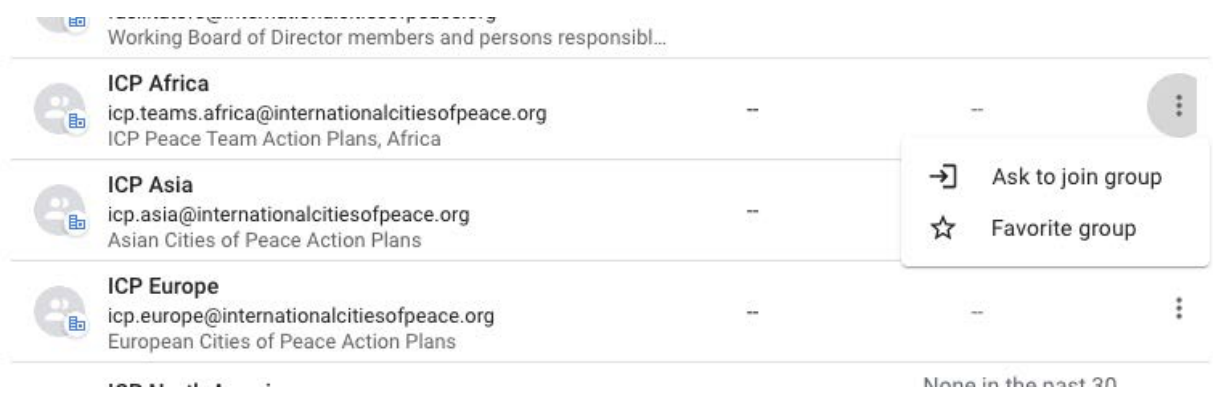
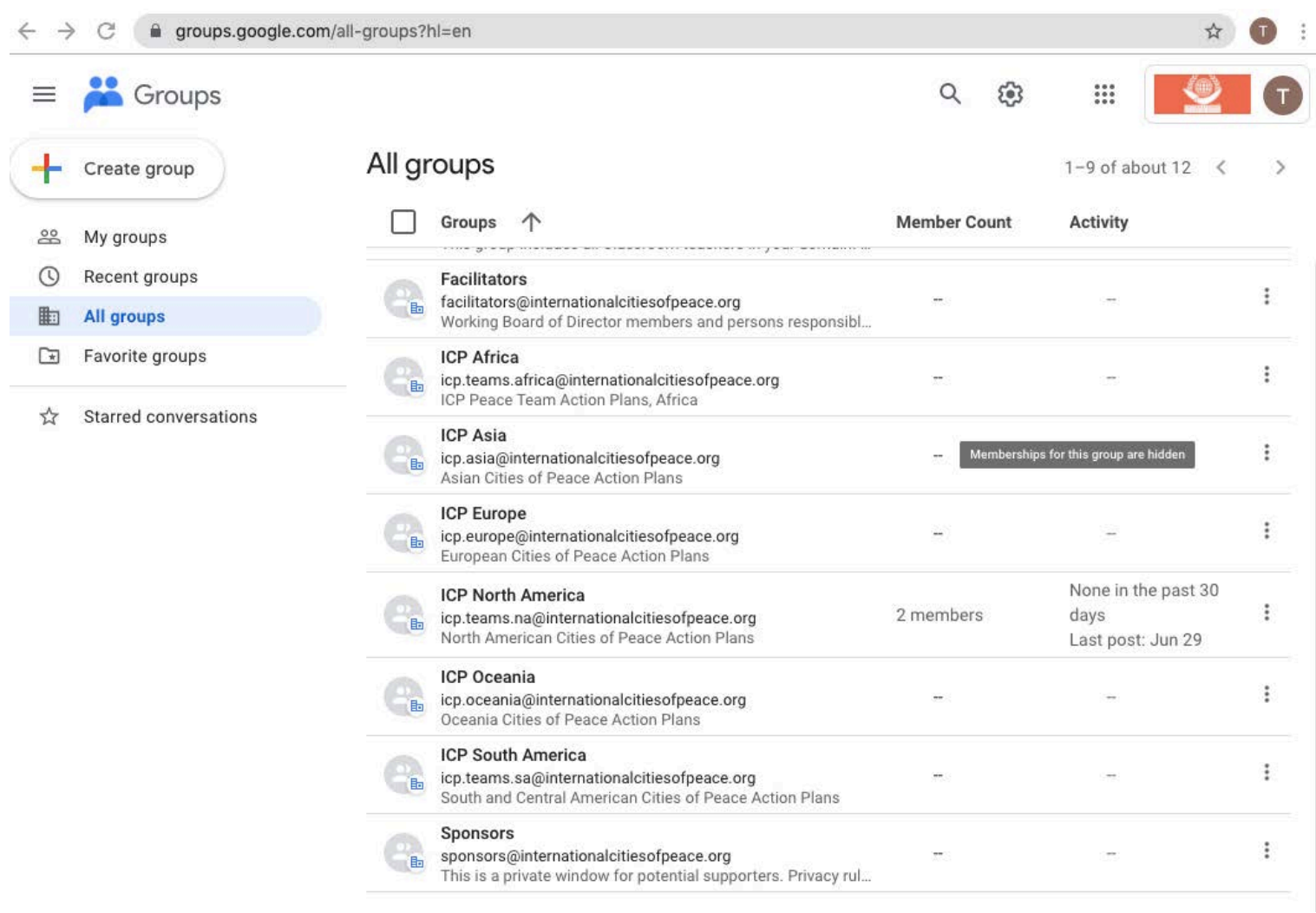


