INTERNATIONAL
CITIES OF PEACE

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.

Google
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.*
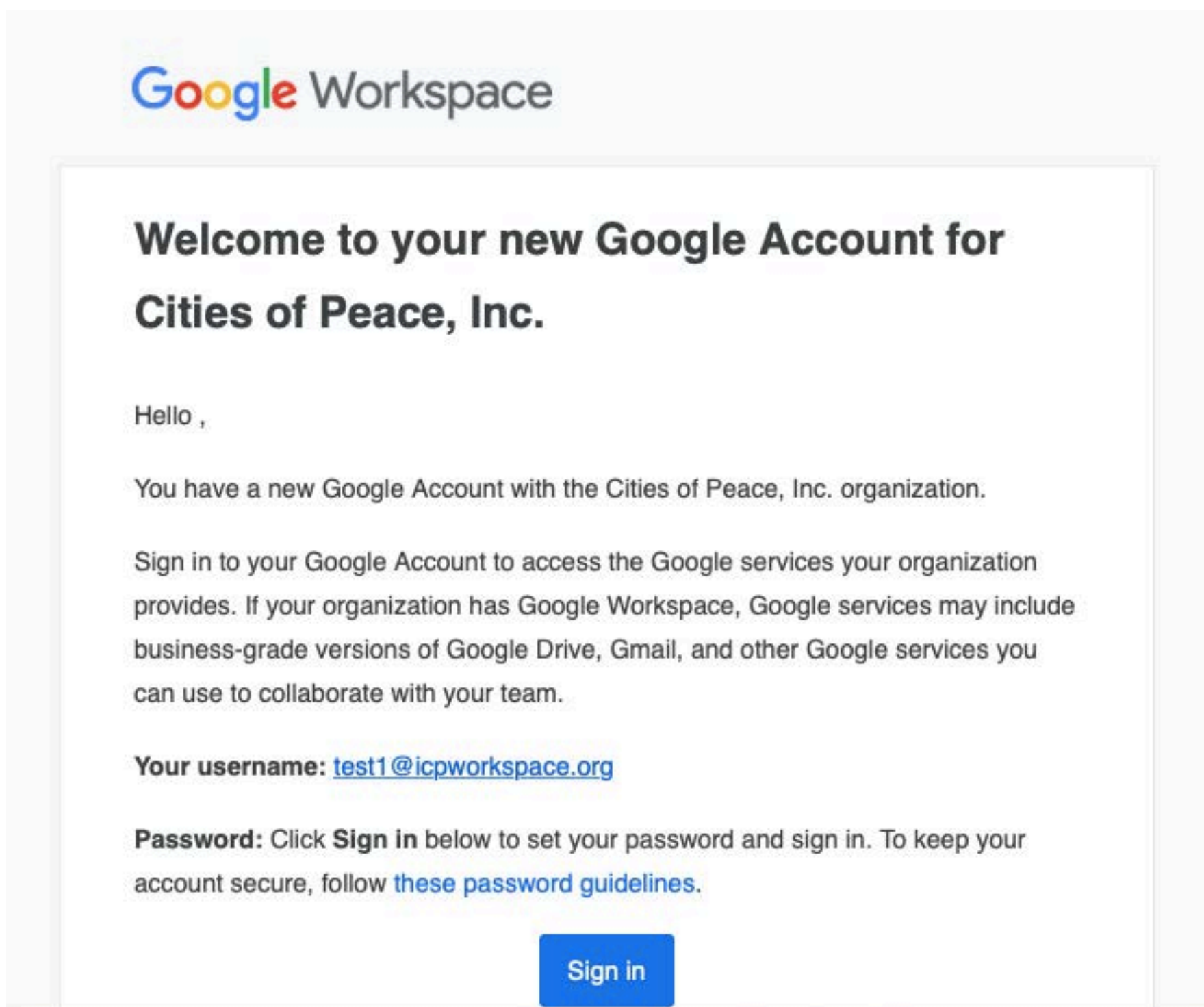
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If you have questions, go to our Frequently Asked Question web page:

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

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.**

Google Workspace

Welcome to your new Google Account for Cities of Peace, Inc.

Hello ,

You have a new Google Account with the Cities of Peace, Inc. organization.

Sign in to your Google Account to access the Google services your organization provides. If your organization has Google Workspace, Google services may include business-grade versions of Google Drive, Gmail, and other Google services you can use to collaborate with your team.

Your username: test1@icpworkspace.org

Password: Click **Sign in** below to set your password and sign in. To keep your account secure, follow these password guidelines.

Sign in

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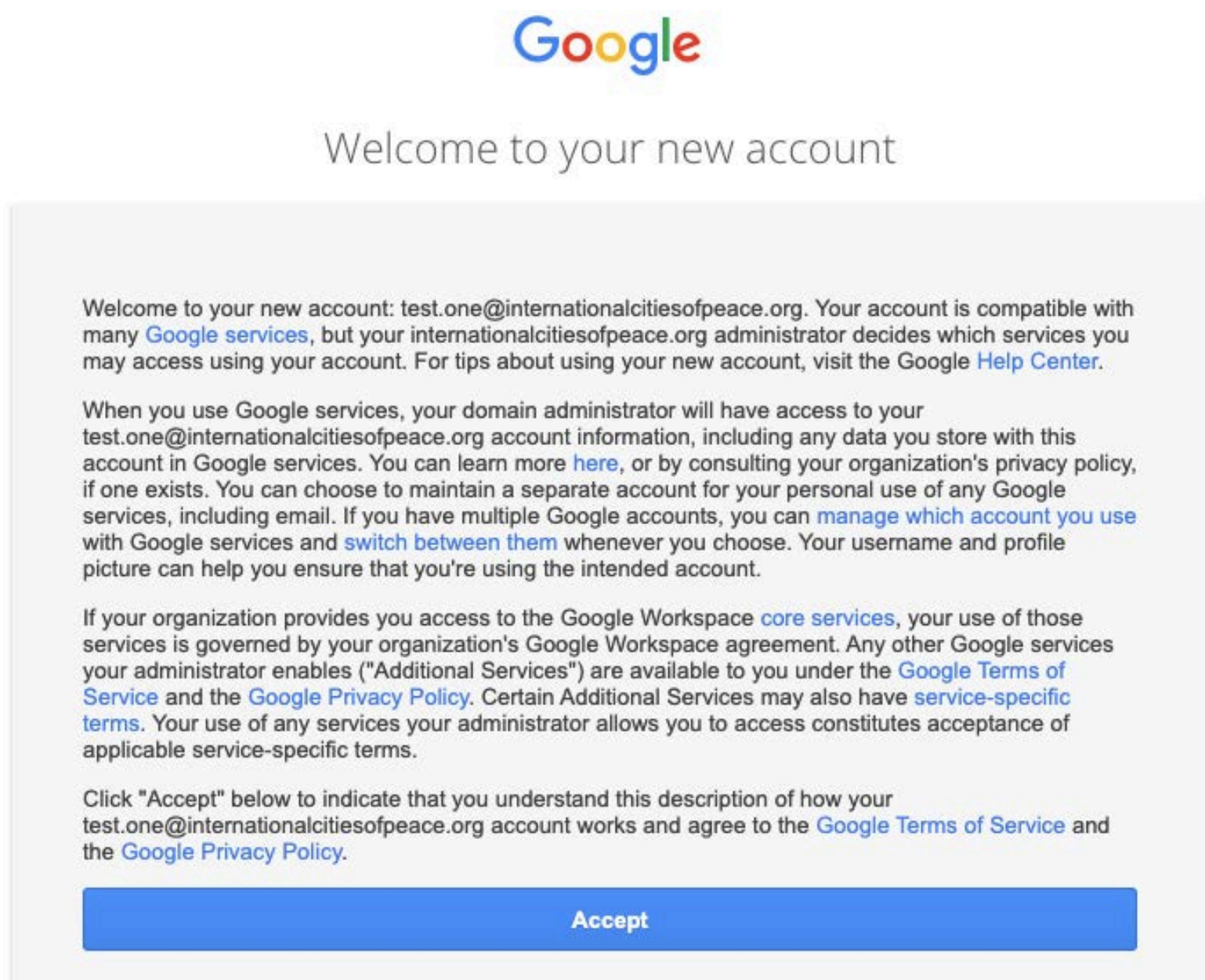

