



**LUX
CHRISTI**

HOMESCHOOL COMMUNITY

MEMBER PLATFORM

INSTRUCTIONS FOR YOUR
@LUXCHRISTIHOMESCHOOL.ORG
Google WORKSPACE ACCOUNT

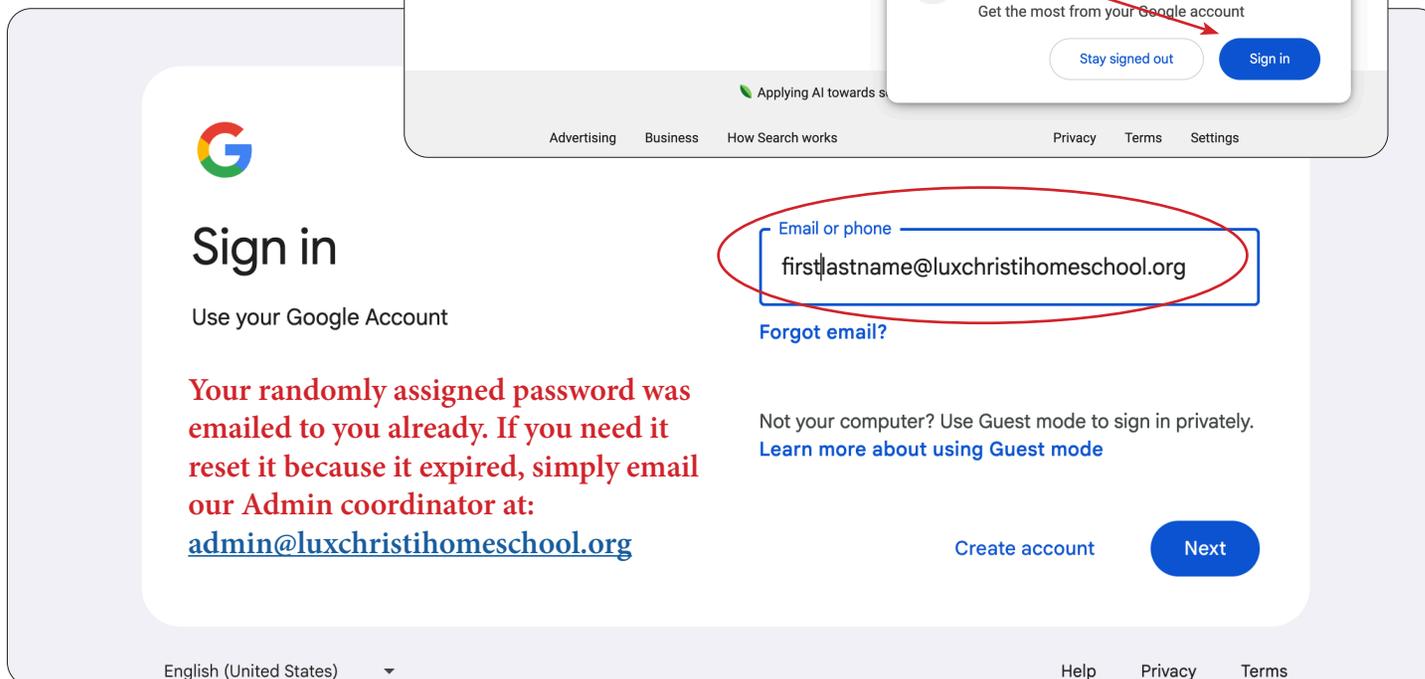
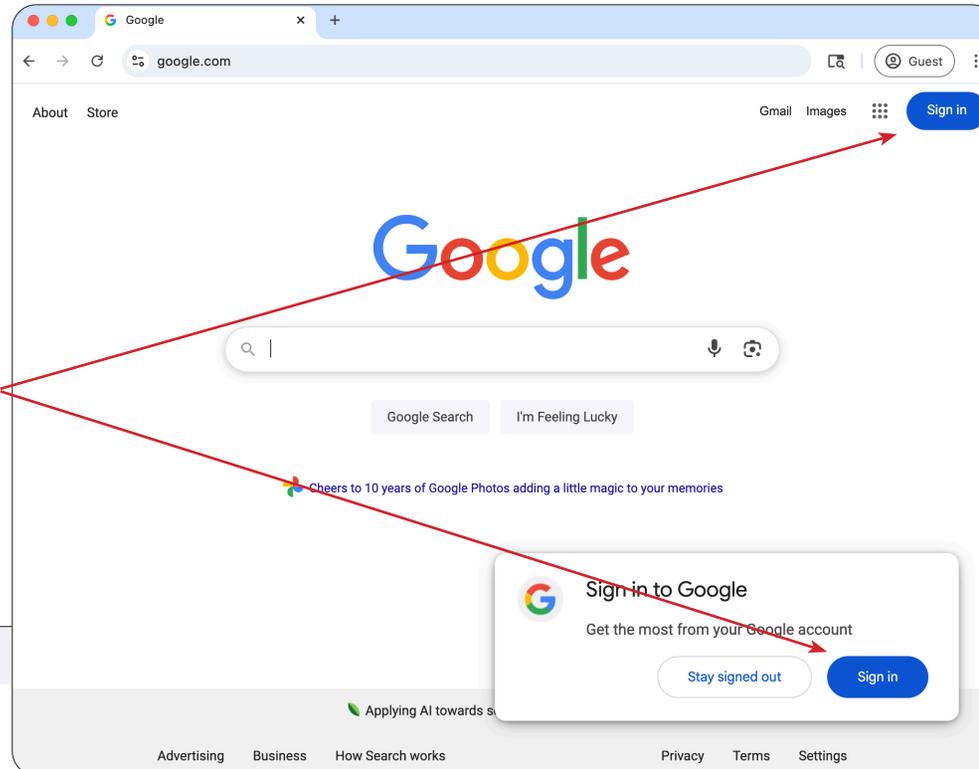
TOPICS

