



An Overview of **Completion of G Workspace Roll-Out**

- Review Current IT Activities
- Phase 2 Completion
- Sharing SETA Service Information
 - SETA Email Accounts
 - Drives / Groups
- Additional Tools - Phones / Meet
- Upcoming Service Rotation
- IT Committee Service Positions (2, 2, 2)
- NAATW Review / New SETA Website

Questions



Alcoholics Anonymous
Always Around

OVER 2,000,000 MILLION LIVES SAVED

KEEP COMING BACK

CHECK OUT OUR DOLLAR MENU

\$1.00 MEETING INCLUDES, SERENITY, COFFEE, HAPPINESS, SPONSOR

**A BIG BOOK
THAT IS FALLING APART**



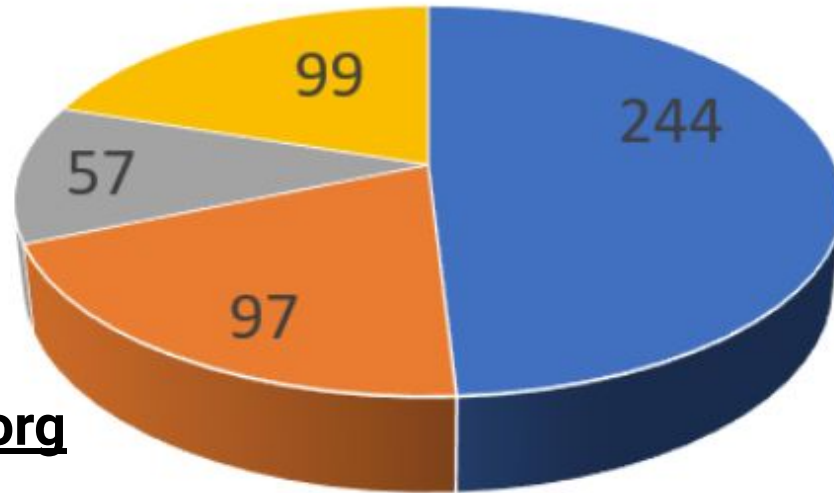
**IS GENERALLY OWNED
BY SOMEONE WHO ISN'T**

G Workspace and Website Admin **ONLY** Summary



	Total Requests YTD	Total Hours	Hours/Week
Webpage Requests	244	183.00	4.69
SETA Announcements	97	15.52	0.40
New Account SETA Gmail Accounts	57	9.12	0.23
Personal Seta Announce Email Requests	<u>99</u>	15.84	<u>0.41</u>
	497.0	223.5	5.7

Total Number Admin Requests (YTD)