• **You will probably be requested to Sign In as well as Accept Terms of Service. Choose a password you can remember (and write down) and also one that is strong and secure.**
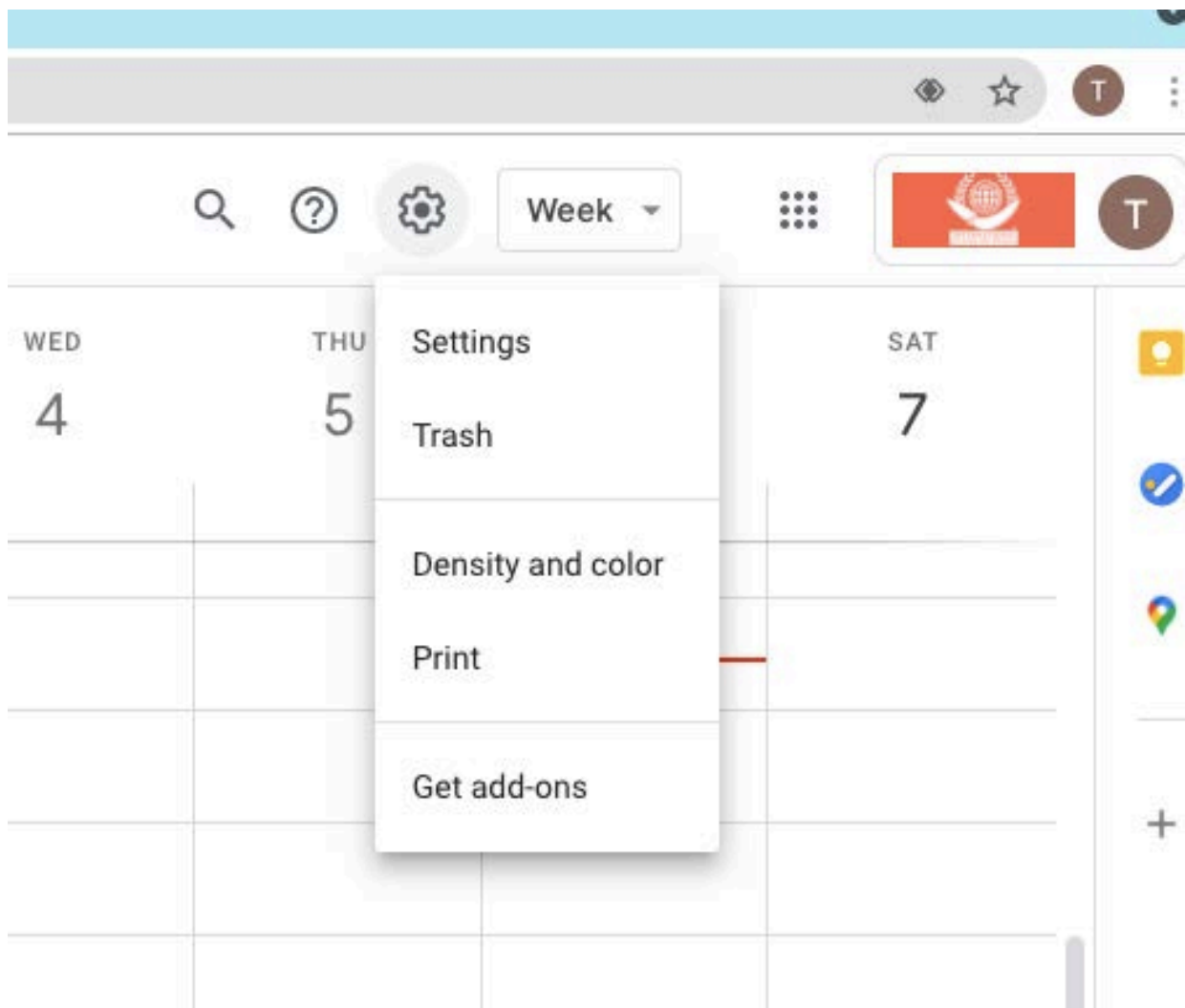
- You can "Accept" the terms and get started.

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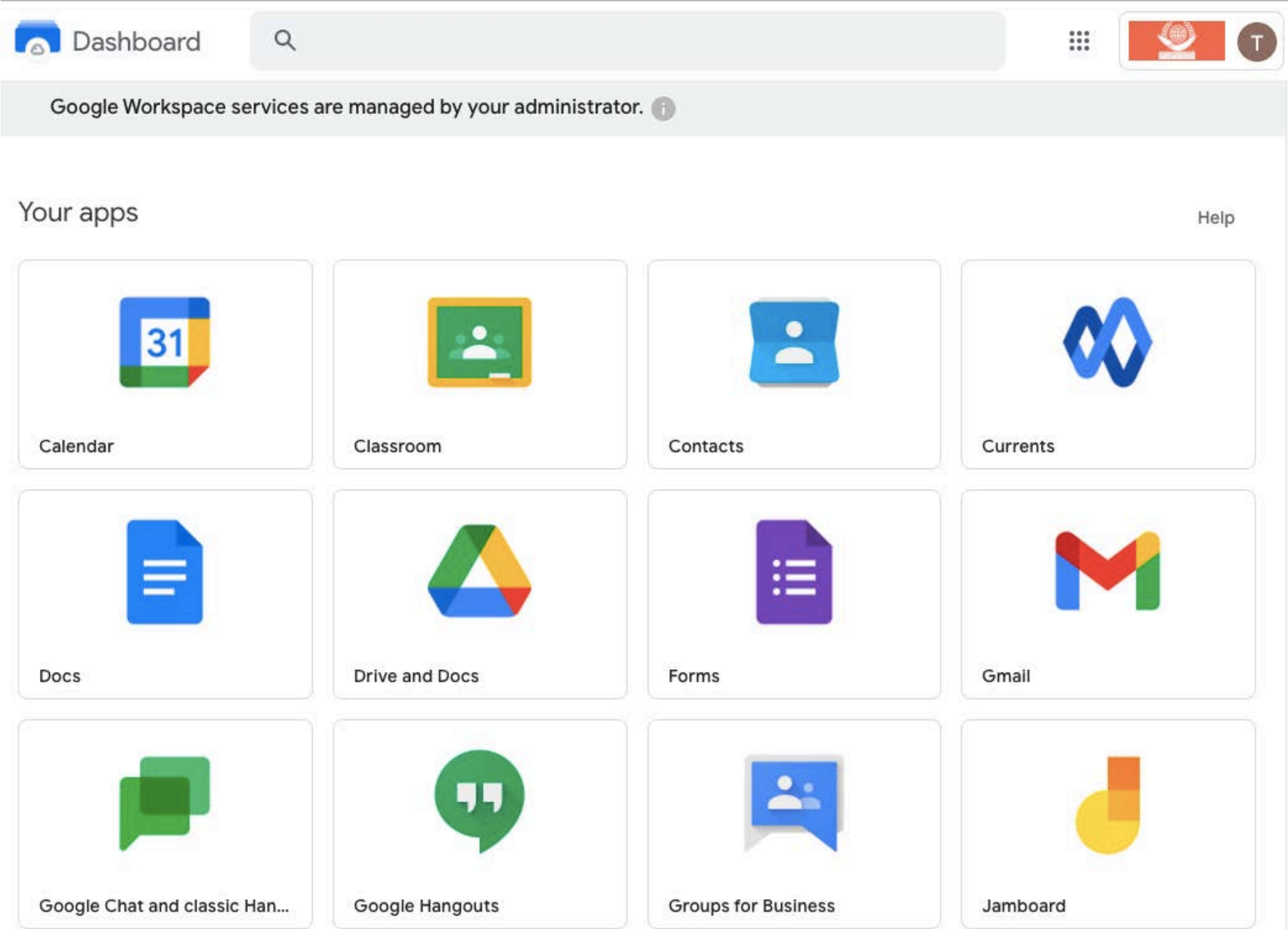
- **Go to "Settings" to choose your language and time zone.**

