



Getting started with your cgxchange.org - Google Apps account



Credits: Tania Jordan and Antonella Pastore

Collaboration tools Google™ Apps



Drive

Files and folders shared and synch'ed across devices



Docs

online documents, forms, sheets, slides and drawings



Calendars

Personal, team calendars, Events



Groups

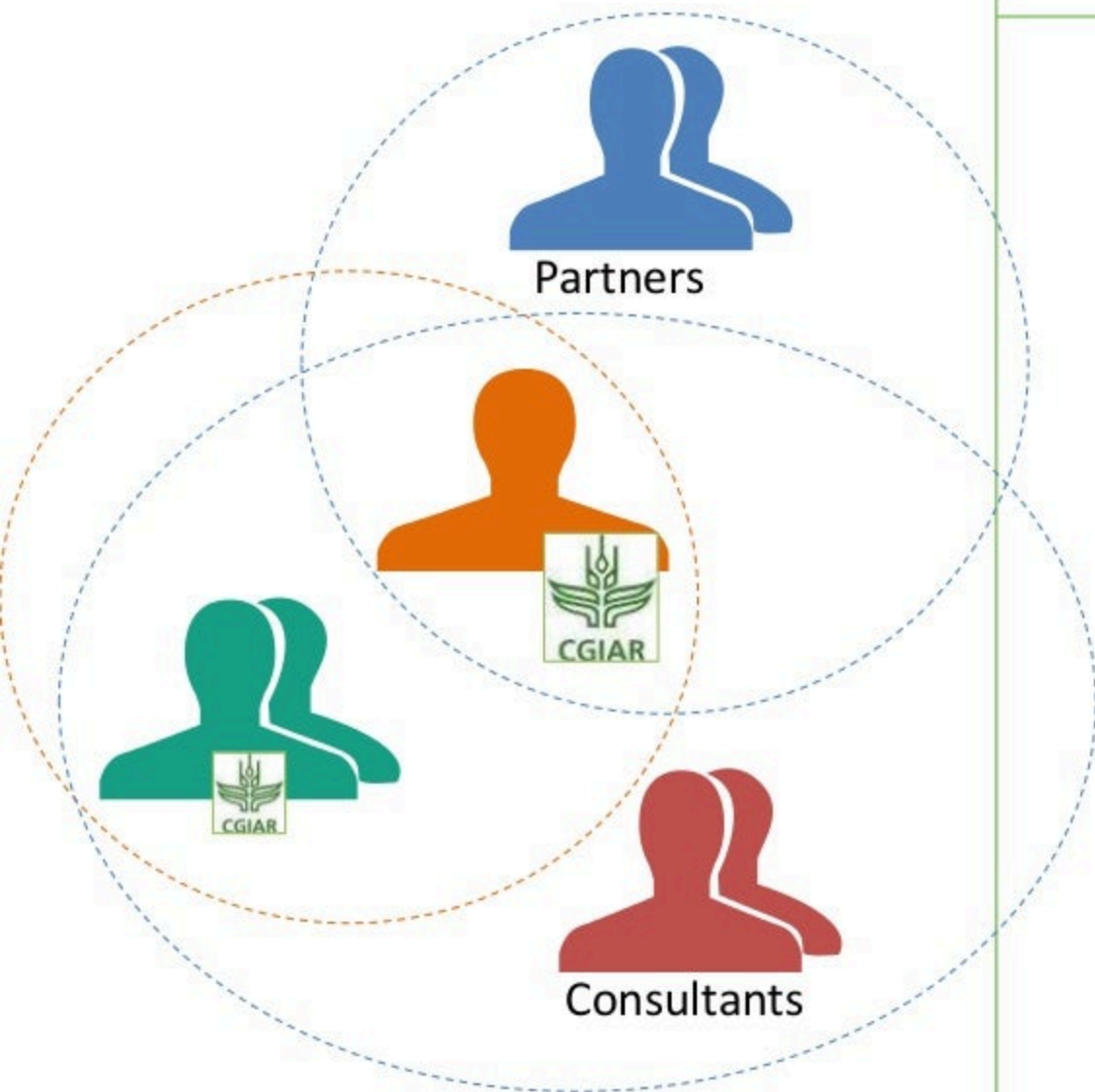
Mailing lists, security groups



Sites

Collaborative sites or wikis for workshops, consultations, etc

Why a Google Apps account on **CGX2.0**



- Same username and password you use everyday at work (synch'ed with your cgiar.org user ID)
- Find your CGIAR colleagues to collaborate with them
- Additional storage for Drive (30G vs 25 of personal Gmail) - *soon will be unlimited space!*
- Support and preservation
- Collaborate with other people with Google accounts (e.g. Gmail or Google Apps on other domains)

When to use what

Account	When you'd use it
<p>Personal, e.g. @gmail.com</p> 	<p>To send emails to friends, search for things you're interested in, and manage your personal calendar and files.</p>
<p>Work, e.g. @cgxchange.org (@cgjar.org)</p> 	<p>To share documents and links with coworkers, do business related searches, and schedule meetings with coworkers, partners etc</p> <p>Note: people can use your 'cgjar.org' email address to share Google files with you, and you will be able to view/collaborate on them logging-in with your CGXchange account because both accounts are linked.</p>