Webmaster@aa-seta.org

IT-Admin@aa-seta.org

SETA-Announce@aa-seta.org

■ Webpage Requests

■ SETA Announcements

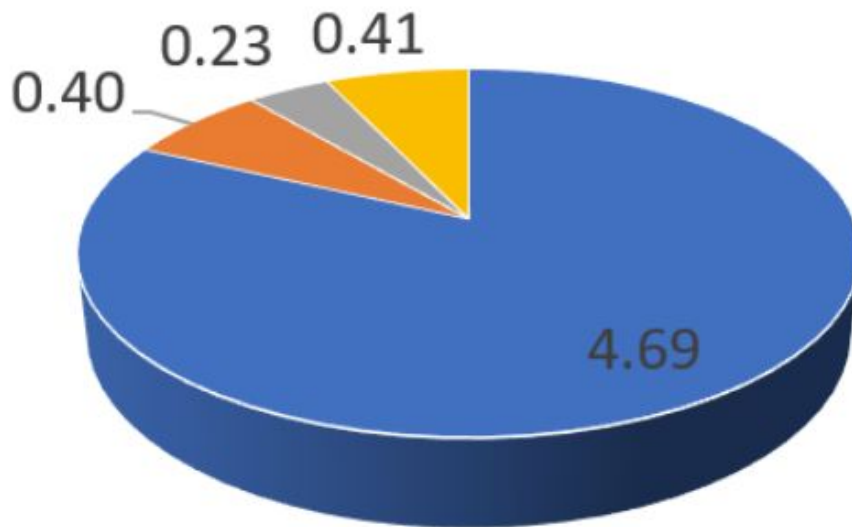
■ New Account SETA Gmail Accounts

■ Personal Seta Announce Email Requests

**Not Including
G Workspace
Project Activites**

**Not Including
New Website
Project Activites**

Total Estimated Admin Hours/Week



■ Webpage Requests

