Managing Generic Email Accounts

How to manage Google Generic Email Accounts using myWorkGroups

Instructions

<table>
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<tr>
<th>Full Summary</th>
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As part of the Login2 SLU multifactor authentication, the next step in security for generic or shared emails is now here. Owners associated with shared or generic email accounts can use myWorkGroups to manage access for other users, share ownership, and help delegate administration of the group.

<table>
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<th>Prerequisites here</th>
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- Own a Generic or shared Google account
- SLU Network Access or SLU VPN only

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<th>Accessing myWorkGroups</th>
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- Go to [https://myworkgroups.slu.edu](https://myworkgroups.slu.edu)
- Enter your SLU Net ID and Password if prompted. Use your individual SLU Net ID, not the generic. F1
- Click on Google Generic Email Account Management, F2
- Listed are the accounts you can manage

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<th>Editing Group Membership</th>
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- Click on the Email Account to edit
  - Click allow on the pop-up block notification, if it appears
- The Email Account Management window opens, F3
- Click the Members tab
- To add a member
  - Click the Members to Add textbox
  - Enter the SLU Net ID of the person(s)
    - Separate individuals with semi-colons (;)
    - Use the Browse icon if you are unsure of the SLU Net ID of the person
  - Click the verification icon, F4
- To remove a member
  - Click the Members to Remove textbox
  - Enter the SLU Net ID of the person(s)
    - Separate individuals with semi-colons (;)
  - Click the verification icon
- When finished click OK at the bottom
- Click Submit, F5

Screenshots

F1: myWorkGroup Login Screen

F2: Generic Email Account Management

F3: Email Account Management Window

F4: Member account verified

F5: Submitting membership changes
Managing Generic Email Accounts

**Editing Owners of a Group**

- **Click** on the Email Account to edit
  - **Click allow** on the pop-up block notification, if it appears
- The Email Account Management window opens, F6
- **Click** the Owners tab
- To add an owner
  - **Click** in the Owner textbox
  - **Enter** the SLU Net ID of the person(s)
    - Separate individuals with semi-colons (;)
    - Use the Browse icon if you are unsure of the SLU Net ID of the person
  - **Click** the verification icon, F7
- To remove an Owner
  - **Click** in the Owner textbox
  - **Highlight** the SLU Net ID of the person(s) to remove
  - **Click** in the Backspace or Delete key from your keyboard
  - **Click** the verification icon
- When finished **click** OK at the bottom
- **Click** Submit, F8

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**Screenshots**

F6: Email Account Management Window

F7: Owner account verified

F8: Submitting Ownership changes