- **The "Shared Drive" option allows you to access ICP documents and other essential tools and information. You can also create a Shared Drive.**

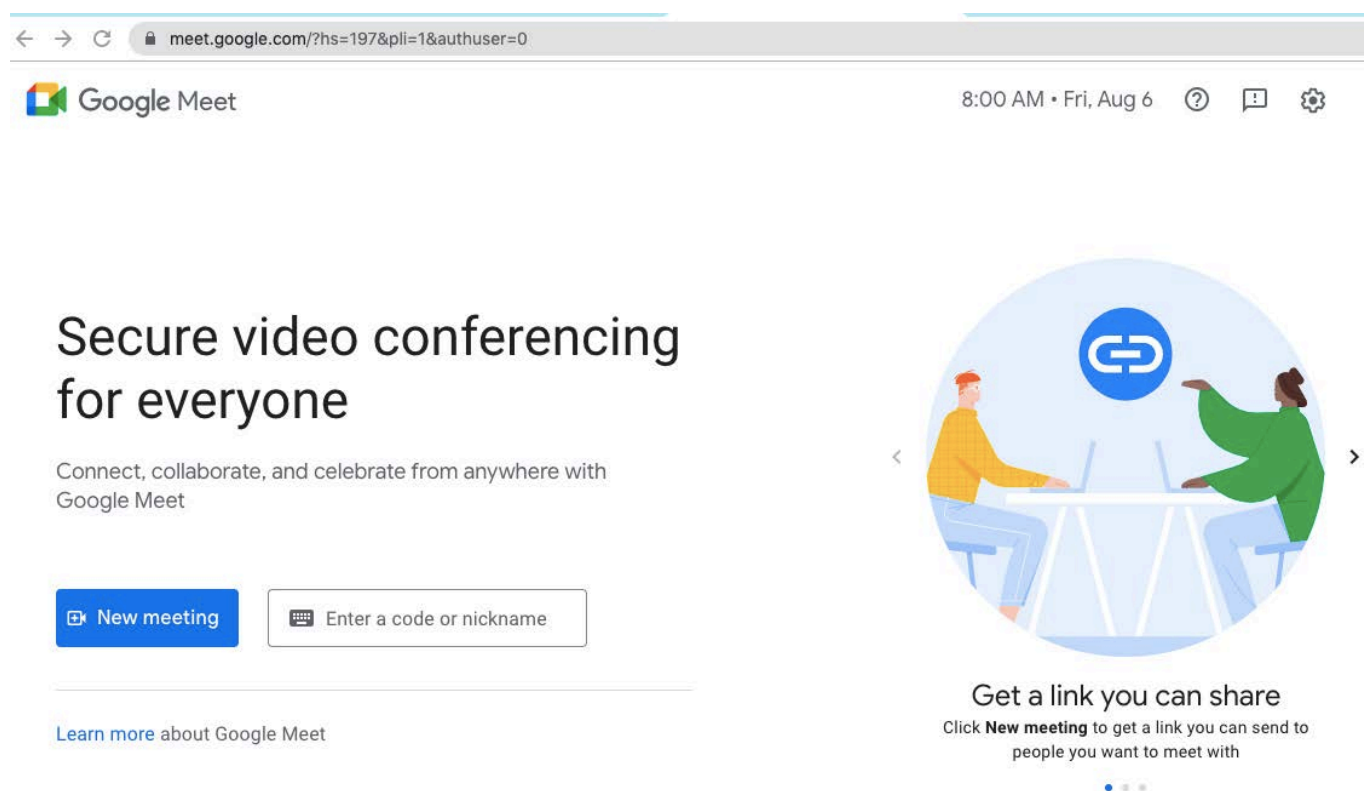
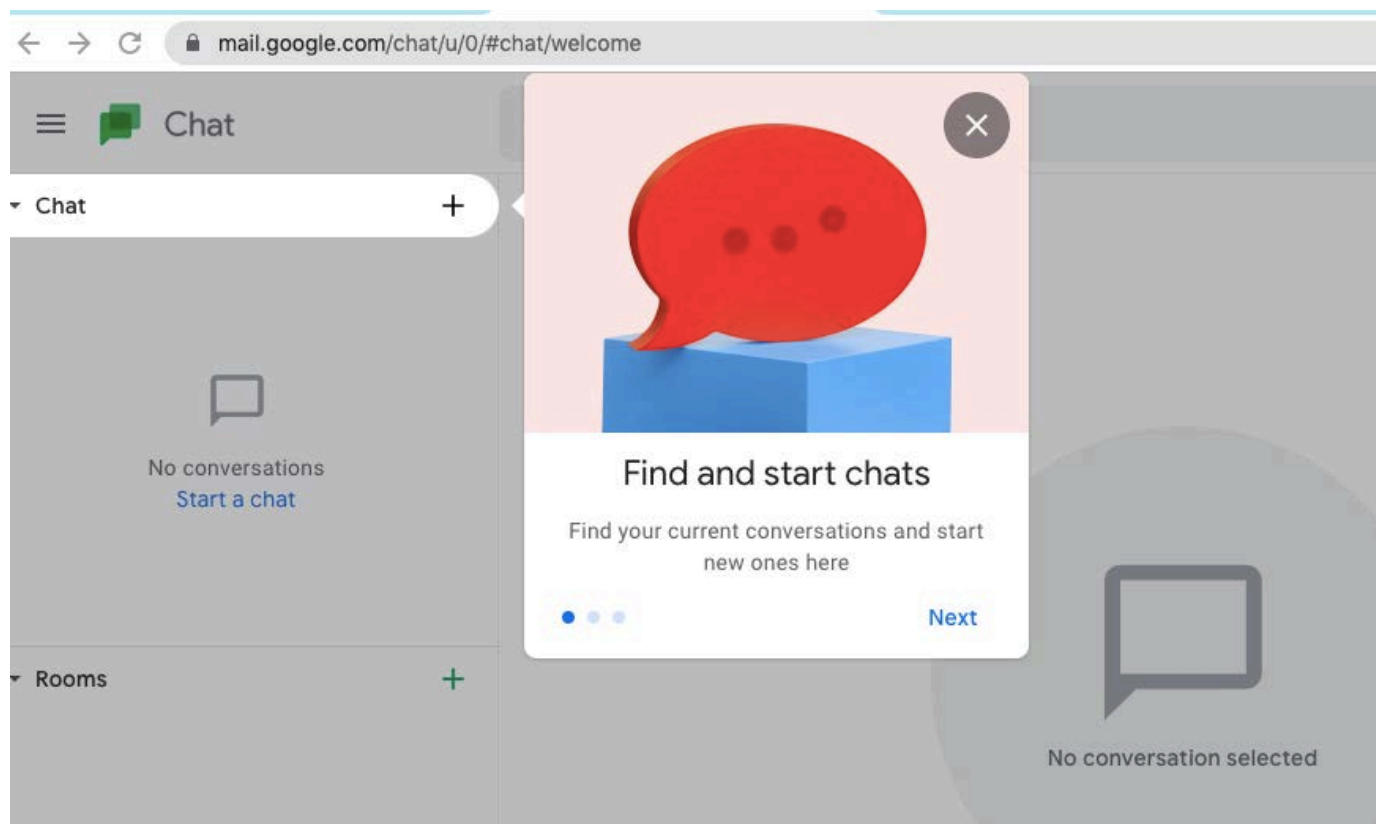