- **Click on your "account name circle" where you can personalize your Workspace page with colors and other options**
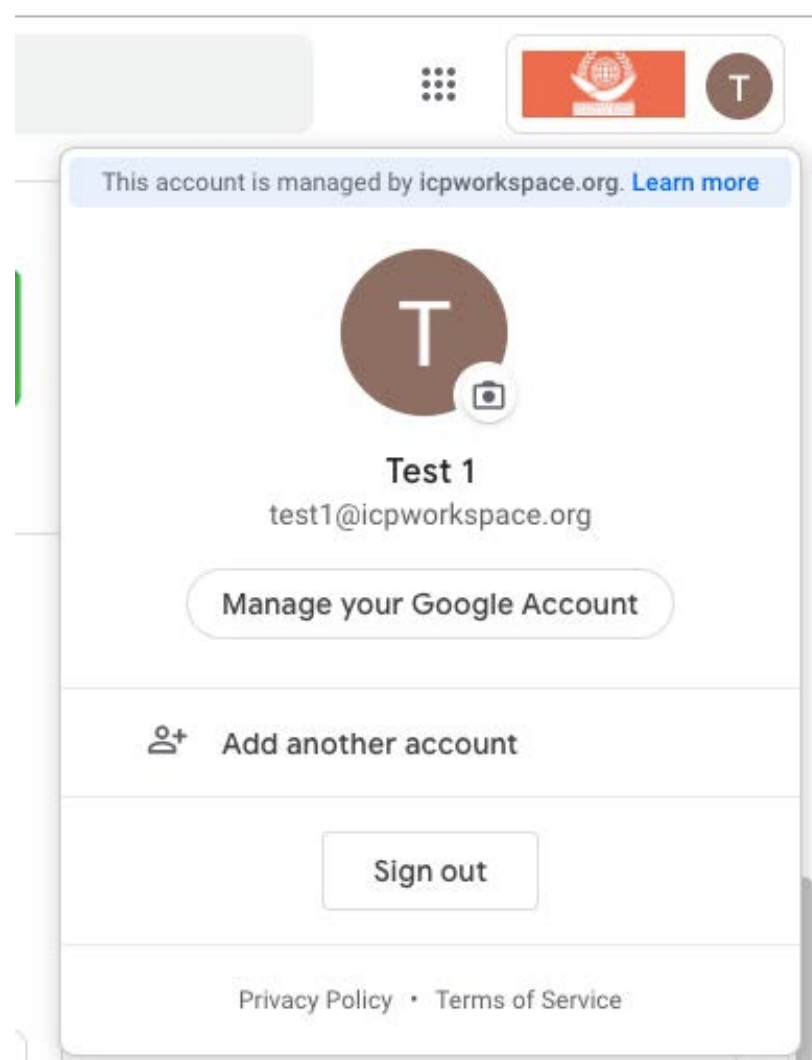
- **IMPORTANT! Click on the "Nine-Dot Square Icon" to access your ICP Workspace Tools and Resources.**
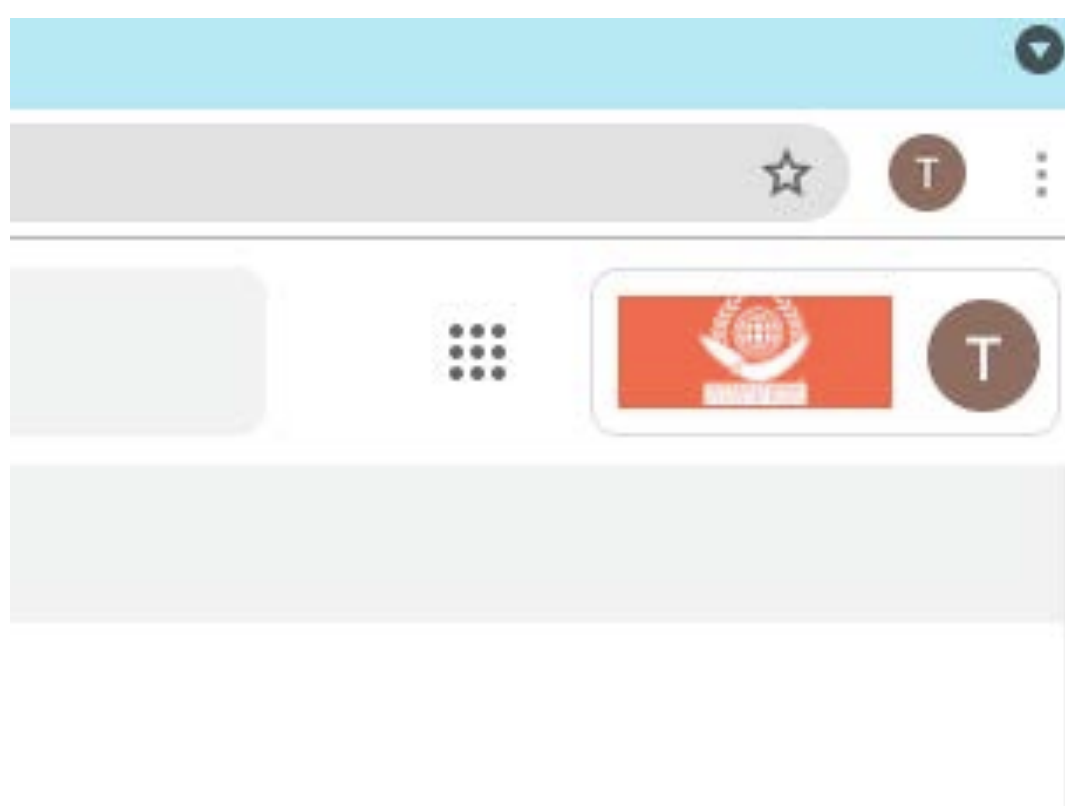
- **There are many, many Tools and Resources available. Click on the Square Nine-Dot Icon at the top right of your Home Page.**
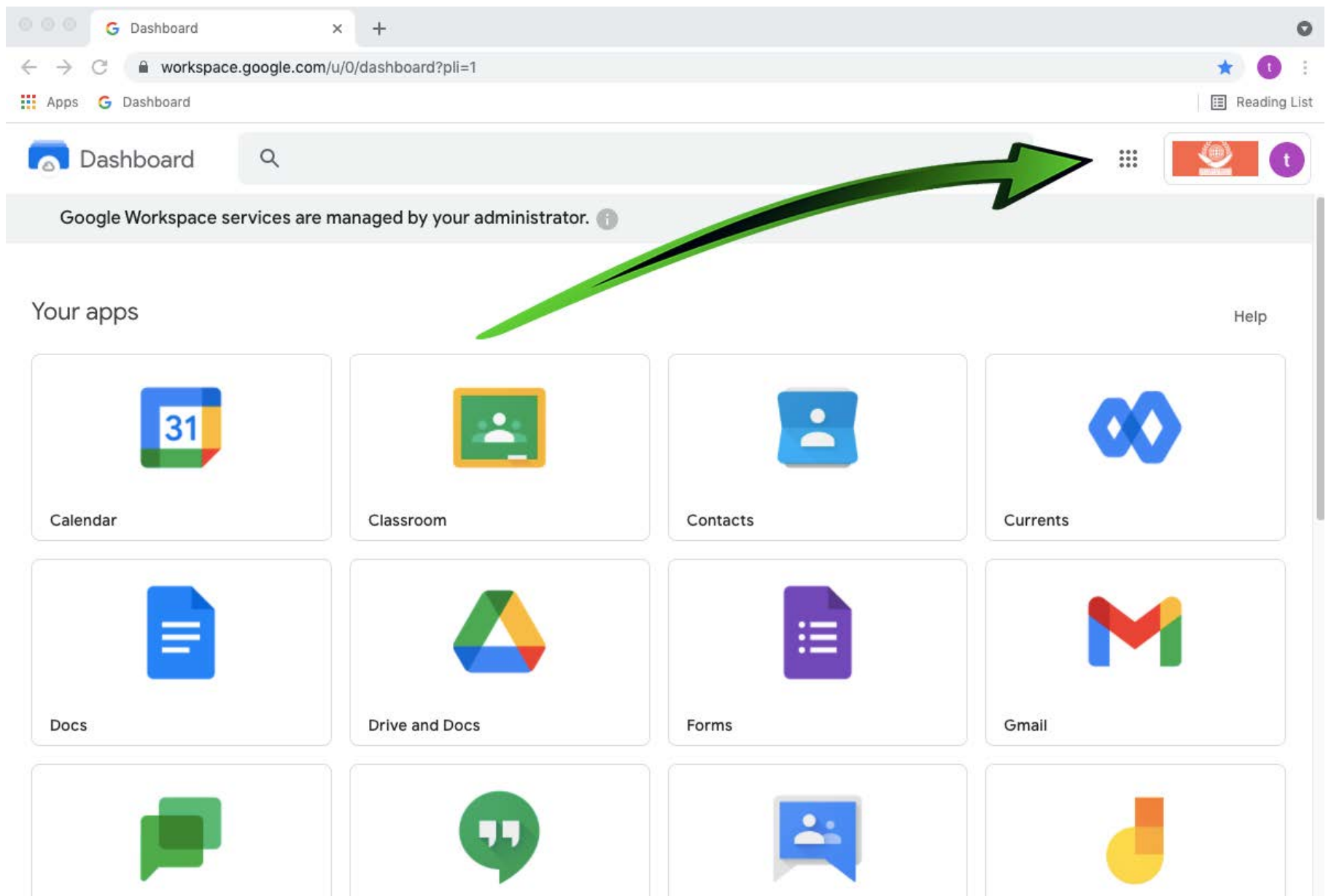
Connect with your teammates wherever they are

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.
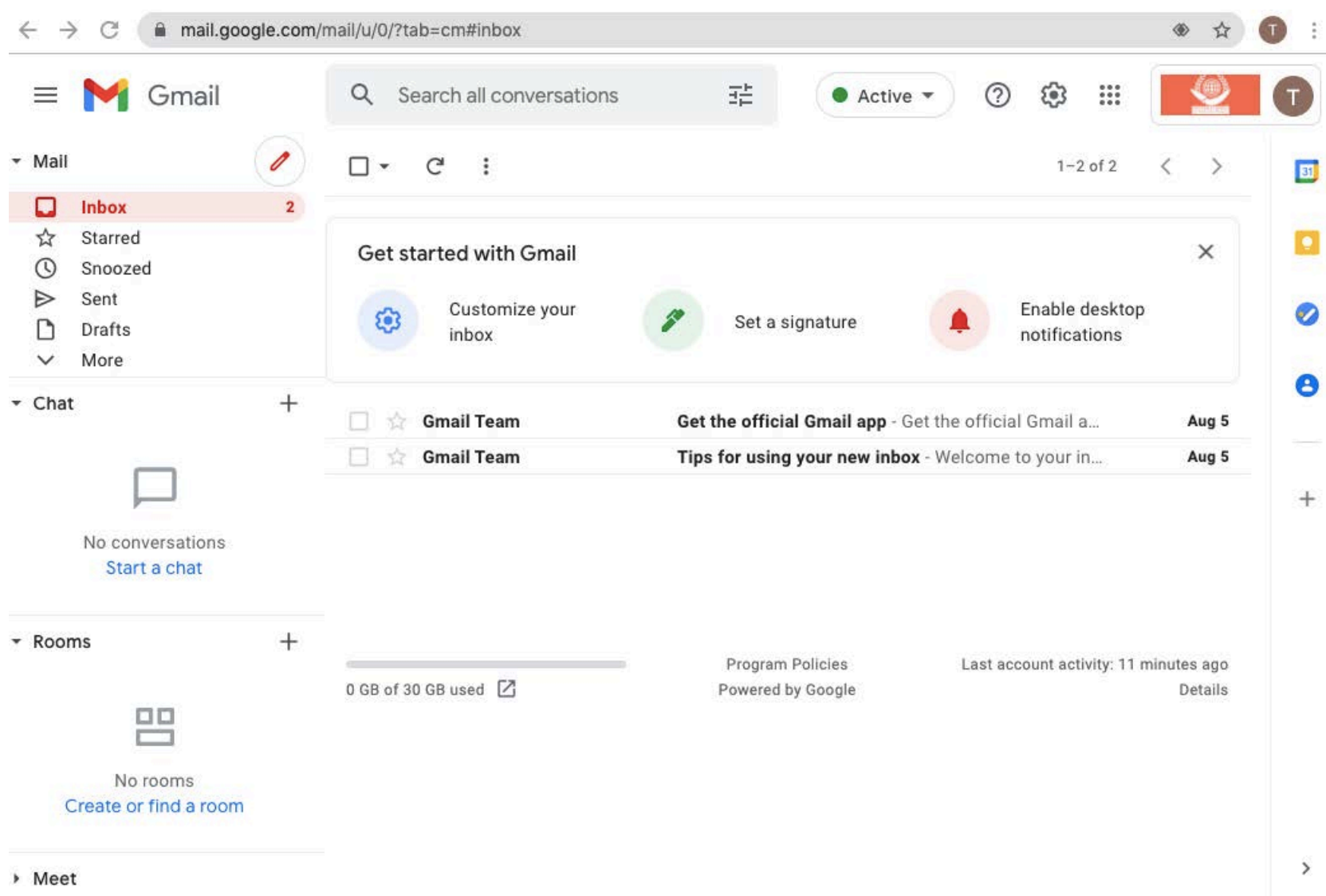
- **You also have a personal Calendar. Click on the 9-dot icon and open your Calendar.**
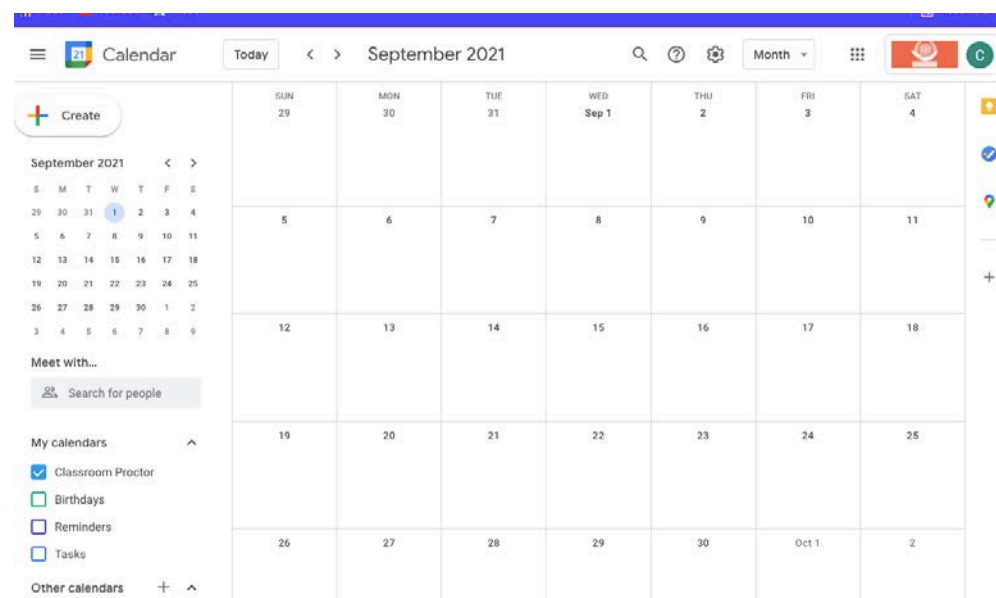
- **You can also view the Official ICP Workspace Calendar on our website:**