LOGIN INSTRUCTIONS	1	FINDING GUIDELINES	6
ICONS & GOOGLE BASICS	2	GOOGLE DRIVE (DOCS)	7
EMAIL FORWARDING	3	SHARED DRIVE (DOCS & FILES)..	8
GOOGLE CHAT ON COMPUTER ..	4	GOOGLE CHAT ON MOBILE	9
SPACES & TASKS IN CHAT	5		

GOOGLE LOGIN INSTRUCTIONS FOR YOUR @LUXCHRISTIHOMESCHOOL.ORG ACCOUNT

While there are a few assorted files stored in the “Lux Christi Members” group on our website, **our Member Platform is through Google**. To access the Lux Christi member platform, we recommend starting on your computer, not mobile, and following these steps:

1. Open your web browser and start at www.google.com where you will access all Google workspace apps.
2. Choose either one of the blue buttons at right to sign in with your new login credentials. If you already have a Google/Gmail account, you will need to sign out first (*OR login in a guest profile on your web browser*).



GOOGLE ICONS AND BASICS

FOR ORIENTING YOURSELF TO GOOGLE'S INTERFACE

You can use any web browser (Chrome, Safari, Internet Explorer, Brave, etc.) you choose with your Google Workspace account. The top two maroon boxes below give specifics about profiles within the Google Chrome browser, but everything else should apply to ANY browser.

