

MCB,

In an effort to make sure we are all prepared for the future possibility of electronic music, please follow the below steps and make sure you can access one of our documents in the Google Drive Library folder. Our test file will be a "signup sheet" for donating music to the band.

The file is linked here:

https://drive.google.com/a/mcbconcertband.org/file/d/10hccpJiZy03NUyEcST6aJr8snYXxTKh_/view?usp=sharing

Please try clicking on that link.. You might have to login with your Google account. If you know what that is and you end up seeing a listing of music pieces with a dollar amount, then congratulations! Your account works and you are done here!

If your password did not work, please read on:

There are 4 possibilities for you:

- 1) You have two personal e-mail addresses, one for "gmail.com" and one for something other than gmail (perhaps it has yahoo or outlook or msn or something else). In this case, it is important to understand which e-mail address you use to receive the MCB distribution list e-mails. That is the address you should be using to "login." Please refer to number 2) below if that address is a gmail.com account, or go to 3) below if that address is something else.
- 2) Your personal e-mail address receiving the MCB e-mails has "gmail.com" in it, in which case you already have a Google account. In this case, the above link probably worked just fine. If not, please request access (probably using the below screenshot)

Google Drive

You need permission

Want in? Ask for access, or switch to an account with permission. [Learn more](#)

You are signed in as **ferrignoaj@yahoo.com**.

Request access

Switch accounts

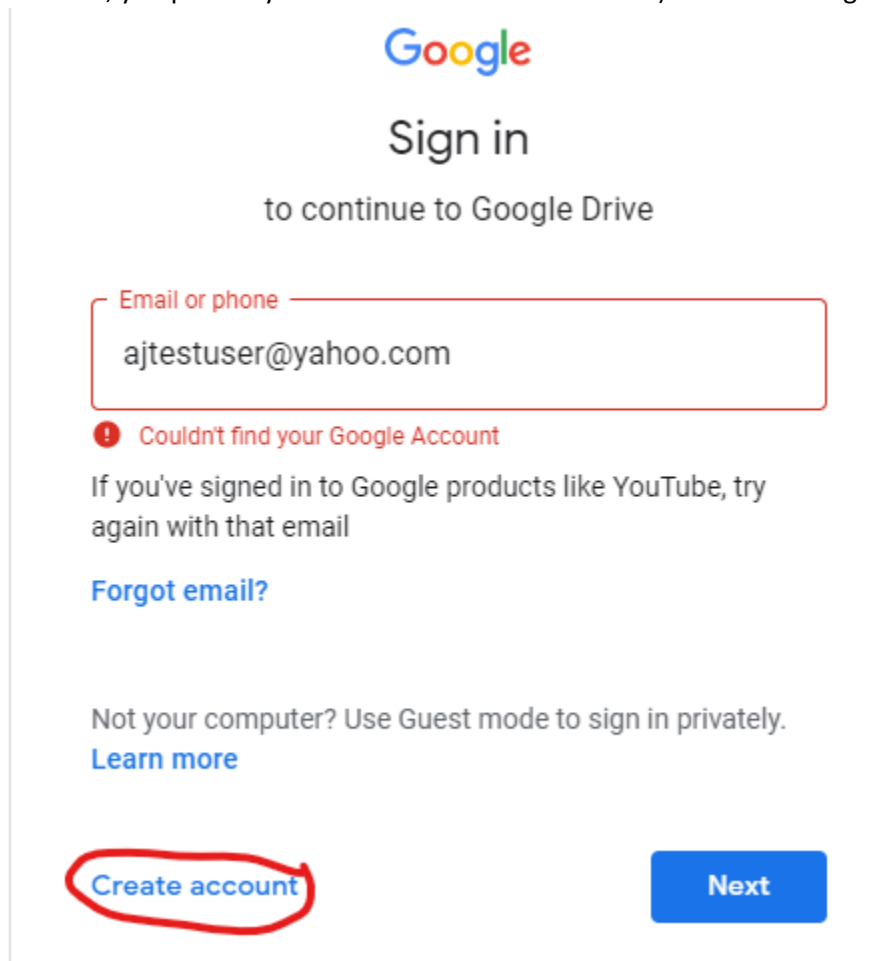


- 3) Your e-mail address does NOT have "gmail.com" in it (perhaps it has yahoo or outlook or msn or something else). In this case you need to create a brand new Google account using that address. Note that you do NOT have to create an account with "gmail.com" in it. Please keep reading below to follow how to do that.

- 4) You are a member of the board or otherwise have an address ending in “mcbconcertband.org”. That is already a Google account, and logging in with that account should get you in to see the above link. But understand that you probably want to follow steps 2) or 3) above anyway for when you are no longer on the board.

If you have to create a brand new Google account using your non gmail.com address, please try following these steps.

- 1) You will probably see the below screen if this happens to you, because you will have tried to login with a non-Google account, and so it won't even ask for your password. If you do not see this screen, you probably see the screen mentioned in 1a) below. Please go there to continue.