Sign in to cgxchange.org

There are multiple entry points to login to CGXchange depending on the collaboration tool you need to use:

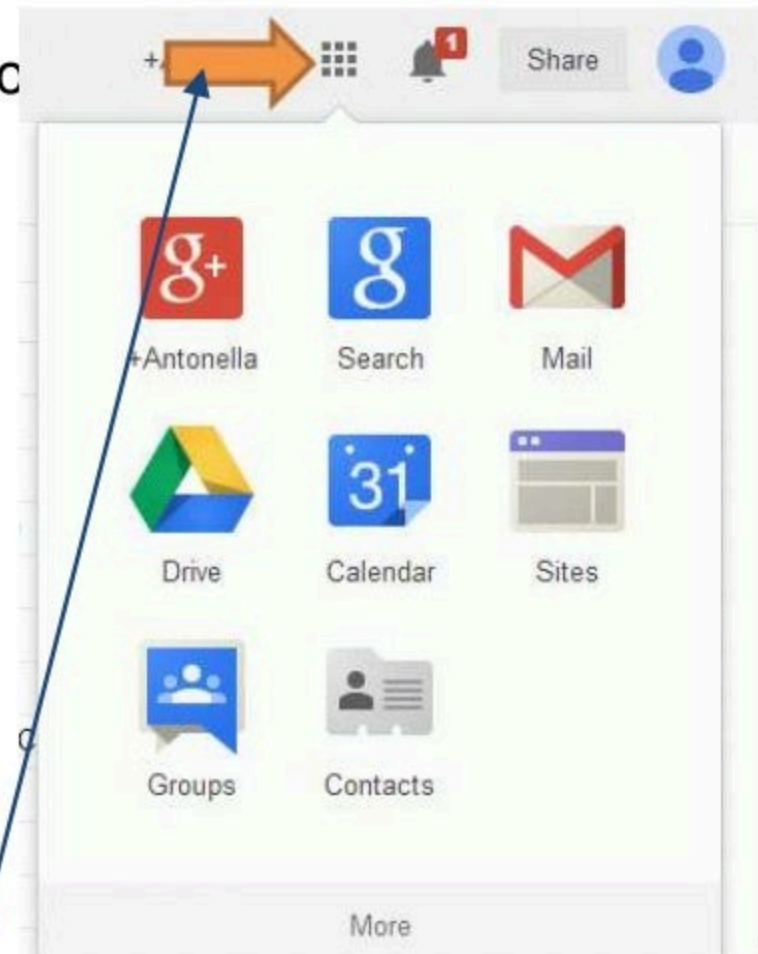
Sites? <http://sites.cgxchange.org>

Group? <http://groups.cgxchange.org>

Calendar? <http://calendar.cgxchange.org>

Docs/Drive: <http://docs/cgxchange.org>

Note: you can always get to the other tools easily when logged in...



Sign in to cgxchange.org

Support'. The sign-in form includes a 'Username:' field with 'tbruce' entered, a 'Password:' field with masked characters, and a 'Send' button. At the bottom, there are links for 'Sign in to Google Apps on CGXchange 2.0' and 'Support'."/>

CGX 2.0

Sign in to Google Apps on CGXchange 2.0

Please enter your username and password. Having problems? Please contact [Support](#)

Username:

Password:

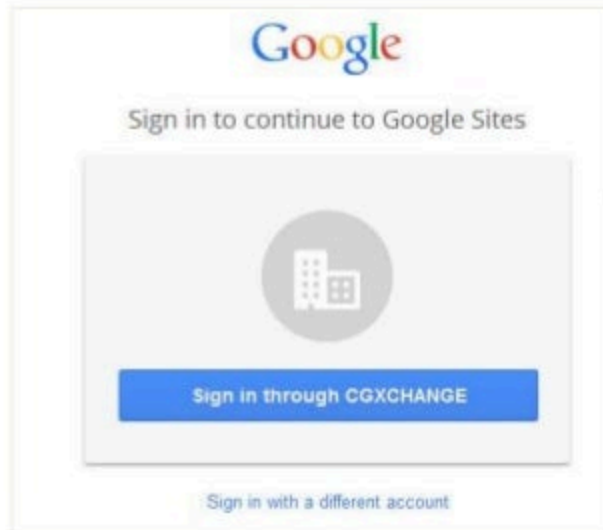
[Sign in to Google Apps on CGXchange 2.0](#) [Support](#)

- To log-in, enter your network username and password and click on **Send** (or press the Enter key): write your CGIAR username without the dot (E.g.: *tbruce*).