International Cities of Peace: ICP Workspace Set-Up

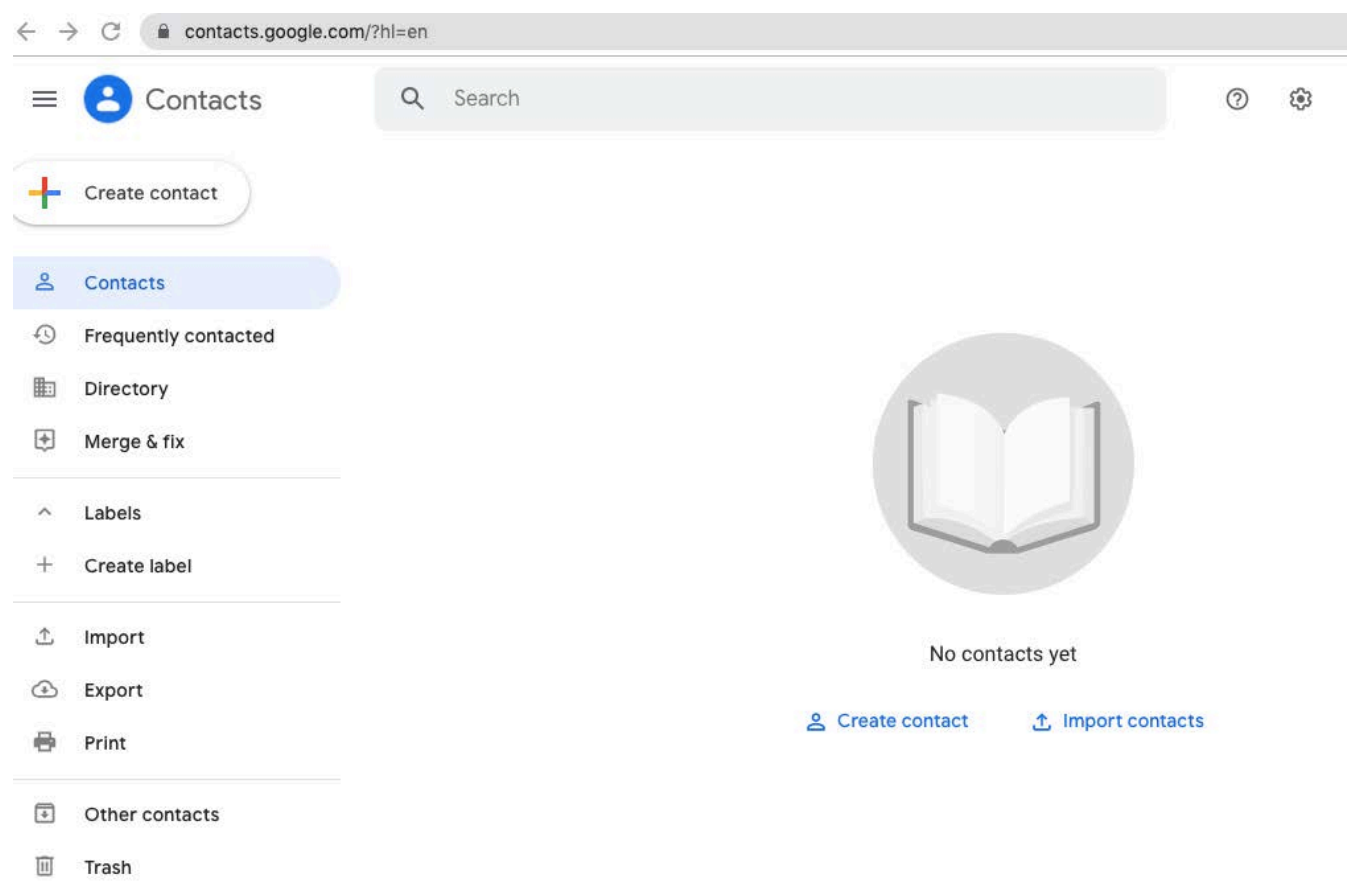
- **JOIN A GROUP!** Ask to Join the group that focuses on your **Continent: Africa, Europe, Asia, South