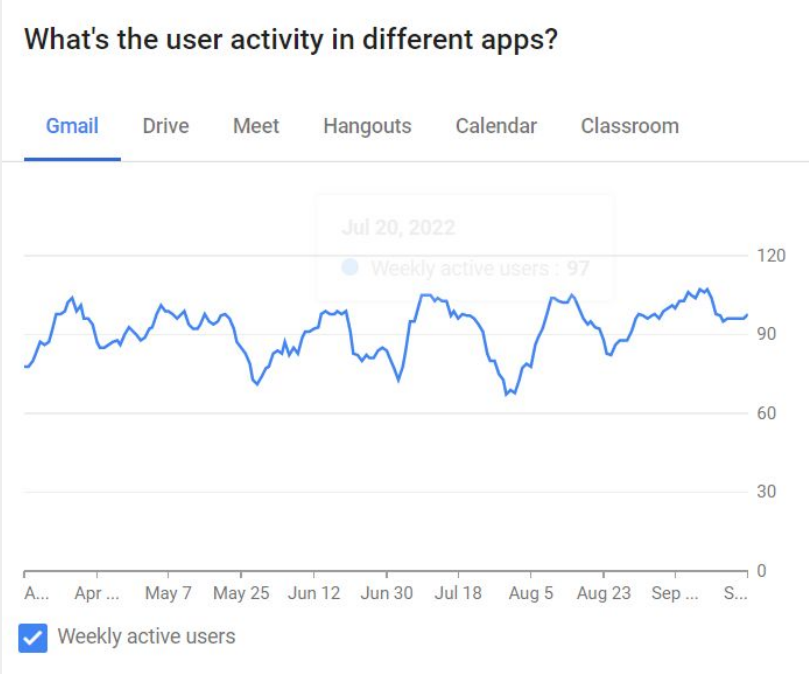
■ SETA Announcements

■ New Account SETA Gmail Accounts

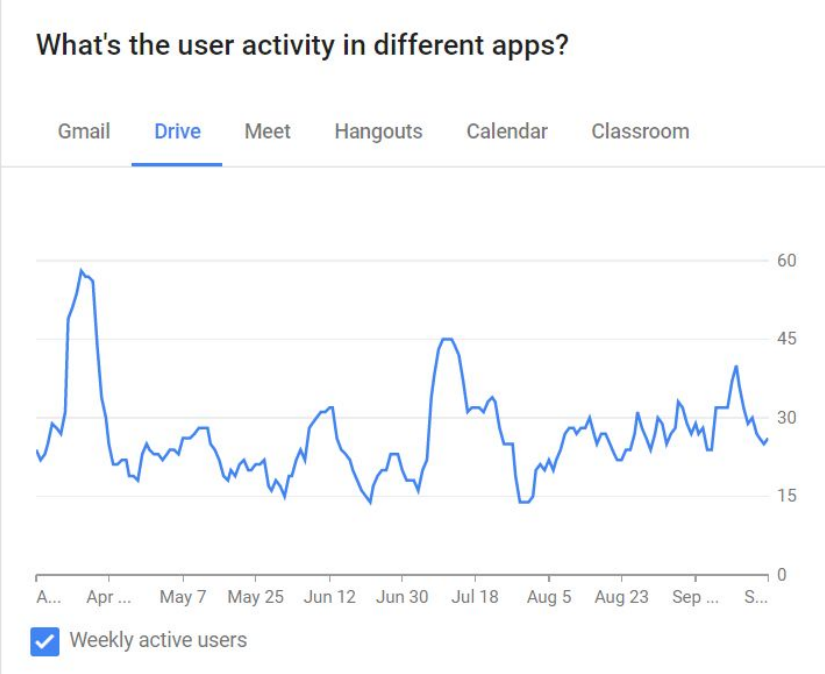
■ Personal Seta Announce Email Requests

More SETA Members Using Google Workspace

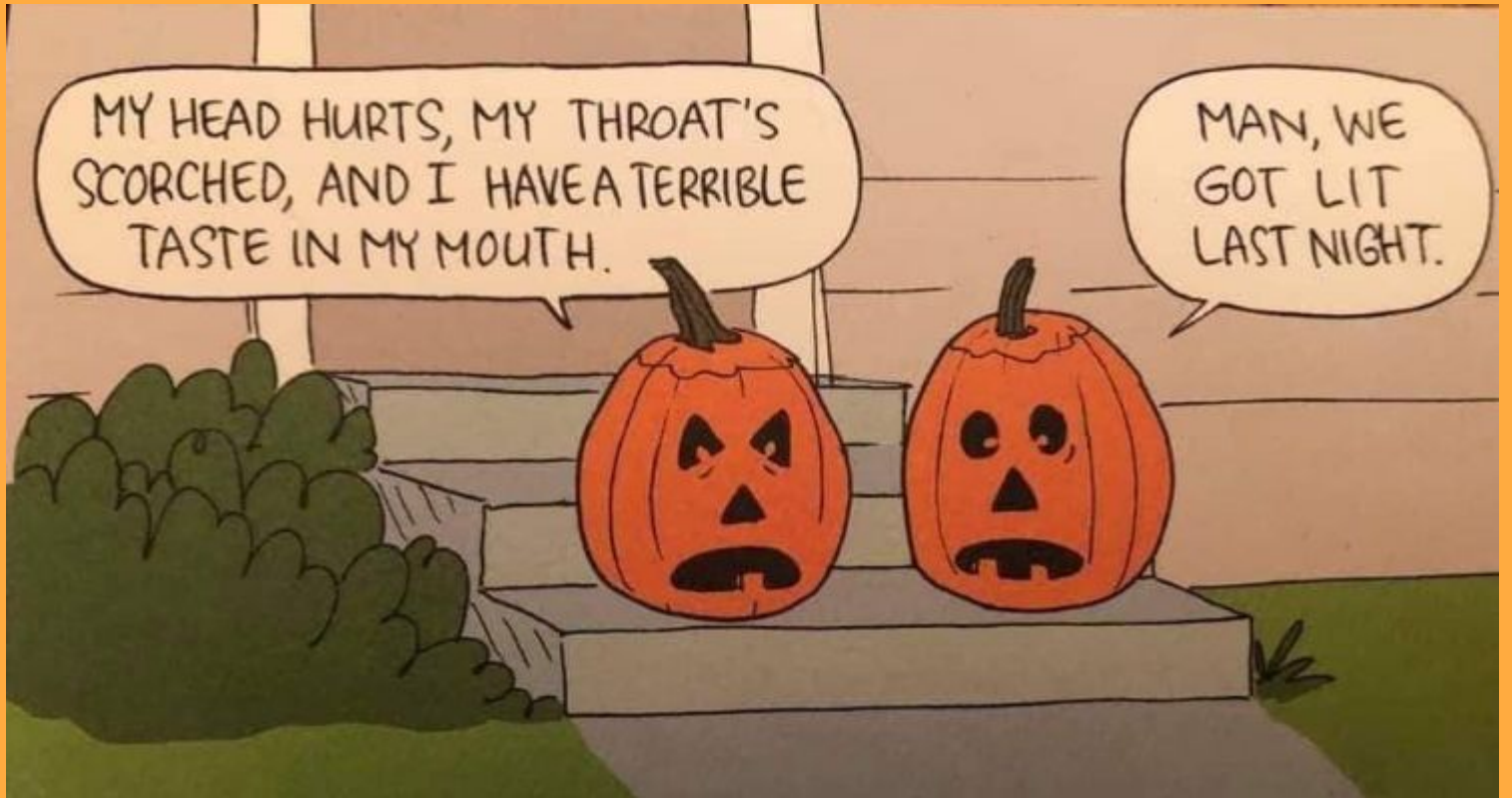
344 Total SETA Accounts



Gmail usage



Drive usage



Intermission

G Workspace Phase 2 Completion - Ready!