https://www.internationalcitiesofpeace.org/about/icp-central-calendar/
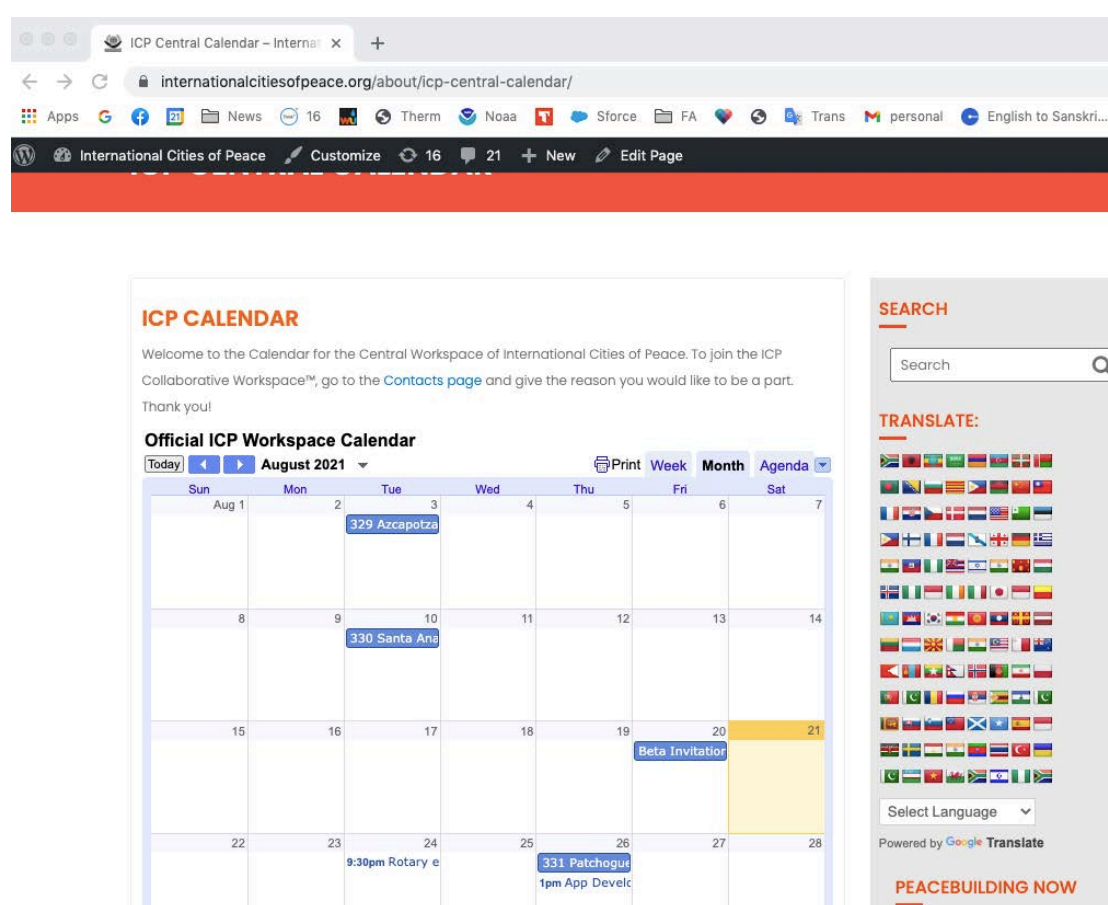
NOTE: BE SURE TO BOOKMARK THIS PAGE TO SEE THE OFFICIAL ICP WORKSPACE CALENDAR EACH TIME!