or North America, or Oceania.**



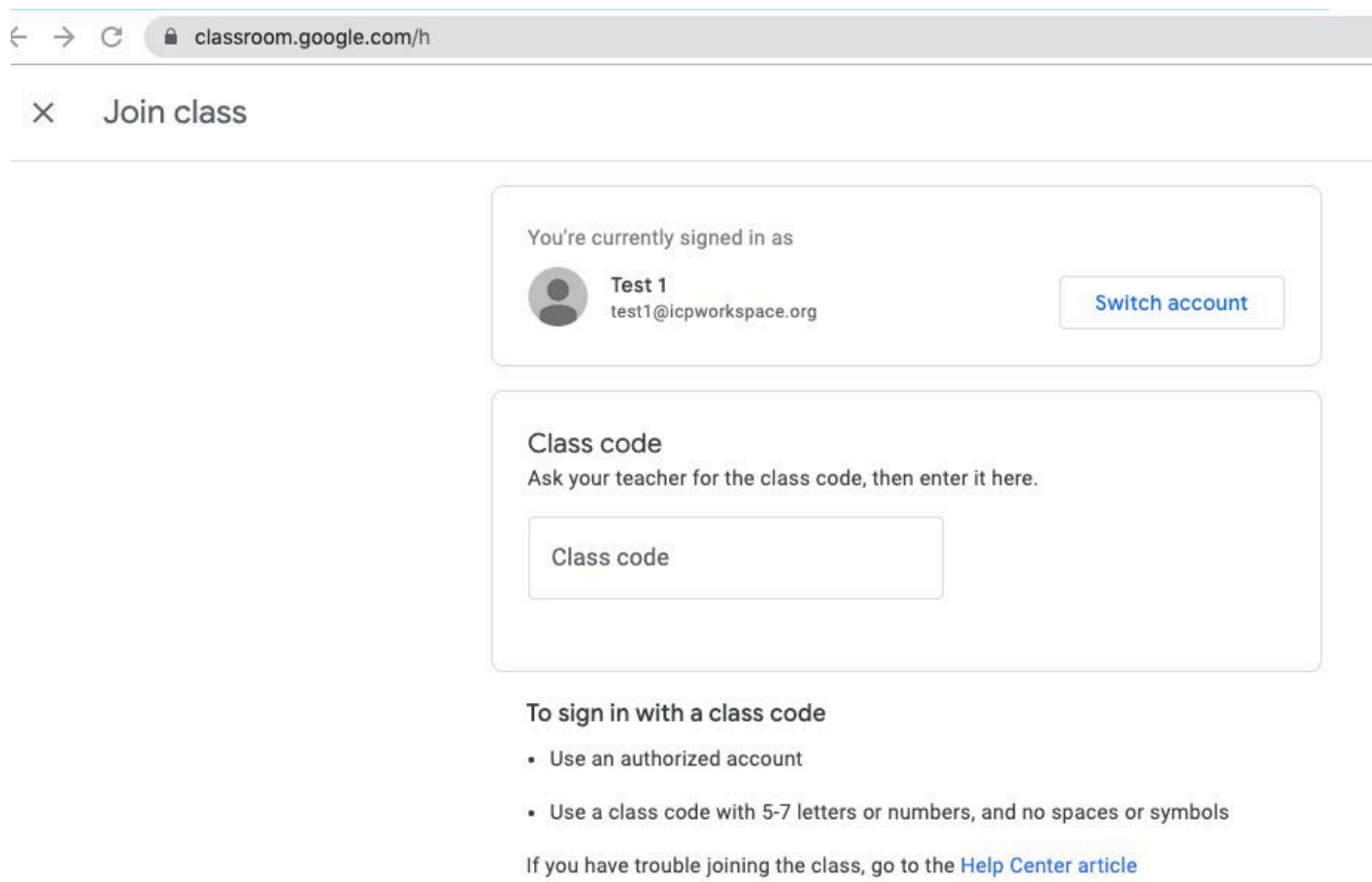
- You can **start a "Chat"** for communicating with others. You can also schedule a "Meet" for video conferencing.