Assembly Approved Goals Accomplished

- Shared Communication
- Single Storage
- SETA Email
- Collaboration Tools

Phase 2 structure completed (some clean-up)

- All shared drives created
- All group lists created
- Email Address Aliases Complete
- Multi-Lingual New Account Request Form
- No Longer Drupal Server
- No Longer IONIS mail system
- Security Policies Established



DON'T BE
AFRAID OF CHANGE.

We Cannot Do It Alone.....Now It's Your Turn!

- Responsibility on Districts, Committees, Office
- G Workspace roll-out structure complete
- Depends on SETA participation to finish
- IT liaison's participation needed NOW
- IT Committee populate groups now
- Workshop on Group Admin
- After this rotation turn over to group
- IT Committee w/admin those w/o liaison



IT Committee Needs Help with Our 2/2/2 Plan

- A lot of work behind the scenes for G Workspace
- IT Liaisons can also help IT Committee fill a role or backup role
- No high technical skills needed for some positions
- Needed to xfer old data to new website
- Needed to xfer new data to new website
- Needed to xfer IONIS mail over to G Workspace
- Supporting (2) complete infrastructures

SETA Email Accounts vs. External Email Accounts

Form available on main SETA website page

[SETA G Workspace Resources](#)

Training and Support Information
Registration for SETA G Workspace Account

Who should get SETA accounts

- Must have to view unless request file share
- Editing SETA documents
- Accessing secured information

How external accounts are treated

- Access G Workspace links on website
- Cannot edit files
- Mailing lists for committee/district members

Intermission



Types of Mailboxes - Personal and SETA Group

Standard GMail Account - Personal

- Individual Email Messages

Group Discussion - Standard for ALL

- Shared Email Messages
- Any group member can participate in discussion
- Can serve as “Group Bulletin Board” with only (1) message necessary
- History of conversation thread preserved for other group members
- Limited search capabilities (ie: Dates, Key words, posted by, etc.)

Shared Task Tracking - By Request ONLY

- Can assign action items to group members
- Track completion of tasks
- Assign custom labels (ie: Expenses, Follow-up, Document, etc.)
- Additional extended search capabilities (ie: Status, Assigned to, Labels, etc.)