If the system detects that same username is in 2 different centers, you can login using your domain\username: E.g: *worldfish\tbruce*)

[More help to sign-in](#)

When signing-in to a Group or Site



Link to a Google **Site**: click on **Sign in through CGXCHANGE** and get redirected



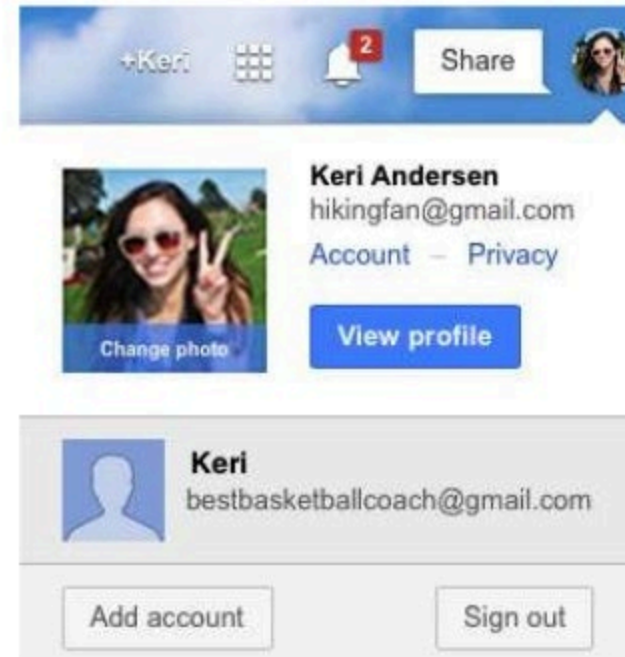
Link to a Google **Group**: Enter your complete primary Google Account address, e.g. t.jordan@cgxchange.org

Click on **Sign in** to proceed to the CGX sign-in screen

Switch accounts to use both in the same browser

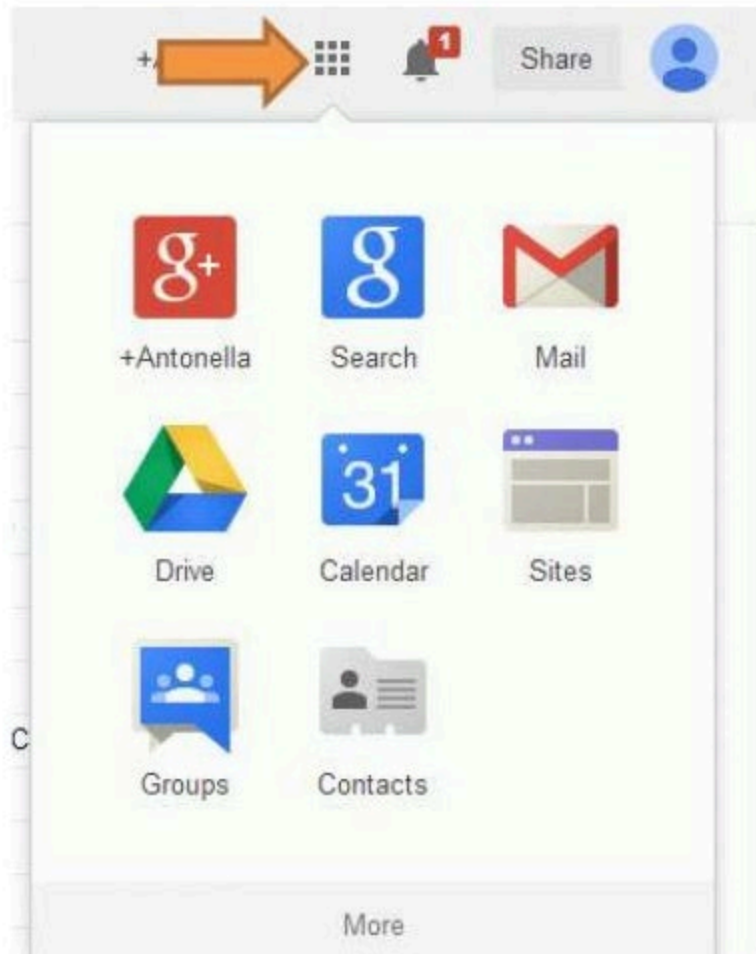


- Click on your profile picture on the top bar
- Click on **Add account**
- Sign in to other accounts



- Click on your profile picture on the top bar
- Click on the other account to switch
- identity in the same Google service

Moving from one app to another



- Click on the Apps icon
- Click on the icon of the app you wish to use: Calendar, Drive, Sites, Groups, etc.
- The app will open in a new tab

Mail on your [cgxchange.org](http://www.cgxchange.org) account is only a pass-through for you to receive sharing notifications which will be delivered to your @cgjar.org email account.

Need more help resources?
<http://www.cgxchange.org>

Need help?

1. **FAQ** - Review the [Frequently Asked Questions](#) page on this site.
2. **Search this site** - Search for troubleshooting tips and training materials on this site: <http://www.cgxchange.org>
3. **Search Google Help**: find timely and updated solutions to your problems on the online [Google Apps Learning Center](#).
4. **Contact Helpdesk** - If none of the options above helped you solve your issue, please contact your local Helpdesk to request support as a first step, or escalate your problems to: cgx-support AT cgjar.org