- **Add contacts for your personal "Contact" list.**



- **Join a "Classroom Training Class" by entering the Class Code available from teachers in the Shared Drive information area.**



- **MOST IMPORTANTLY! Use the Action Plan Template in your Shared Drive space "All Liaisons" to write your Plan.** The reason to use the Template is that it uses less drive storage space. Just fill in the blanks, name your Plan with your City Name, then Save.

The image shows a Google Drive card for a document titled "ICP Action Plan". The card includes a thumbnail of the document, which features a header with a photo of a desk with a cup of coffee and a notepad. Below the header, the document contains several text boxes for input, labeled "City of Peace Name, State/Province, and Country", "Latitudinal Street Name, East/West", and "Longitude". The card also shows the document was "Opened Aug 27, 2021".

ICP Action Plan

You choose Plan Name considerations provided a potential conflict of programs in the City of Peace. You must describe content of the plan, content and content as collaboration.

(Required)

City of Peace Name, State/Province, and Country *

(Required)



Latitudinal Street Name, East/West *

(Required)

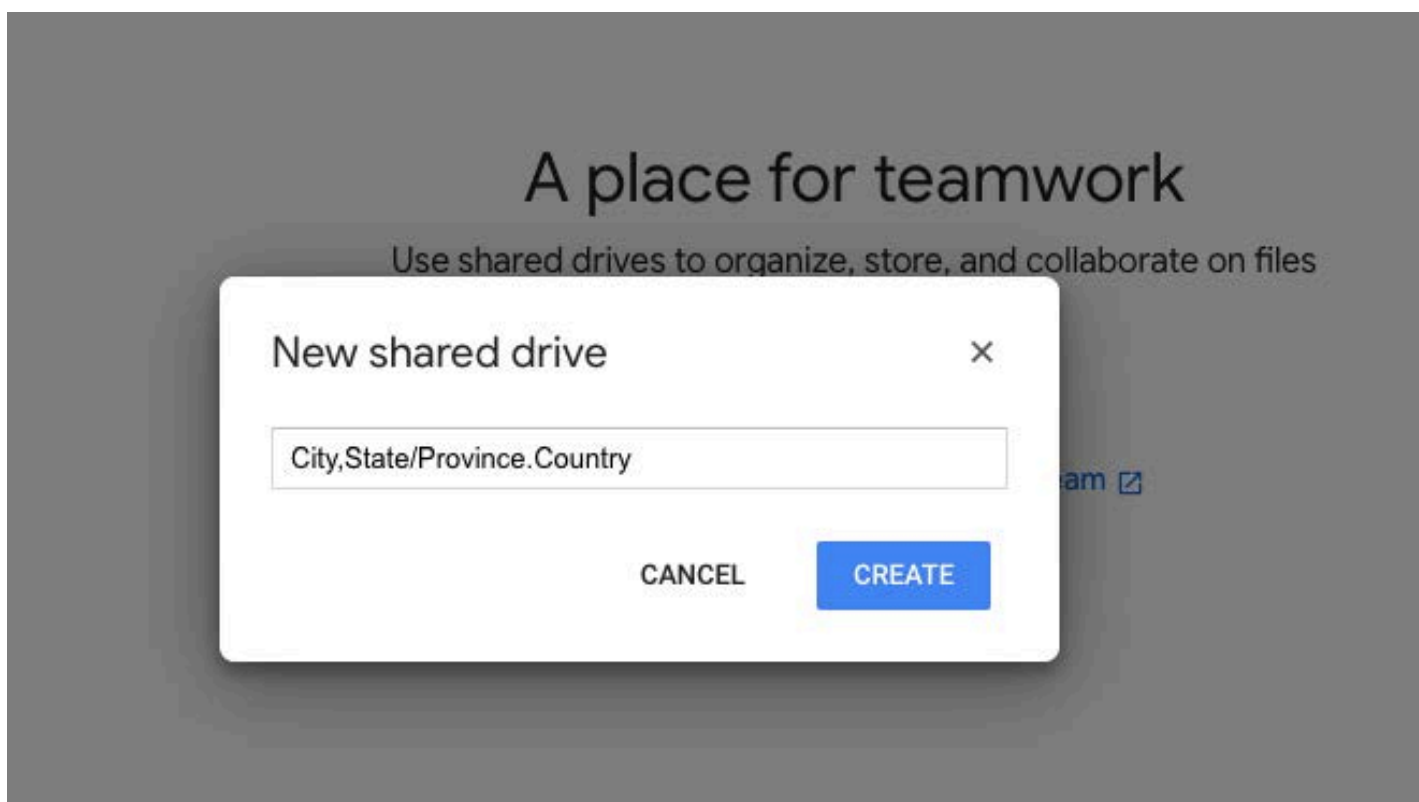
Longitude *

(Required)