- a. If you see the below screen instead of the above, this means you already have a Google account, but you just do not know the password. In this case, click the “forgot

password” link circled in red below and follow those steps to reset your password.


The image shows a Google account login interface. At the top is the Google logo, followed by the text "Hi AJ". Below this is a dropdown menu showing the email address "AJ ferrignoaj@yahoo.com" with a downward arrow. The instruction "To continue, first verify it's you" is displayed. A password input field contains the text "Enter your password" and has a red border. To the right of the field is an eye icon. Below the field is a red error message: "Wrong password. Try again or click Forgot password to reset it." The "Forgot password?" link is circled in red. To the right of the link is a blue "Next" button.


Google

Hi AJ

AJ ferrignoaj@yahoo.com ▾

To continue, first verify it's you

Enter your password 

 Wrong password. Try again or click [Forgot password](#) to reset it.

[Forgot password?](#) Next

- 2) If you clicked “Create account” in 1) above you will see the below screen. Enter your name but stop before entering your e-mail address.

Google

Create your Google Account

to continue to Google Drive

First name Last name

Username

You can use letters, numbers & periods.

Use my current email address instead

Password Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

[Sign in instead](#)

One account. All of Google working for you.

- 3) Google does a good job here explaining what is going on, but I’ll explain anyway. It defaults to giving you a new “gmail.com” address. What you probably want is to click that circled red text above to say “Use my current email address instead” since you want to use your own email address. Once you click it, the text will change to the screen below. Continue to enter your own e-mail address (note that my fake yahoo address is entered below). Also set your password. This can be the same password that you use for that e-mail address, but it could be different. Note that if you change one of those passwords from this point forward, the other password will

not change to match, so please keep that in mind.



Create your Google Account

to continue to Google Drive

First name

AJ

Last name

Ferrigno

Your email address

ajtestuser@yahoo.com

You'll need to confirm that this email belongs to you.

[Create a Gmail account instead](#)

Password

Confirm



Use 8 or more characters with a mix of letters, numbers & symbols

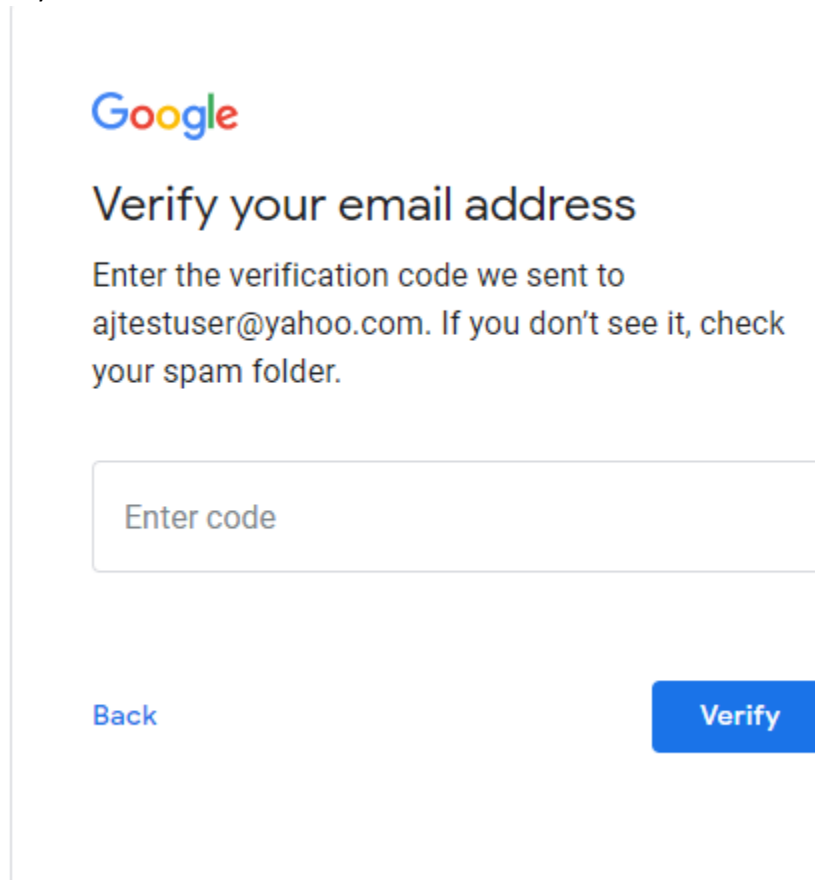
[Sign in instead](#)

Next



One account. All of Google working for you.

- 4) Now will be a verification step, as the system will send your non-gmail account an e-mail to verify this is correct.



Google

Verify your email address

Enter the verification code we sent to
ajtestuser@yahoo.com. If you don't see it, check
your spam folder.

[Back](#) [Verify](#)

- 5) Once you click Verify above, you should be able to login with this new Google account, using your other non-gmail address and whatever password you set above. Click the link at the top of these directions to see if you can now get in. You might need to request access using the below screen.



You need permission

Want in? Ask for access, or switch to an account with permission. [Learn more](#)

You are signed in as **ferrignoaj@yahoo.com**.

[Request access](#)

[Switch accounts](#)