• **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.
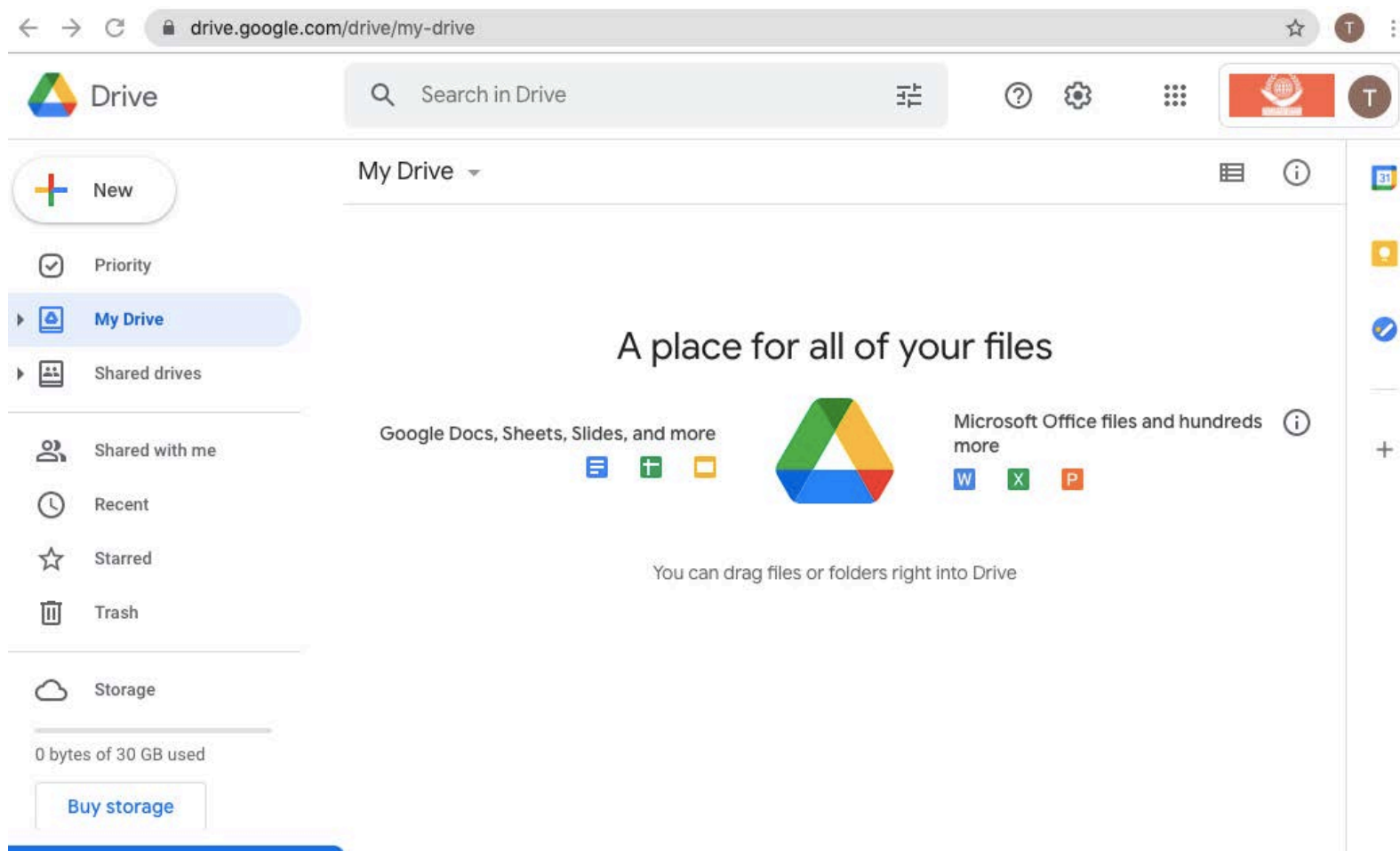
• **The "Shared Drive" option** **allows you to access ICP documents and other essential tools and information. You can also create a Shared Drive.**
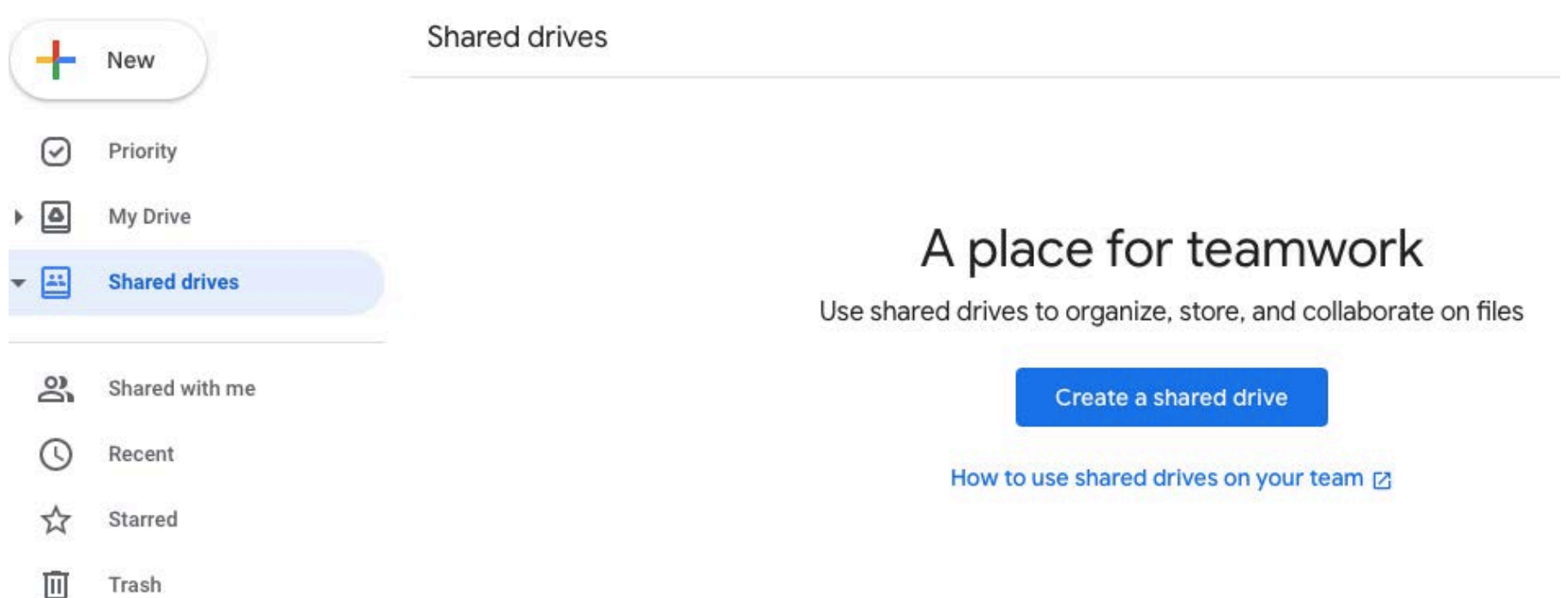
- **JOIN A GROUP! Ask to Join the group that focuses on your Continent: Africa, Europe, Asia, South or North America, or Oceania.**
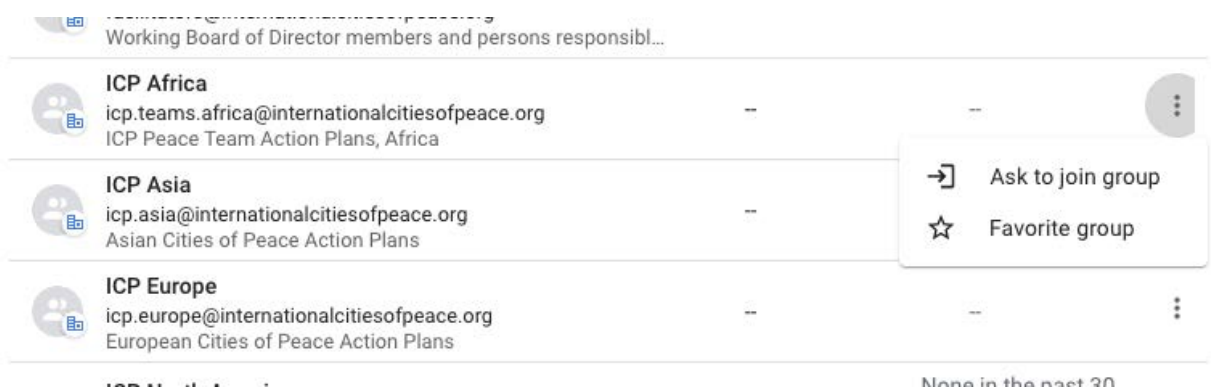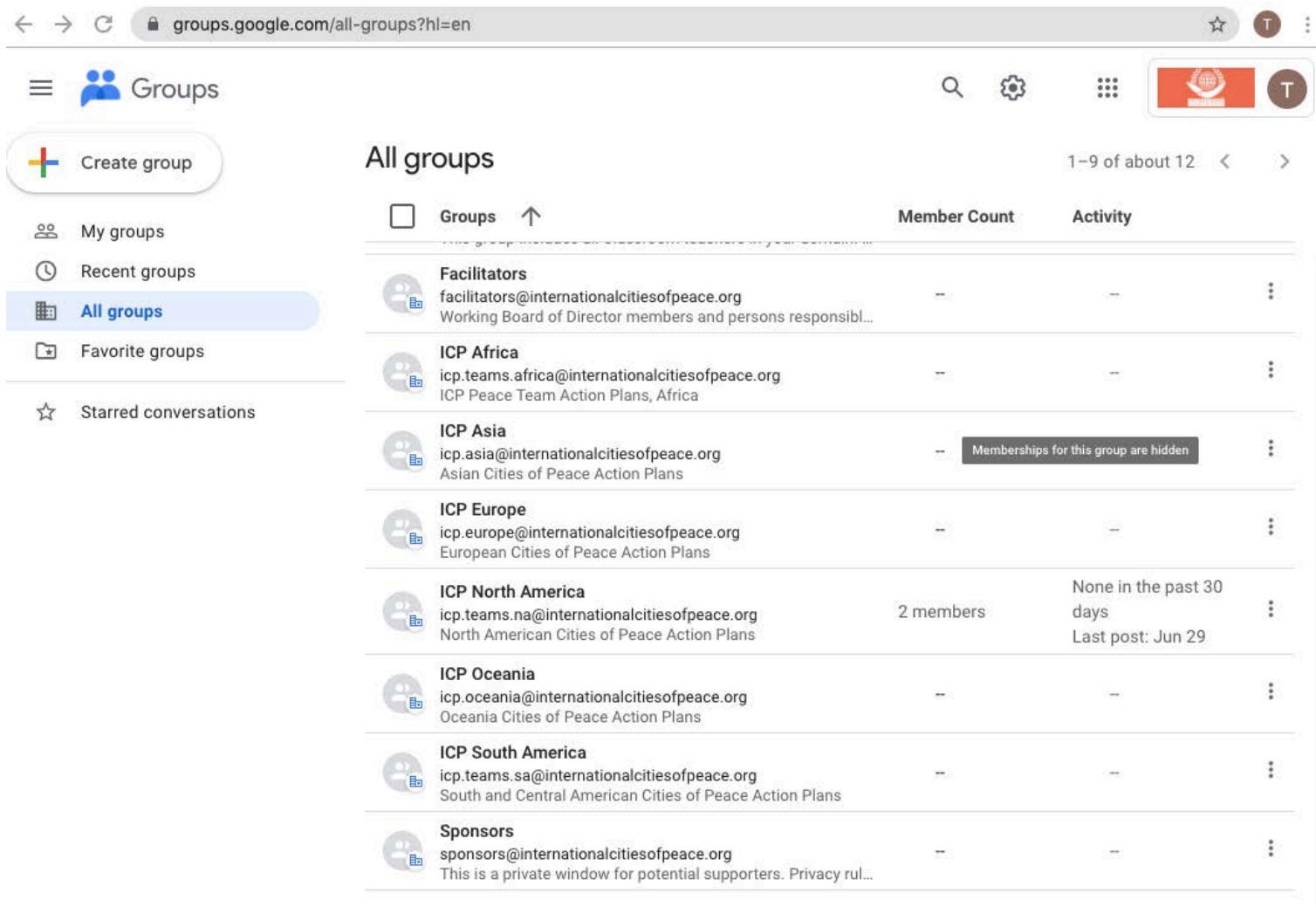
- **You can start a "Chat" for communicating with others. You can also schedule a "Meet" for video conferencing.**