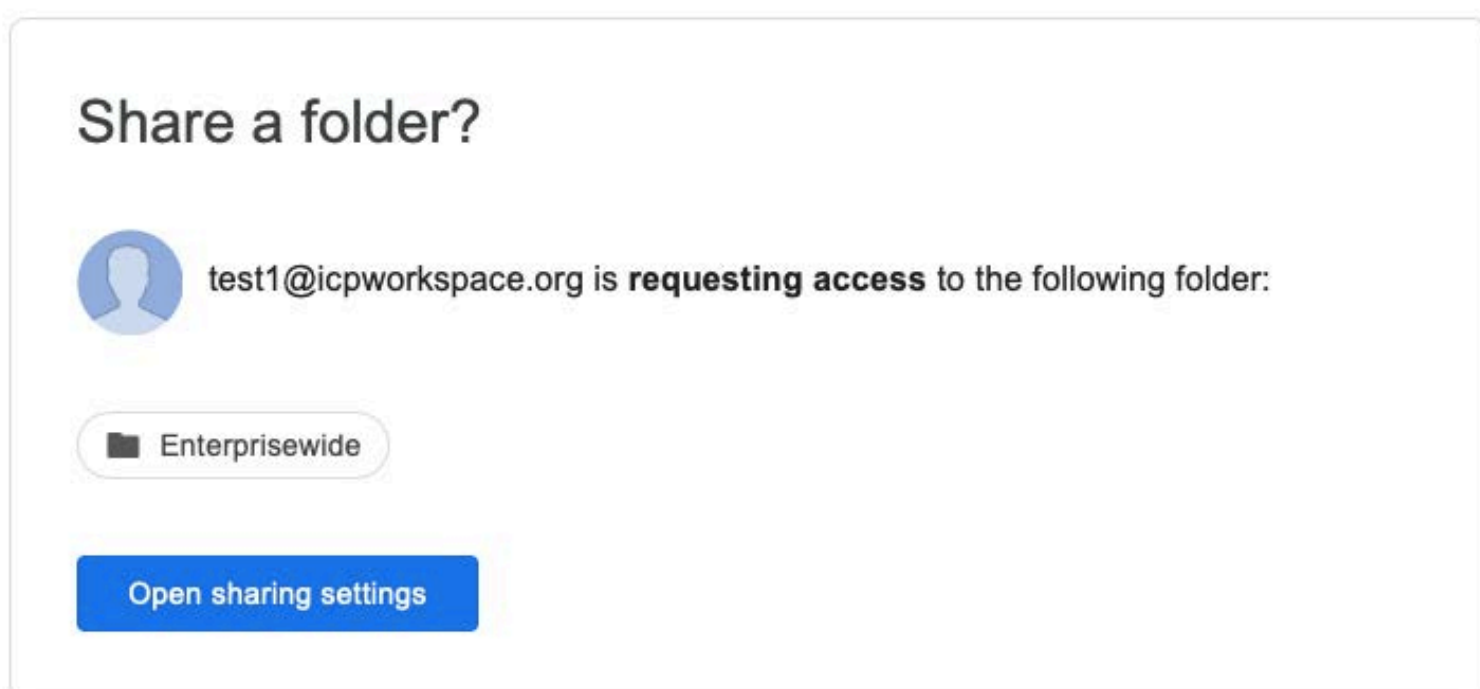
ICP Action Plan

 Opened Aug 27, 2021 

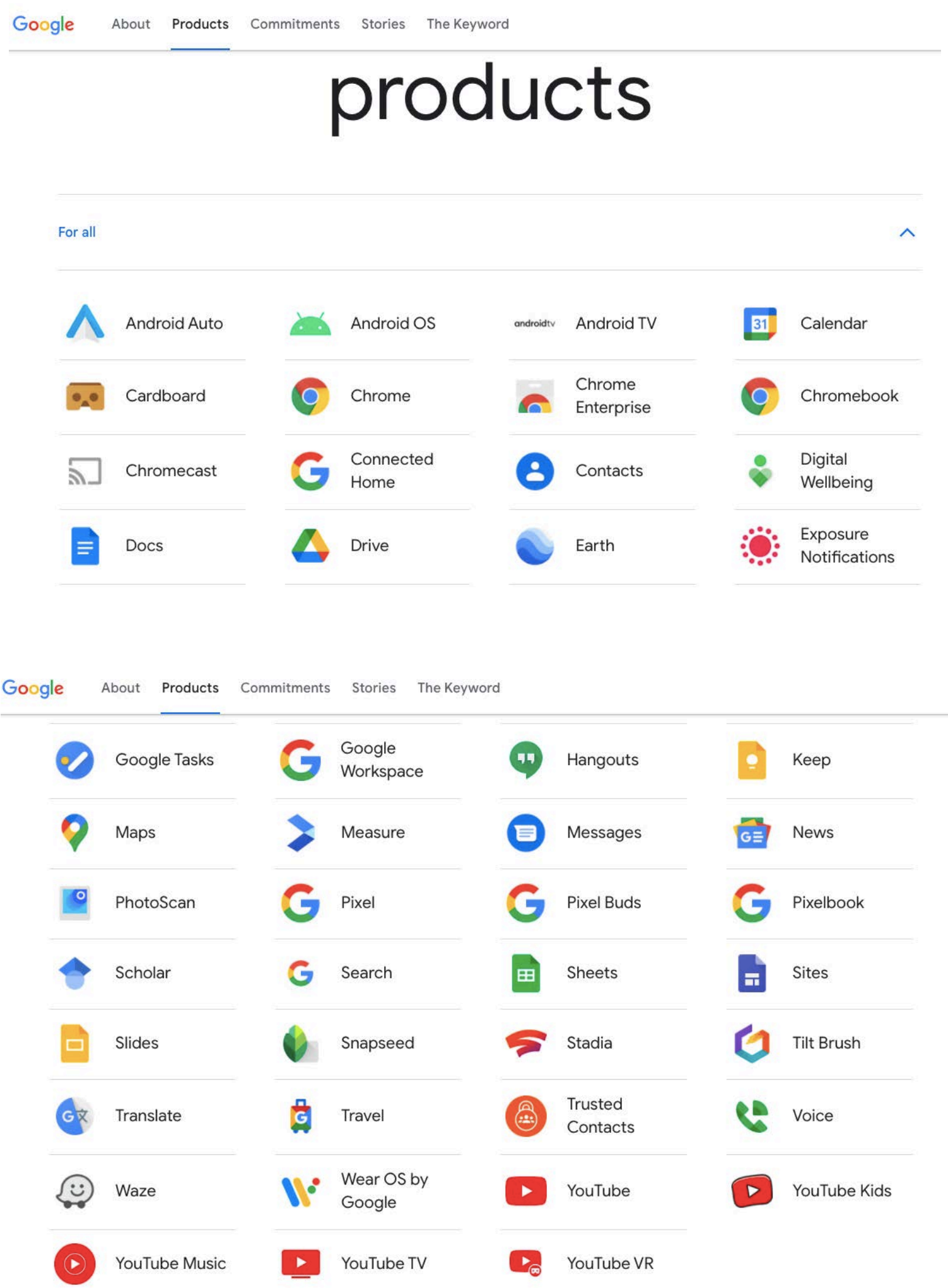
- **Once your Action Plan is complete upload it too the Group Shared Drive and share it with your Continent's Group.** The Action Plan can be accessed by sponsors, Facilitators, and experts who will be interested and supportive in helping you develop an effective Action Plan.



- Example of how to Share a Folder within the Shared Drive Space.



- **Many, many other Tools and Resources are available! Explore. Try each one to see if they will add to your productivity and collaborate. work for local/global peace.**



Now You Are in Collaboration with the International Cities of Peace Global Peace Community!