The screenshot shows a Chrome browser window with the Gmail interface. The browser's address bar shows the URL `mail.google.com/mail/u/0/?tab=rm&ogbl#inbox`. The Gmail interface includes a left sidebar with navigation options like Compose, Inbox, Starred, Snoozed, Important, Sent, Drafts, and Categories. The main content area displays a list of emails under the 'Primary' tab. Annotations in maroon boxes provide additional information:

- A box pointing to the profile picture in the address bar: "This profile picture next to the web address bar TOGGLES between Chrome profiles"
- A box pointing to the 'Profiles' menu item in the browser's top menu: "So does clicking 'Profiles' here"
- A box pointing to the nine-dot app launcher icon in the Gmail header: "Clicking these NINE dots will make all your Google APPS appear"
- A box pointing to the gear icon in the Gmail header: "This 'gear' opens the settings for whichever app you are currently in (Gmail, in this screen)"
- A box pointing to the row of Google app icons in the Gmail header: "Commonly used Google APP icons appear here as shortcuts"

Primary	Promotions	Social	Updates
<input type="checkbox"/> ☆ Nancy, me 6	Flyer - It looks great! Thank you so much! I...		9:28 PM
<input type="checkbox"/> ☆ Shutterfly Customer.	Your Shutterfly order is on its way - Your S...		4:22 PM
<input type="checkbox"/> ☆ Walmart.com	Laura, tha... ⌚ Expected by: Fri, May 16		May 15
<input type="checkbox"/> ☆ Laura Ambro	Invitation: SLT Weekly Check-In @ Weekly ...		May 15
<input type="checkbox"/> ☆ Catholic Daughters .	Prayer Requests 5/14/2025 - Please pray f...		May 14
<input type="checkbox"/> ☆ Shutterfly Customer.	Part of yo... ⌚ Expected by: Fri, May 23		May 14
<input type="checkbox"/> ☆ Alvin Catholic Daug.	CDA upcoming needs - CDA Sisters Remin...		May 14
<input type="checkbox"/> ☆ Brazoria County Lib.	Your library items are almost due - A mess...		May 14
<input type="checkbox"/> ☆ Shutterfly Customer.	Your Sh... ⌚ Expected by: Wed, May 28		May 13

OPTIONAL: EMAIL FORWARDING TO YOUR OWN PERSONAL EMAIL ADDRESS

The screenshot shows the Gmail Settings page for 'Lux Christi'. The 'Forwarding and POP/IMAP' tab is selected. Annotations include: #1 Click this "gear," which means SETTINGS (pointing to the gear icon); #2 Click "Forwarding" (in blue below) (pointing to the 'Forwarding' sub-tab); #3 Follow instructions in HELP box at right (pointing to the help box). The help box contains 14 numbered steps for setting up email forwarding.

Settings

General Labels Inbox Accounts Filters and Blocked Addresses **Forwarding and POP/IMAP** Add-ons

Chat and Meet Advanced Offline Themes

Forwarding: [Learn more](#)

Tip: You can also forward only some of your mail by [creating a filter!](#)

POP download: [Learn more](#)

1. Status: POP is disabled

Enable POP for all mail

Enable POP for mail that arrives from now on

2. When messages are accessed with POP

keep Lux Christi Homeschool Community Mail's copy in the Inbox

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)

[Configuration instructions](#)

IMAP access: (access Lux Christi Homeschool Community Mail from other clients using IMAP) [Learn more](#)

When I mark a message in IMAP as deleted:

Auto-Expunge on - Immediately update the server. (default)

Auto-Expunge off - Wait for the client to update the server.

When a message is marked as deleted and expunged from the last visible IMAP folder:

Archive the message (default)

Move the message to the Trash

Immediately delete the message forever

Folder size limits

Do not limit the number of messages in an IMAP folder (default)

Limit IMAP folders to contain no more than this many messages

Configure your email client (e.g. Outlook, Thunderbird, iPhone)

[Configuration instructions](#)

Program Policies Powered by Google Last account activity: 17 minutes ago Details

Help

1. On your computer, open [Gmail](#).
2. Sign in to the account where you want to forward messages from.
3. In the top right, click Settings > **See all settings.**
4. Click the **Forwarding and POP/IMAP** or **Forwarding** tab.
5. In the "Forwarding" section, click **Add a forwarding address.**
6. Enter the email address you want to forward messages to.
7. Click **Next** > **Proceed** > **OK.**
 - A verification message is sent to the forwarding email address.
8. In the other email account, click the verification link in the message.
9. Return to the "Settings" page in Gmail.
10. Refresh your browser.
11. Click the **Forwarding and POP/IMAP** or **Forwarding** tab.
12. In the "Forwarding" section, select **Forward a copy of incoming mail to.**
13. Choose what you want to happen with the Gmail copy of your emails.
 - It's recommended you select **Keep Gmail's copy in the Inbox.**
14. At the bottom of the page, click **Save Changes.**