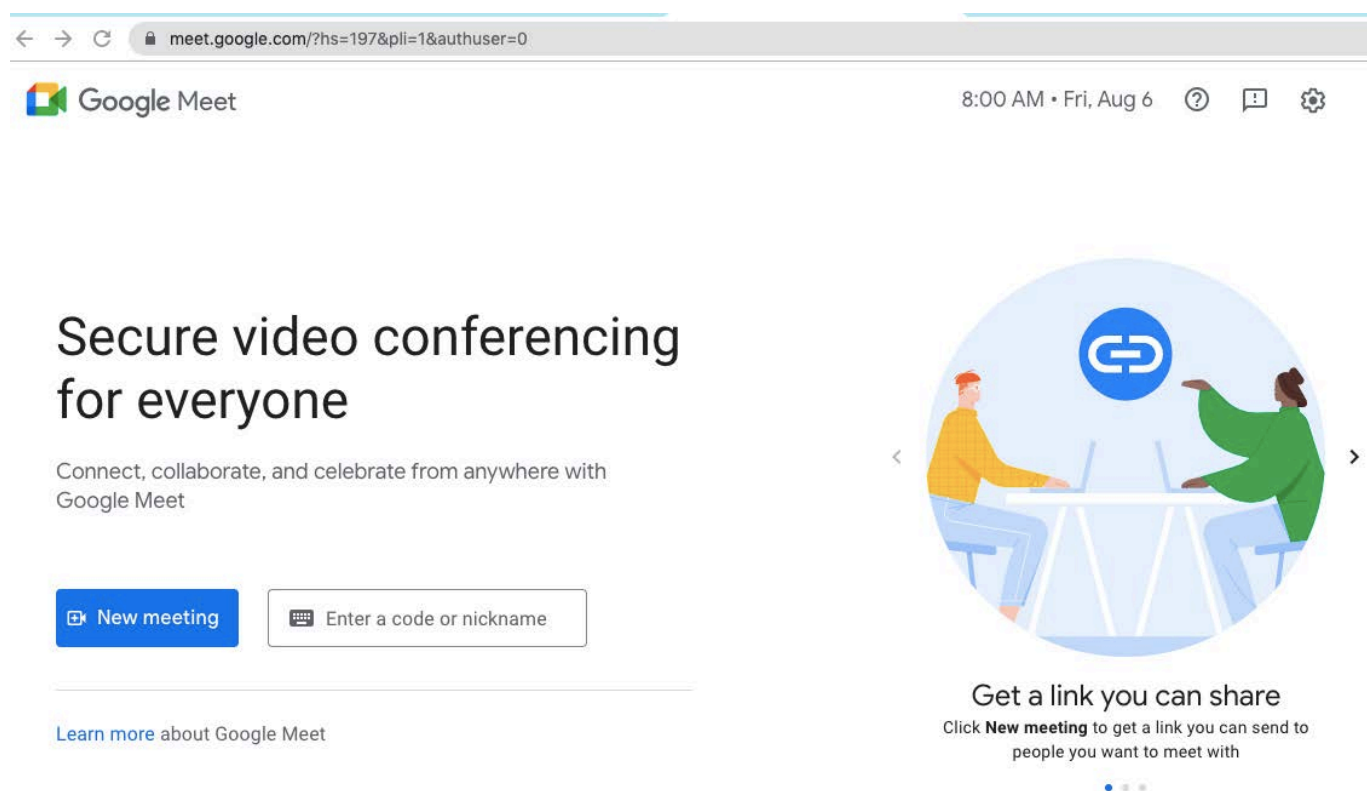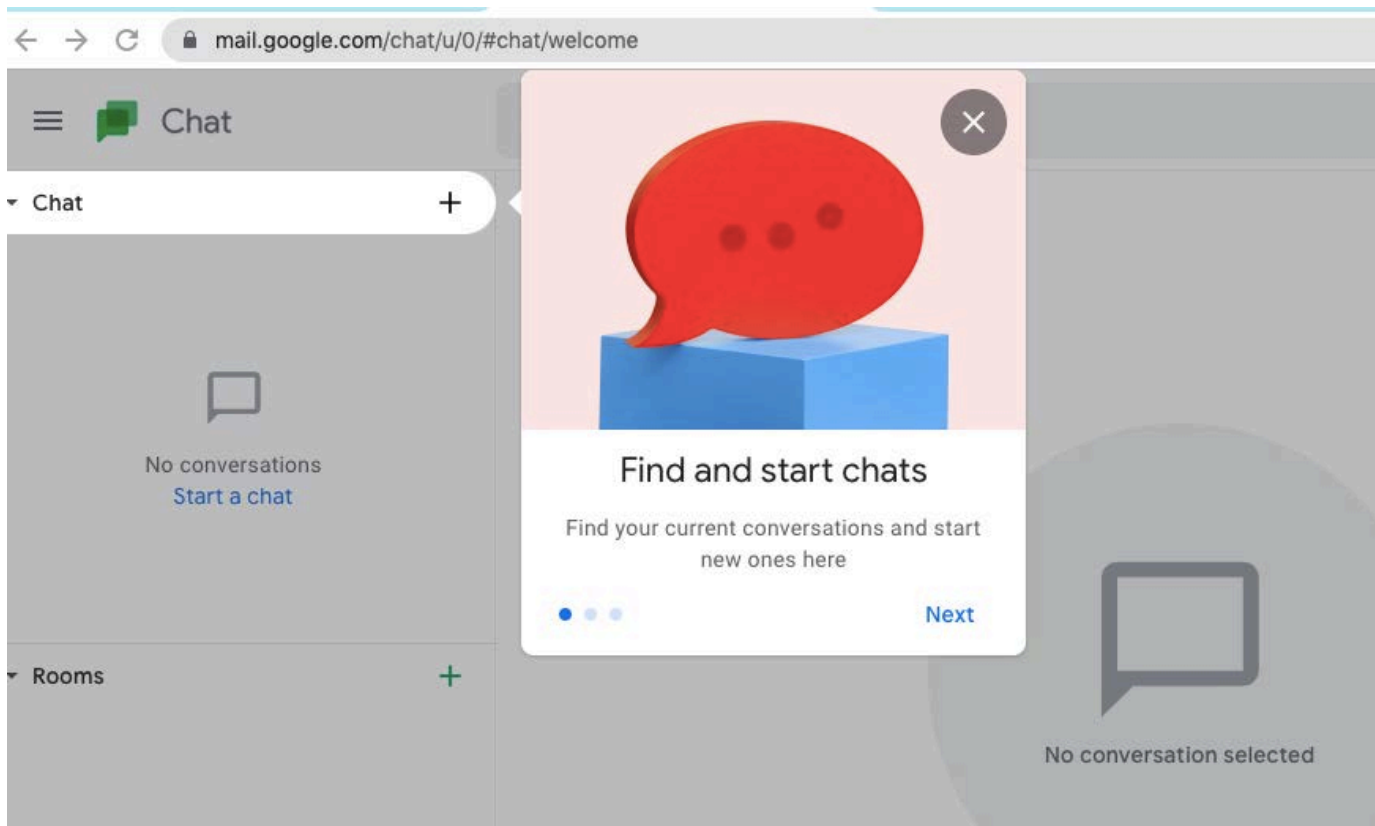
- **Add contacts for your personal "Contact" list.**
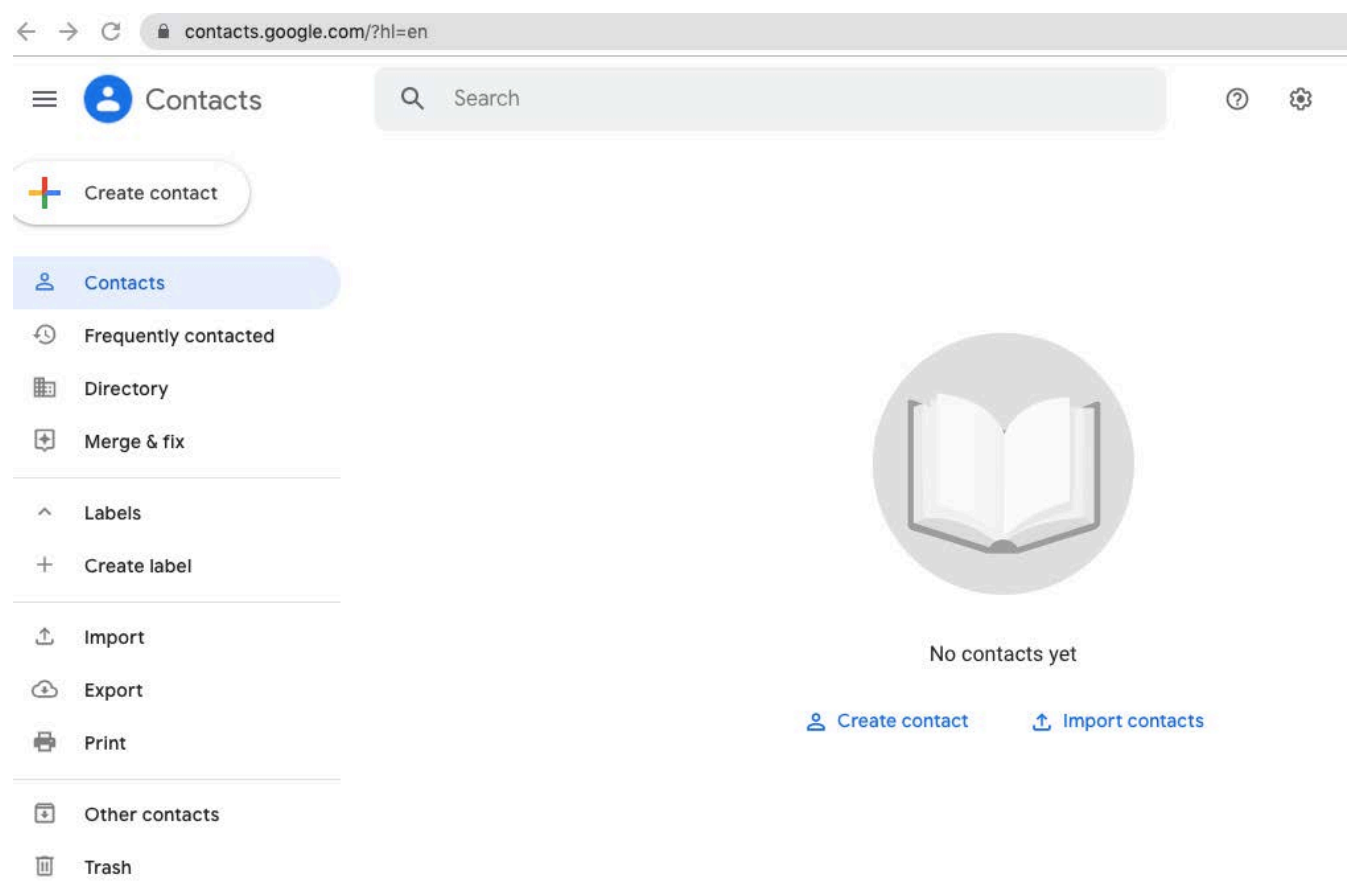
- **Join a "Classroom Training Class" by entering the Class Code available from teachers in the Shared Drive information area.**
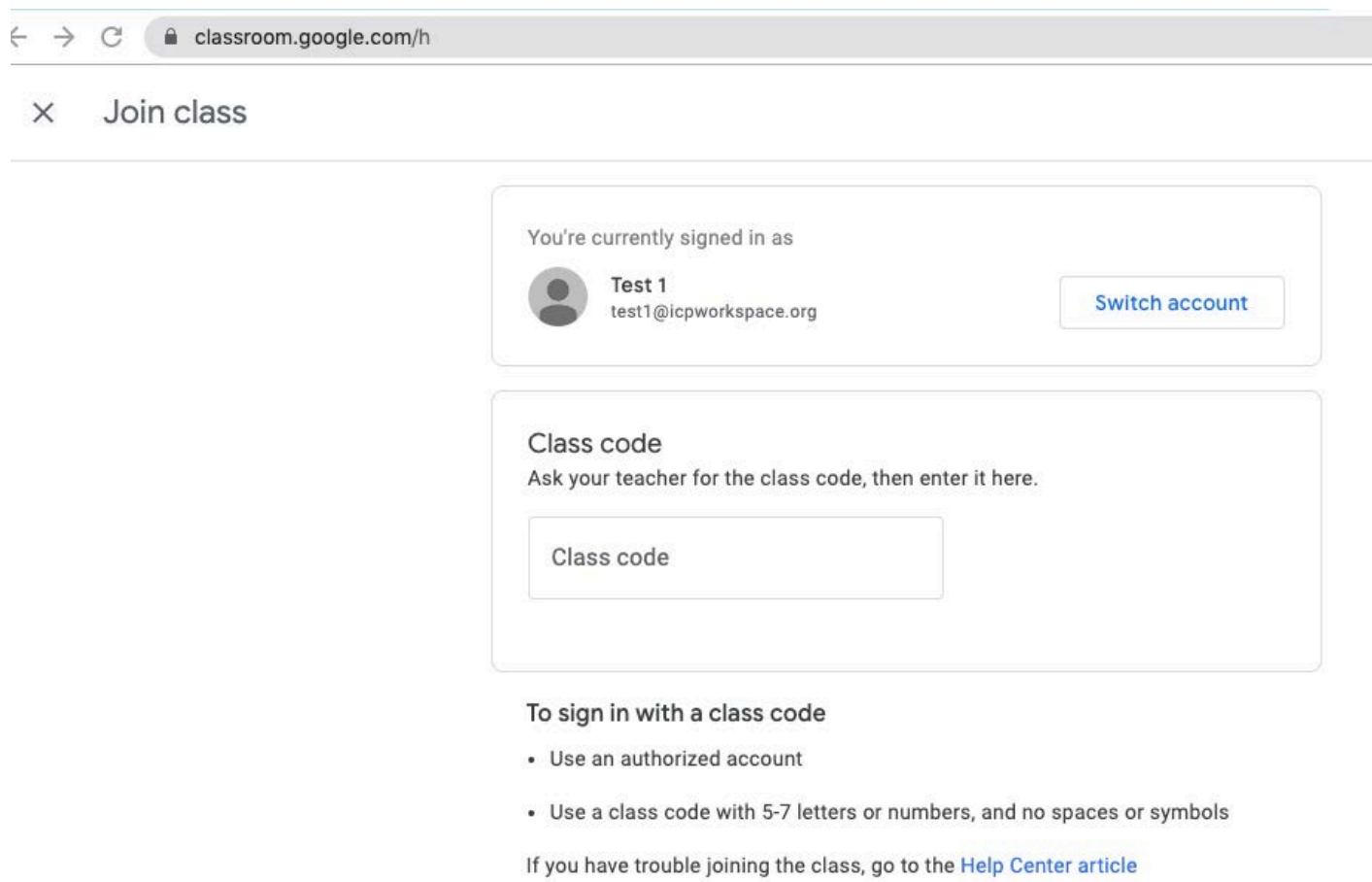
- **MOST IMPORTANTLY! Use the Action Plan Template in your Shared Drive space "All Liaisons" to write your Plan. The reason to use the Template is that it uses less drive storage space. Just fill in the blanks, name your Plan with your City Name, then Save.**

