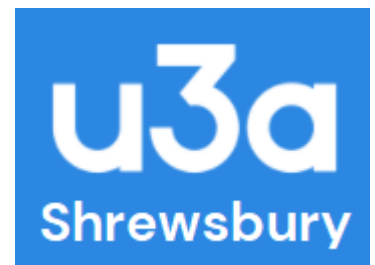


Introducing Google Mail for Category Leaders



Introduction to Google Workspace

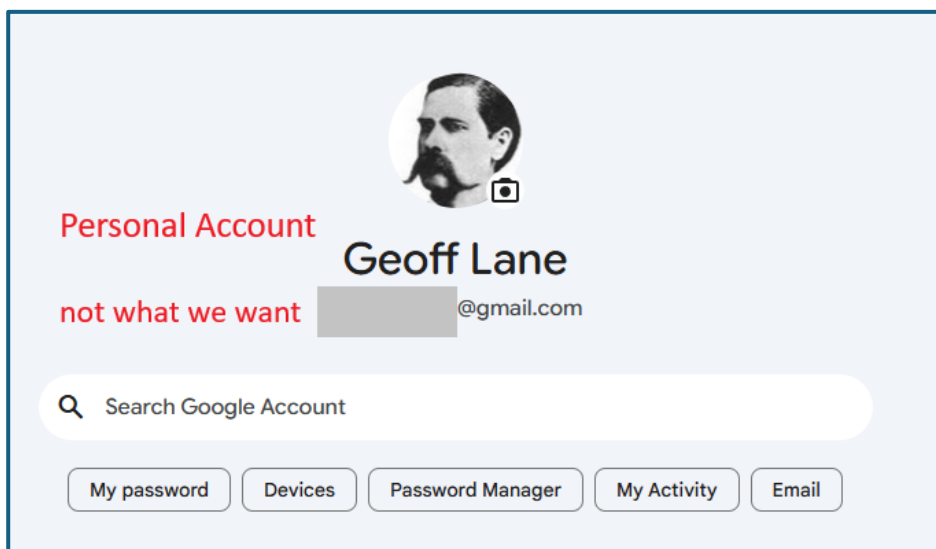
Congratulations on being promoted to a Category Leader. As a Category Leader, you inherit your own Category Leaders email address - It will be one of the following:

academic@shrewsburyu3a.org.uk	creativearts@shrewsburyu3a.org.uk
cultural@shrewsburyu3a.org.uk	hobbies@shrewsburyu3a.org.uk
indoorgames@shrewsburyu3a.org.uk	languages@shrewsburyu3a.org.uk
outdoorsports@shrewsburyu3a.org.uk	socialwellbeing@shrewsburyu3a.org.uk
walking@shrewsburyu3a.org.uk	

Since we have moved away from Arda, this email address is now a genuine Google email address and you can view your email within Google Mail (Gmail). Note however that it is a 'managed' account – meaning that we (Shrewsbury U3A) control it. It is not like a personal google account, although in many ways it acts just like one.

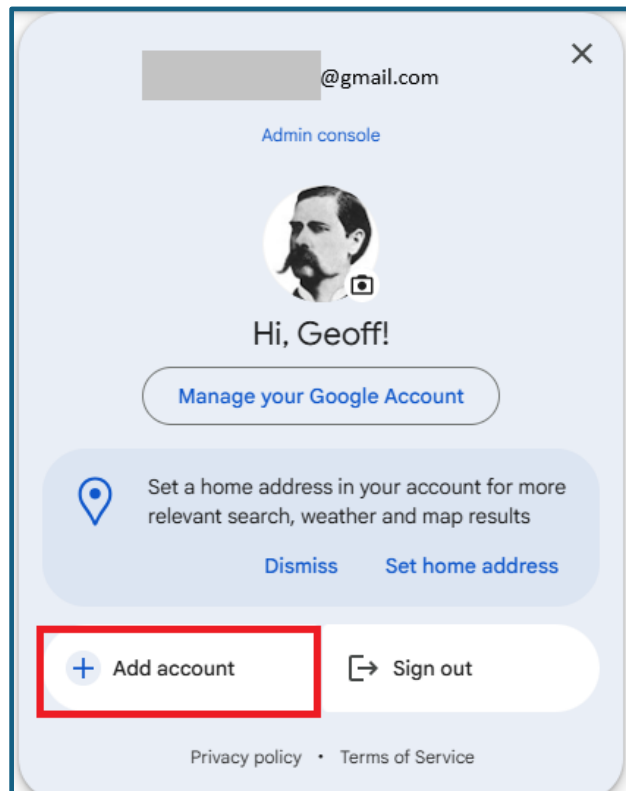
Using Google Mail Online

Before we sign into Google Mail, it's worth editing and updating the user details for the account. (It may still hold the previous owner's details or it may hold generic Site Admin Support details) So, visit myaccount.google.com to sign in. You may find yourself already signed in with a personal account. In my screenshot here, I am already signed in but it is a personal account (because it ends in @gmail.com). This is not what we want, we want to sign in with our ...@shrewsburyu3a.org.uk email address.



So, from the profile picture at the top right, click that and then you need to click the **+Add Another Account** link at the bottom of that pop up. There is no need to sign out of your personal account.

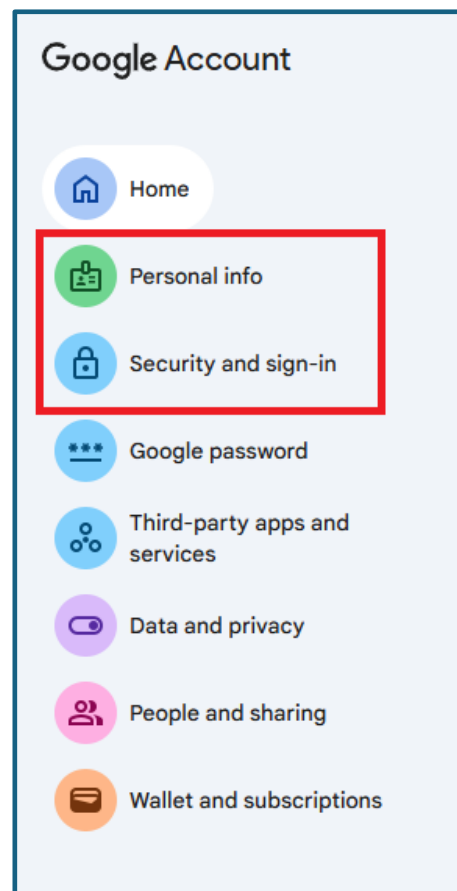
Add in the details of you xxxx@shrewsburyu3a.org.uk account with password to sign in.



Now that we are signed in with the correct account, You should update your details in “Personal Info” and “Security and sign-in”

Top Tips. Add in as many other emails addresses as you can and phone numbers. It all helps if things go a bit wrong and you have trouble accessing the account.

Also ensure that you have a recovery phone and email address set in the Security and Sign-in section.



Gmail

Once signed in you can go to the 9-dot square at the top right of the screen and select “Gmail”. Actually using Gmail is not covered in this tutorial.

Adding to your own email client

You can of course add your @shrewsburyu3a.org.uk email address to your Outlook or other email client. Just remember that it is a Google account, and follow the prompts for gmail.

[Here is a link](#) to the Official Microsoft guide to add gmail to Outlook.

End of Tutorial

GCL. Mar 2026.