USING GOOGLE CHAT ON YOUR COMPUTER

LOG INTO GMAIL; CLICK "CHAT" AT LEFT

The screenshot shows the Gmail interface. On the left sidebar, the 'Chat' icon is circled in red. Below it, the 'Spaces' section is also circled in red, with a red arrow pointing to a red text box at the bottom left. The main inbox area shows a list of emails with various subjects and dates. The right sidebar shows a 'TASKS' section with a list of tasks.

Spaces are the groups we will use for chatting and messaging. All adults will be in the "Lux Christi MEMBERS" space. You can add yourself to Upper Level, Social Events, and more that we create over time.

Sender	Subject	Date
Denise Guajardo (Cl.	Commented on: "SLT M...	May 15
me, Elizabeth 9	This Wednesday - Soun...	May 13
Morgan Costigan	Lux Christi: Habemus D...	May 9
ODP Business Soluti.	Order Confirmation #4...	May 7
BAND	Please verify your email. -	May 7
Google Workspace Su.	Your chat transcript for...	May 5
The Google for Nonp.	Google for Nonprofits a...	May 5
Google for Nonprofi.	You now have access t...	May 5
Google Workspace Su.	Google Workspace Sup...	May 5
ODP, me, Marcia 3	Order Confirmation #4...	May 5
me .. Elizabeth 13	Discernment of future ...	May 5
cauer85@yahoo.com	Fw: Fwd: Welcome to y...	May 2
'WixStores' via Info	NICE! YOU JUST GOT A...	May 2
Google Payments	Google Workspace: Yo...	May 1

TASKS
My Tasks ▾

- Add a task
- Safety protocols using walkie talkies, alarms using Amazon echo dots
- Cords to plug into phone or tablet or laptop/chromebook for ...
- Prepare a lesson for using Google Chrome profiles, google chat, calendar, ...
- Notes for signing: Ask Father for a key to the Religious Education Building and t...

Tue, May 20, 10:00 AM

USING GOOGLE CHAT ON YOUR COMPUTER

PIN YOUR
CHAT
SPACES

SEE YOUR
TASKS AND
ASSIGN
TASKS

The screenshot shows a Gmail chat window for a space named "Lux Christi MEM...". The interface includes a left sidebar with navigation options (Mail, Chat, Meet), a top search bar, and a main chat area. A right sidebar displays a "TASKS" panel with a list of tasks and a "My Tasks" section. Annotations include red arrows pointing to the "Chat", "Shared", and "Tasks" tabs at the top of the chat area, and a red box around the "Spaces" list in the left sidebar. A second red box highlights a context menu for a space in the "Spaces" list, showing options like "Mark as unread", "Unpin", "Mute", "Notifications", "Move conversation", "Leave", and "Block this space". A red circle highlights a blue checkmark icon in the right sidebar's "TASKS" panel.

mail.google.com/mail/u/0/?tab=rm&ogbl#chat/space/AAQAqB7keUg

Hometown Bank, ... Lux Christi

Gmail Search Active ? ? ? Google

New chat

Mail

Chat

Meet

Shortcuts

- Home
- Mentions
- Starred

Direct messages

Chat with a colleague or friend Start a chat

Spaces

- Lux Christi MEMB...
- SLT Communicati...
- Social Events Co...
- Upper Level space
- Browse spaces

Apps

- Google Drive

Chat Shared Tasks

History on

These three tabs let you switch between the main CHAT (just a long, running, group message, like our Group Me), the SHARED FILES within the chat, and the TASKS (to-dos) assigned to anyone in the group. Use TASKS to remind other members of things—you can use @ to mention them by name and give them a deadline.