Email Addresses - Officers and Committees

Area-Level Officers

Chair and Alt

Chair@aa-seta.org

Chair-Alt@aa-seta.org

Secretary and Alt

Secretary@aa-seta.org

Secretary-Alt@aa-seta.org

Committees and Committee Officers

Committee

CFC@aa-seta.org

Committee Chair and Alt

CFC-Chair@aa-seta.org

CFC-Chair-Alt@aa-seta.org

Committee Officers

CFC-Secretary@aa-seta.org

CFC-Secretary-Alt@aa-seta.org

CFC-Treasurer@aa-seta.org

Email Addresses - Committee Sub-Committees, SVC Postions

Request Only - Discussion or Task Tracking

Additional Committee Service Positions

Committee Service Position

CFC-IT-Liaison@aa-seta.org

CFC-Registrar@aa-seta.org

Additional Committee Sub-Committees

Sub-Committee Discussion

CFC-Literature@aa-seta.org

CFC-Literature-chair@aa-seta.org

CFC-Grapevine@aa-seta.org

CFC-Grapevine-chair@aa-seta.org

Email Addresses - Districts, Intergroup, Conventions

Intergroup and Conventions

Intergroup Liaison-Houston

Chair@aa-seta.org

Chair-Alt@aa-seta.org

Conv-Houston Committee

Secretary@aa-seta.org

Secretary-Alt@aa-seta.org

Districts and District Officers

District-xx

District-31@aa-seta.org

District-xx and Alt

DCM-31@aa-seta.org

DCM-31-Alt@aa-seta.org

District Officers

District-31-Secretary@aa-seta.org

District-31-Secretary-Alt@aa-seta.org

District-31-Treasurer@aa-seta.org

Email Addresses - Committee Sub-Committees and Chairs

Request Only - Discussion or Task Tracking

Additional District Service Positions and Committees

Sub-Committees and Chairs

District-31-Literature@aa-seta.org

District-31-Literature-Chair@aa-seta.org

Email Addresses - Maintained SETA Groups

SETA Announce

SETA-Announce@aa-seta.org

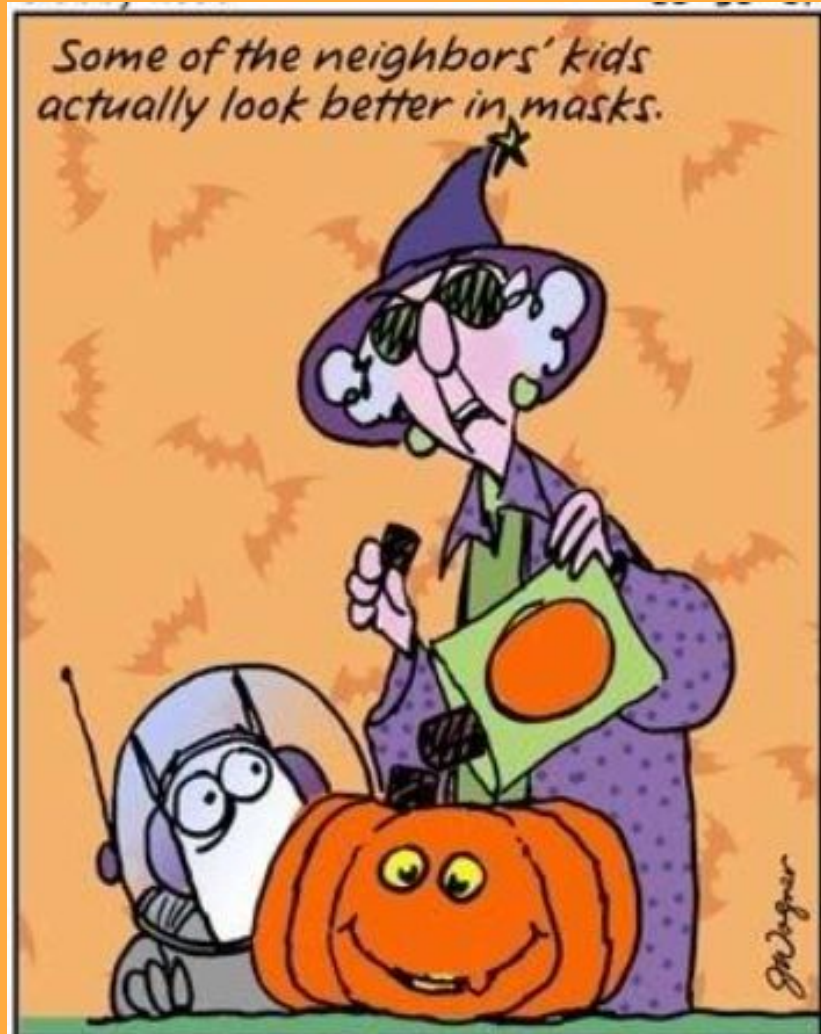
SETA DCM's

SETA-DCMs@aa-seta.org

SETA Newsletter Mailing List

SETA-Newsletter@aa-seta.org

Intermission



Sharing Service Work Information



Policies on information share

- All information open to all SETA accounts
- Files must be specifically locked down
- Inverted triangle groups on top
- Must have SETA Account to Add/Modify/Delete

Recommendations for file types stored on drives

- Any type of file can be placed on drive
- G Workspace offers conversions
- G Workspace files have extra functionality