- **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.
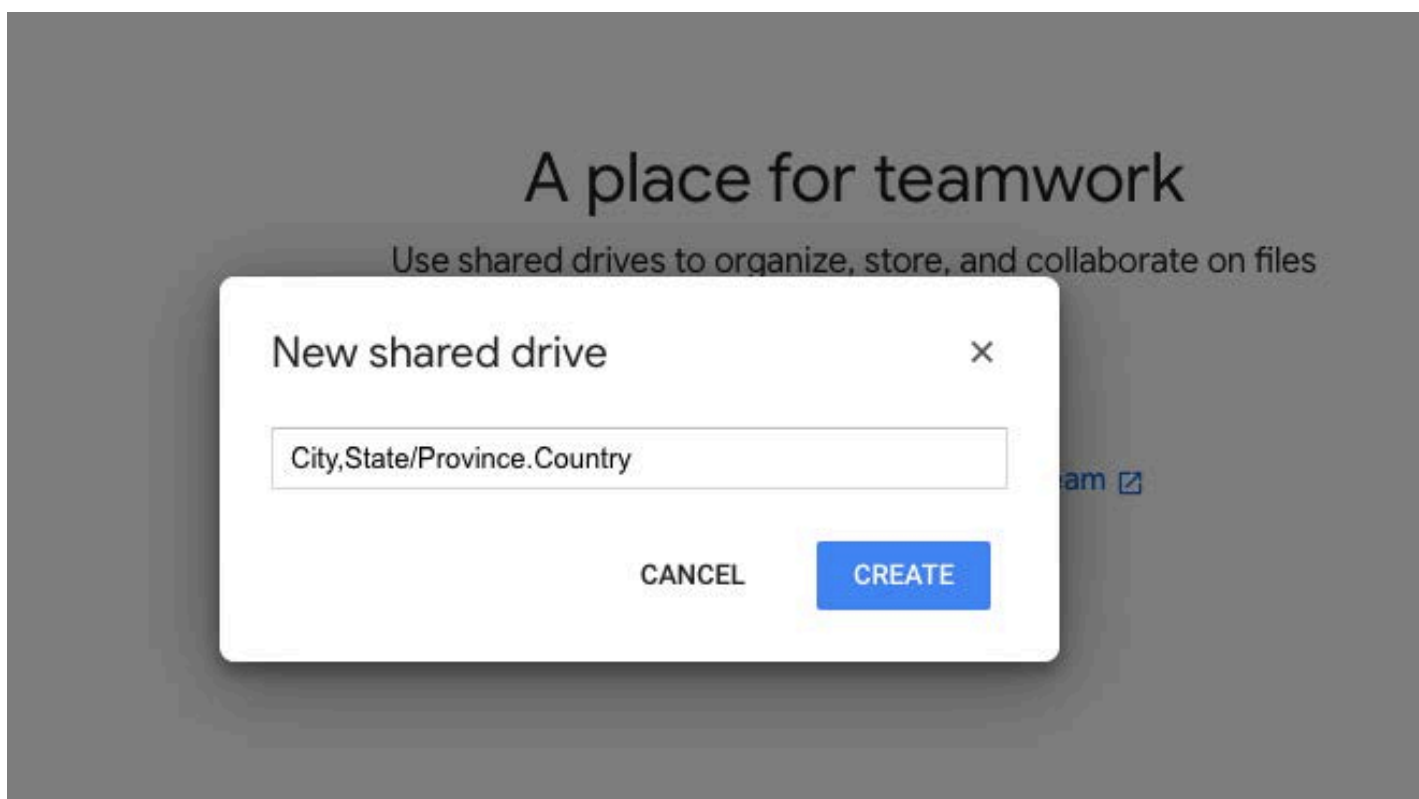
- Example of how to Share a Folder within the Shared Drive Space.
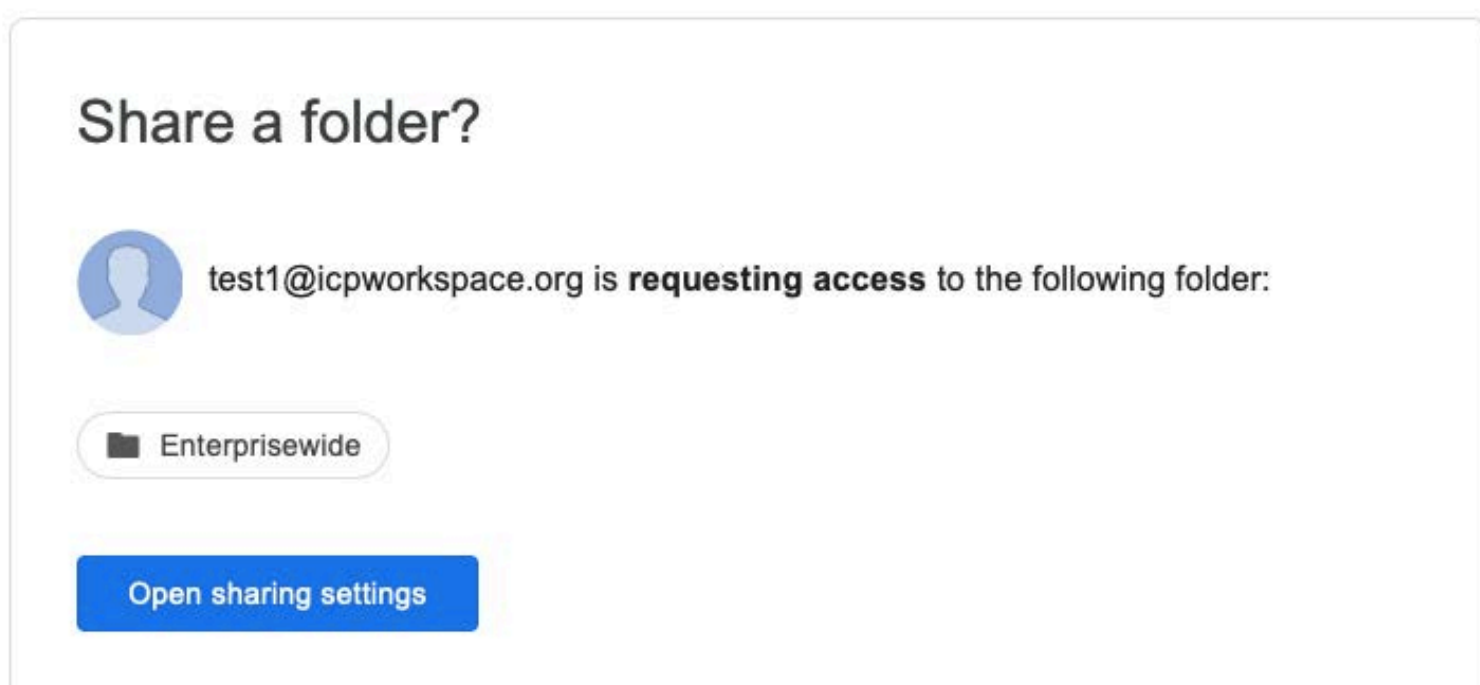
• **Many, many other Tools and Resources are available! Explore. Try each one to see if they will add to your productivity and collaborate. work for local/global peace.**
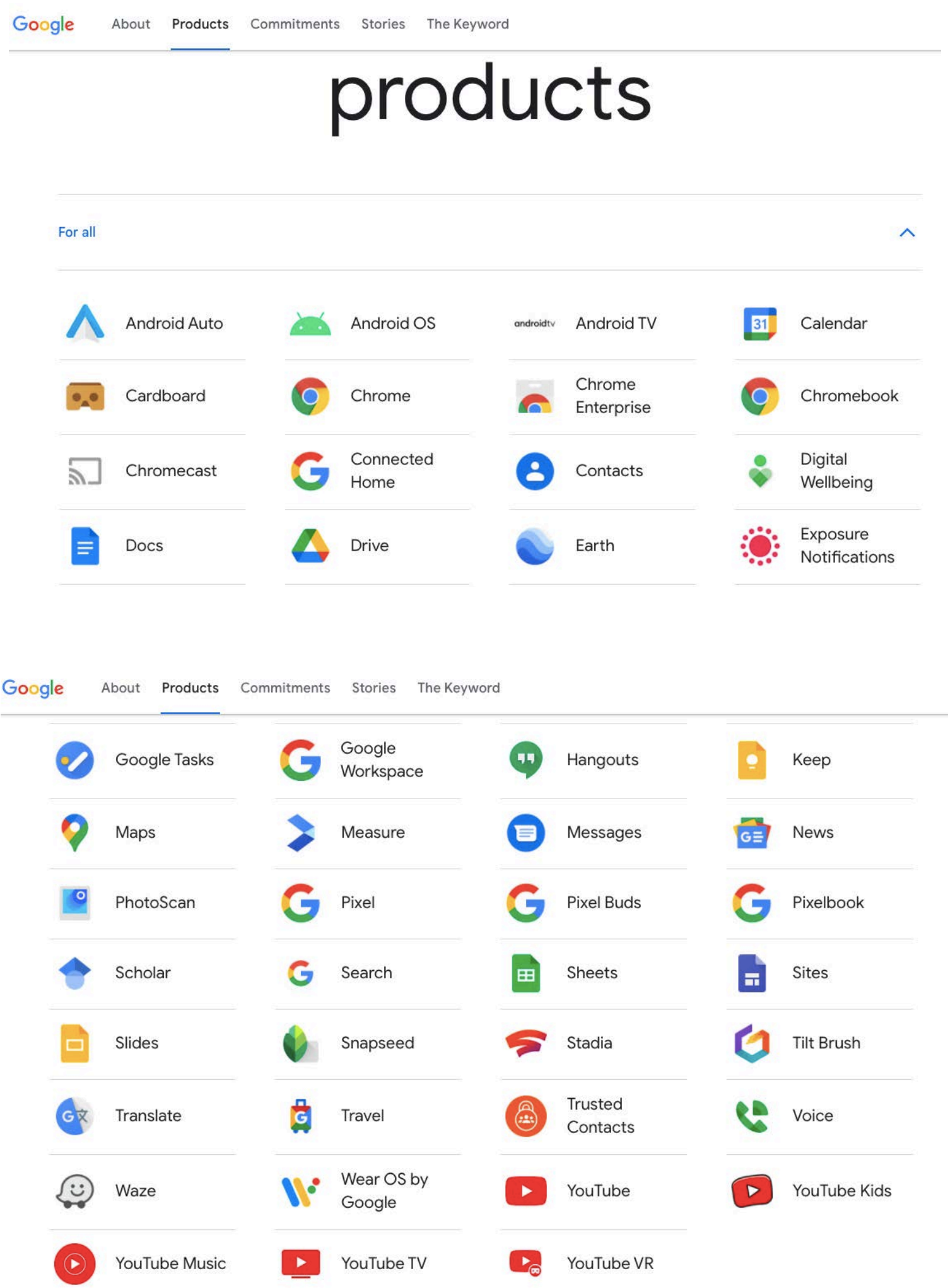
Now You Are in Collaboration with the International Cities of Peace Global Peace Community!