Wednesday, May 14

Laura, welcome to your new collaboration space! Let's get started:

Add members Share a file Assign tasks

Suggested apps to enhance your space

- Abang Translat...
- Able Poll
- Absolute Poll

You created this space on Wednesday, May 14

Laura Ambro changed Lux Christi MEMBERS access from Private to All of Lux Christi Homeschool Community Copy link to share this space

Laura Ambro updated the space description to: to group chat for ALL adult members of Lux Christi Homeschool Community (parents, teachers, and volunteers)

Laura Ambro updated the space guidelines

Wednesday, May 14 Wed 4:25 PM

TASKS My Tasks

Add a task

- Safety protocols using walkie talkies, alarms using Amazon echo dots
- Cords to plug into phone or tablet or laptop/chromebook for ...
- Prepare a lesson for using Google Chrome profiles, google chat, calendar, ...
- Notes for signing: Ask Father for a key to the Religious Education Building and t...

Tue, May 20, 10:00AM

All "Spaces" (or group chats) that you are a part of will be listed here. You can PIN them so that they always appear by clicking the three dots to the right of their name as seen below. This is also how you can adjust NOTIFICATIONS. :-)

Mark as unread

Unpin

Mute

Notifications

Main conversations

Move conversation

Leave

Block this space

Click the little blue checkmark to see a Tasks panel pop up on the right hand side of your screen while you're in Gmail.