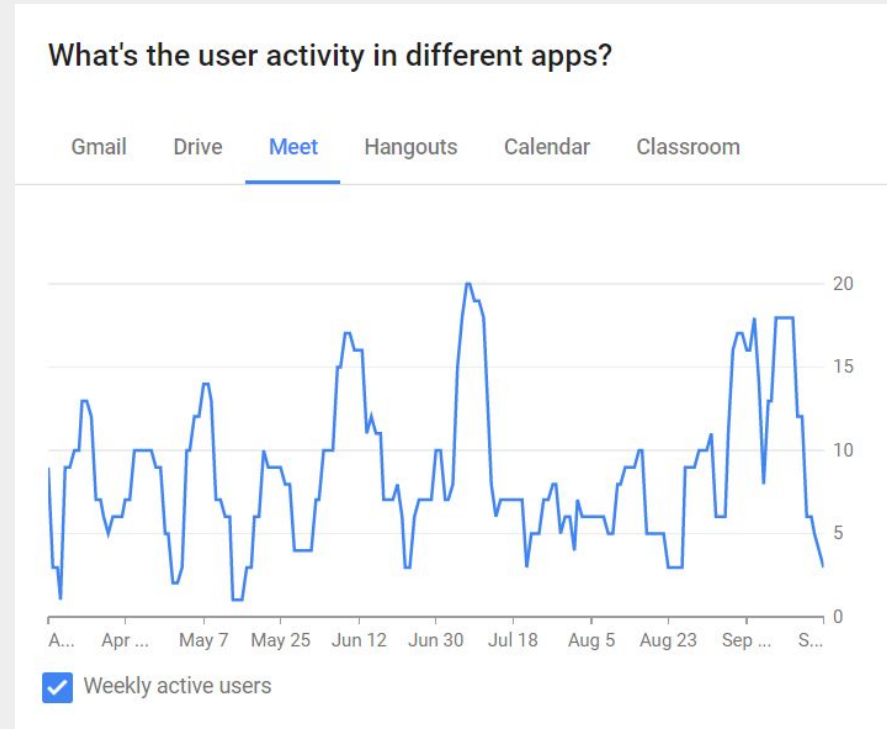
Recommendations on Mail Forwarding

- Remember primary goal for G Workspace roll-out
- Lose some G Workspace functionality
- Group mail will remain in (1) place
- Subscriptions available (Digest, Abridged, Each message, etc)
- “Send As” configuration on SETA website



Recommendations on using Meet

- Up to each group to decide
- Integrates with G Workspace files and email (group editing, etc)
- Can last longer than 1 hour (More than w/free Zoom meeting)
- No additional software needed (vs Zoom client)
- Offers break out rooms, polls, Q&A, chat, host controls
- Only difference w/Zoom must Chat w/everyone



Recommendations on using phones w/G Workspace

- Once of best features of G Workspace
- Access SETA information anytime and anywhere
- Future workshop coming SOON
- Has most G Workspace functionality
- Configuration instructions on SETA website



Email IT-admin@aa-seta.org for assistance if needed

Intermission



Upcoming 2022 / 2023 Service Rotation

Plans for Service Rotation Workshop

- Upcoming workshop for IT Liaisons
- **ALL New positions must have SETA account**
- Dual access for 2 month period
- Brad H. (Alt-Webmaster) is primary IT Liaison contact
- May also use IT-admin@aa-seta.org for assistance
- Use SETA G Workspace page for Configuration Guides

Old Ionis Mailboxes

- Need to be reviewing email
- Contact IT-admin@aa-seta.org for password reset
- IT Committee looking for exfer tool



NAATW 2022 Workshop New Website Status - New IT

<https://naatw.org/2022-naatw-workshop/>

- NAATW liked our group liaison approach
- NAATW report about G Workspace usage
- NAATW report about Wordpress usage

Thank You
For Listening!

LOLPix.com



TWELVE STEP RECOVERY

The First step is admitting you have a problem.

Questions?