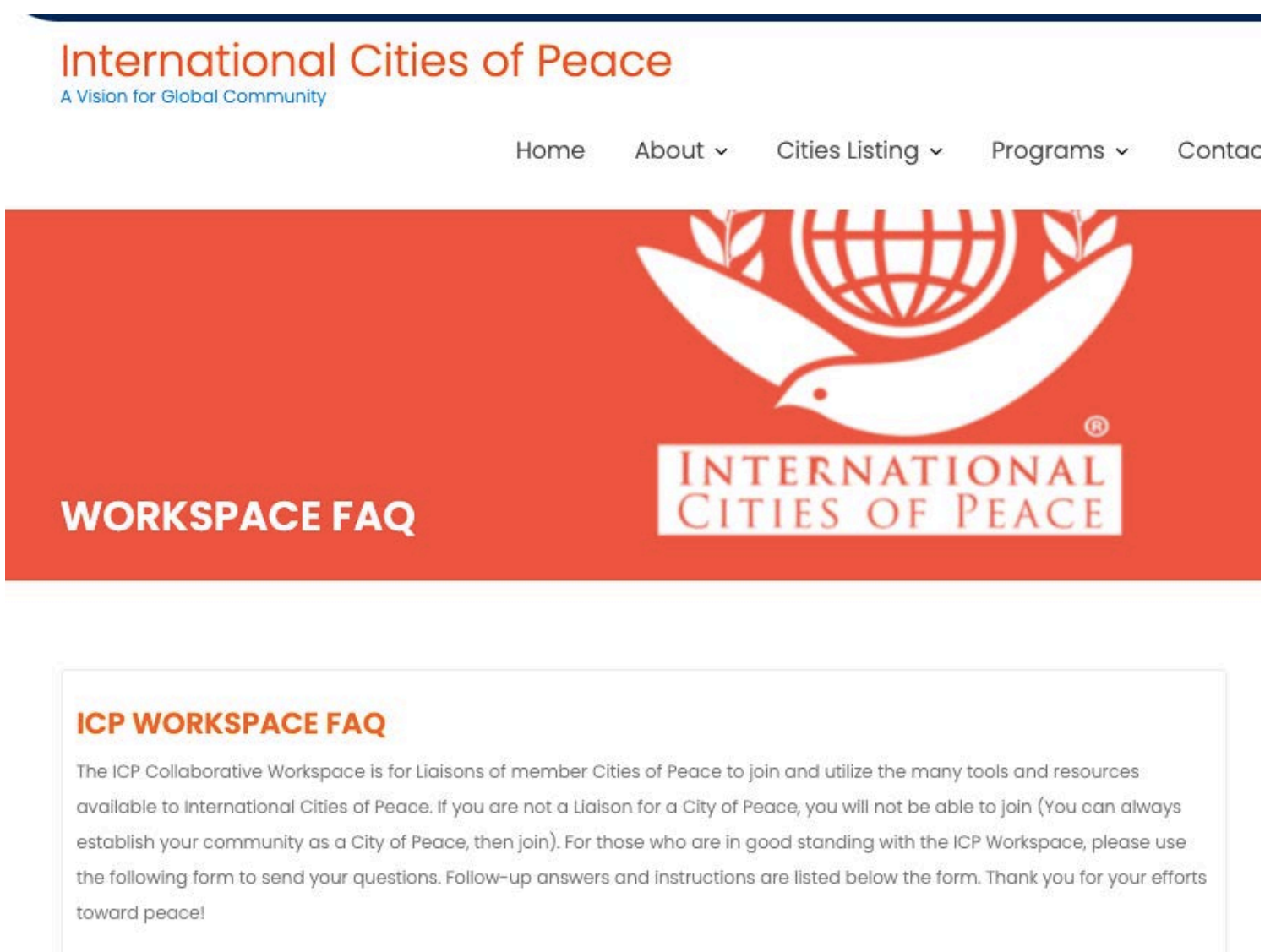
- **Explore** how more Google's Creativity Apps can make your peace efforts productive.
- **Contact** other Liaisons on your Continent and beyond.
- **Learn** from Google Classroom and training classes.
- **Upload** your Action Plan to get input and improvements.
- **Receive** a Recommendation on your ICP Action Plan and programs.
- **Increase** your volunteer base with special outreach tools and resources.
- **Interest** outside supporters, donors, and granting organizations who will have access through a special secure and private portal.
- **Build** ICP Teams in your area and around the globe
- **More great resources to come!**

Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has."

~ Anthropologist Margaret Mead

If questions, please go to the FAQ
(Frequently Asked Questions) page on the
ICP website:

<https://www.internationalcitiesofpeace.org/workspace-faq/>



**Build your Peace Team;
Develop an Action Plan;
Get Peace done!**

Google Workspace for International Cities of Peace is free and highly recommended for all City of Peace Liaisons. Join, access, meet, build, share, collaborate, and inspire others.

ICP TRAINING PACKAGES!

- **Peace Team Training package:** Build a Strong and Effective ICP Peace Team
- **Action Plan Training package:** Develop a Transformative ICP Action Plan
- **Teamwork Training package:** Achieve Greater Success with ICP Agile Teamwork.
- **Current Classroom Training on the Workspace**
 - a. Sustainable Development Goals
 - b. Master the Golden Rule

If you are not already a part, request to JOIN ICP Google Workspace!

Questions or Requests? Send an email to:

info@ICPworkspace.org

REMEMBER TO BOOKMARK THE ICP WORKSPACE PAGE!

Bookmark the login page you received in the first Invitation email. Or, if you did not bookmark that page, go to the following and choose an account:

<https://workspace.google.com/u/2/dashboard>

YOU CAN ALSO RESET YOUR PASSWORD

To reset your passwords without contacting an administrator — make sure you add a [recovery phone number or email address](#) to your account when in the Workspace. Then you can receive recovery instructions by voice, text message, or email. Reset your password by entering your Google Account address and following automated instructions.

Have Fun, Do good!