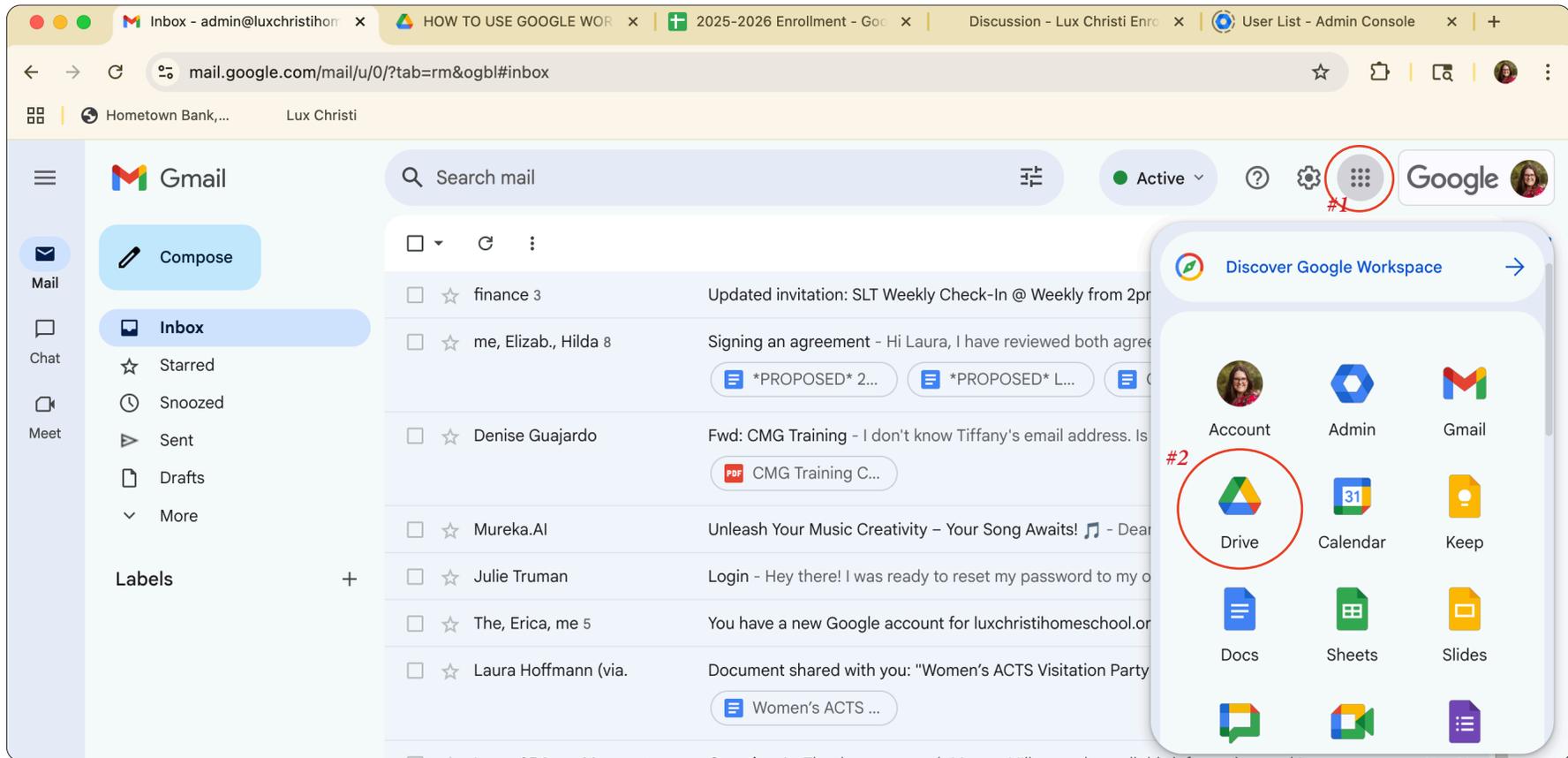
FINDING GOOGLE CHAT GUIDELINES FROM LUX CHRISTI FOR USING THE SPACES

The screenshot shows a Gmail chat window for a space named "Lux Christi MEMBERS". The interface includes a left sidebar with navigation options like "New chat", "Shortcuts", "Direct messages", "Spaces", and "Apps". The main chat area shows a "Welcome Packet files" section and a message from "Laura Ambro" stating "Laura Ambro updated the space guidelines". A context menu is open over the space name, listing options such as "Manage members", "Space settings", "Space details", "Apps & integrations", "Copy link to this space", "Mark as unread", "Unpin", "Mute", "Notifications", "Turn off history", "Leave", "Block this space", and "Delete".

Annotations on the screenshot include:

- A red circle around the dropdown arrow next to "Lux Christi MEMBERS" with the text "#1 click on this little down arrow".
- A red highlight on the "Space details" option in the context menu with the text "#2 click on 'Space Details' to see the GUIDELINES".
- A blue callout box at the bottom right containing the text "And how to use CHAT while on your desktop/laptop computer:".
- An inset image showing a Gmail interface with a red circle around the "Lux Christi MEMBERS" link in the search results.

FINDING DOCS & FILES USING THE GOOGLE DRIVE APP



#1: In Gmail (Google Email), click the nine dots in the top right corner to show a scrollable list of all Google Apps you can access.

#2: Click the tricolor triangle for Google Drive

(continued on next page)

FINDING DOCS & FILES ON OUR SHARED DRIVE

Initially, your new Google Drive will look pretty empty. Click "Shared Drives" to find docs & files that everyone in Lux Christi can access.

Welcome to Drive

Search in Drive

Type | People | Modified | Location

Suggested folders

- 2025-2026 Enrollment Files
- HOW TO USE GOOGLE WORKSPACE
- Lux Christi Admin Files

Suggested files

Name	Reason suggested	Owner	Location
2025-2026 Enrollment	You edited • May 26, 2025	SLT Shared D...	2025-2026 ...