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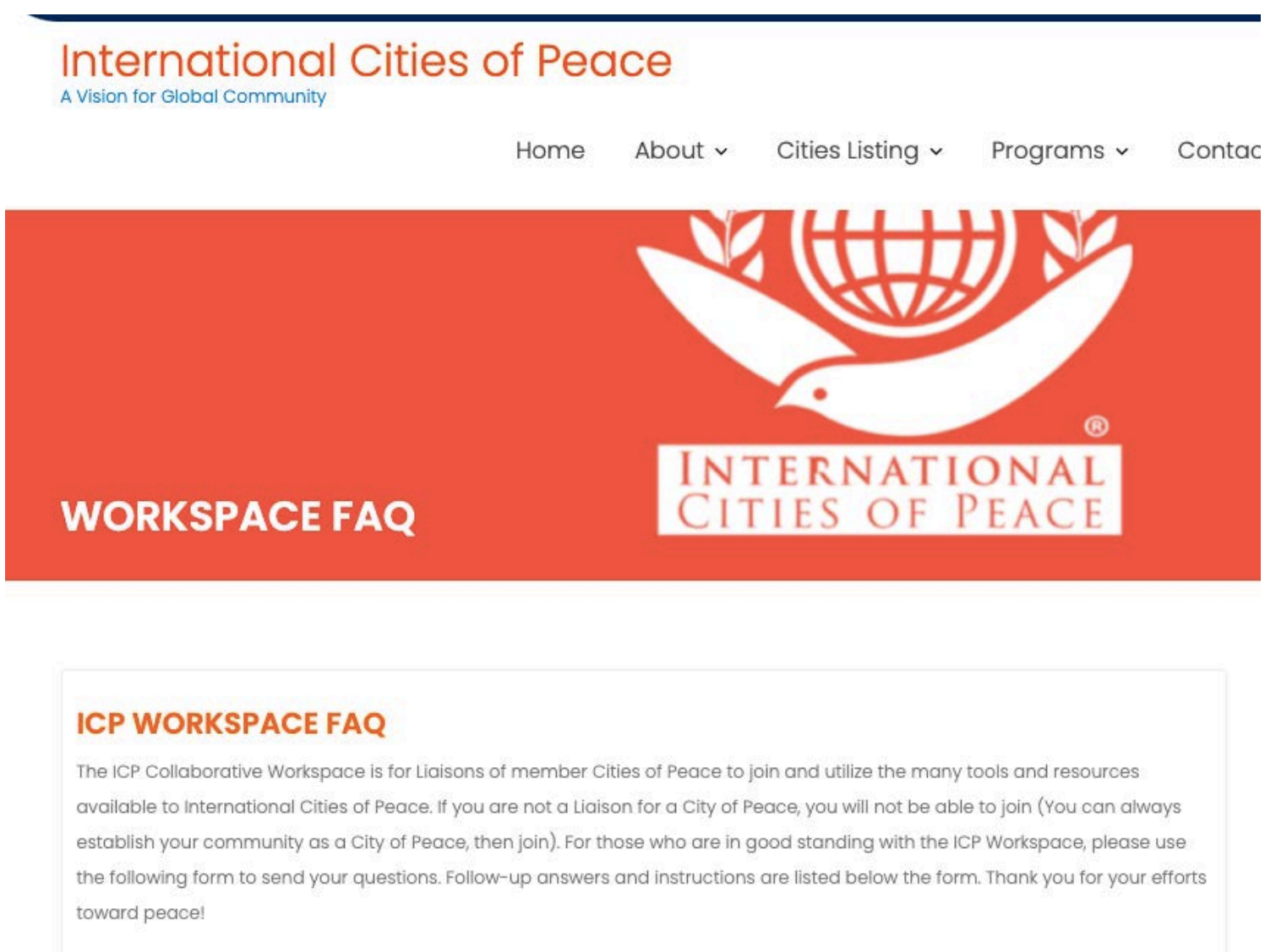
**Build your Peace Team;
Develop an Action Plan;
Get Peace done!**

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 sign-in page and choose an account -- your account is your @ICPworkspace email address. Here's the URL to put in the URL address bar of your browser:

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!

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