Shared drives

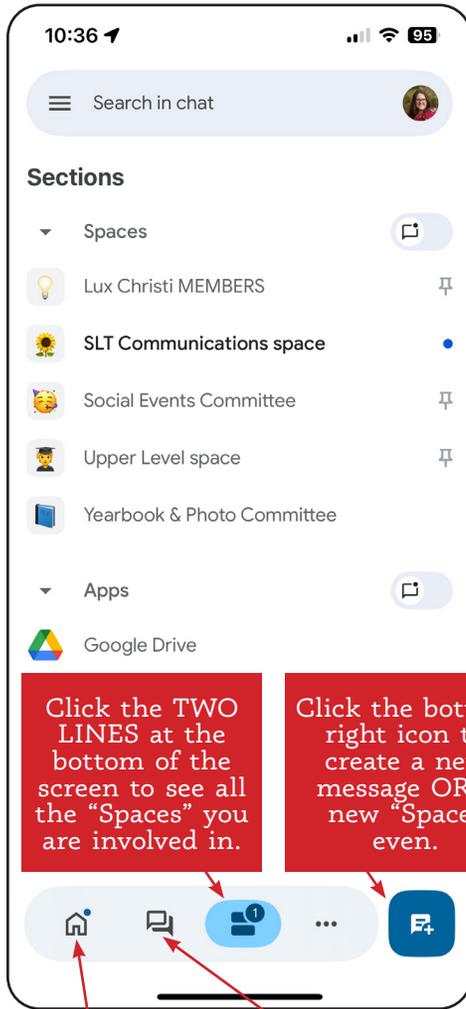
Hidden shared drives

1 selected

Name	Members
Lux Christi MEMBERS Docs & Files	8 people
SLT Shared Docs & Files	8 people

Unless you are on the Servant Leadership Team, you will only have access to the MEMBERS Docs & Files. In time, we might decide to add a separate Upper Level Shared Drive as well.

GOOGLE CHAT TIPS FOR THE MOBILE APP



Click the TWO LINES at the bottom of the screen to see all the "Spaces" you are involved in.

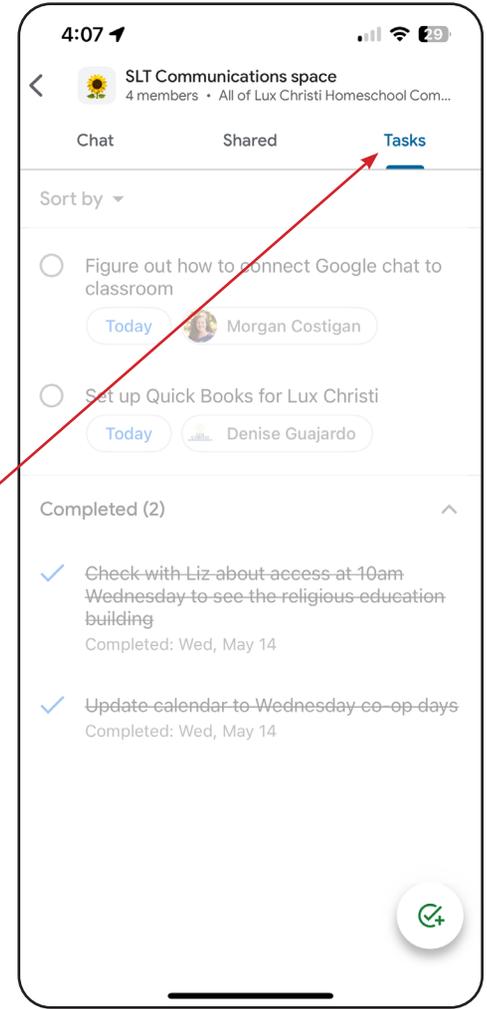
Click the bottom right icon to create a new message OR a new "Space" even.

Click the HOME to see what's new. Consider this your notification page.

Click the two speech bubbles to see any direct individual messages or @ mentions.



Once you are inside a "Space," there are three tabs at the top: the running **Chat** (what Basecamp called "Campfire"), **Shared** (the files and links shared in the chat), and **Tasks** (to-dos assigned to anyone in that Space).



The blue with check mark means you only see UNREAD notifications. Toggle to the speech bubble to see EVERYTHING in your spaces.

