Login Instructions

If you have any administration volunteer roles within Living River Foundation you will be given access to the foundations emails and filing in order for you to undertake your task. It is set up in such a way that volunteers can work remotely of each other, and the instructions below should be followed carefully for

1. Living River Mail Via Ionos
2. Google Suite & Calender sharing
3. Quire project management.

1. Living River Mail

As the number of projects and roles is diverse, there are different email addresses for each conversation relevant to the role or project, this prevents emails being missed and means that no individual is sharing personal information with other volunteers. PERSONAL EMAILS SHOULD NOT BE USED FOR LIVING RIVER FOUNDATION STAKEHOLDER LIASION OR OTHER MEANS, EXCEPT BY EXPRESS PERMISSION BY THE FOUNDERS AND BOARD.

The web access to email accounts is provided by IONOS webmail. Please use the relevant link and password sent by info@living-river.org to your personal email in the first instance. Save the link into your browser favorites to make ease of return possible.

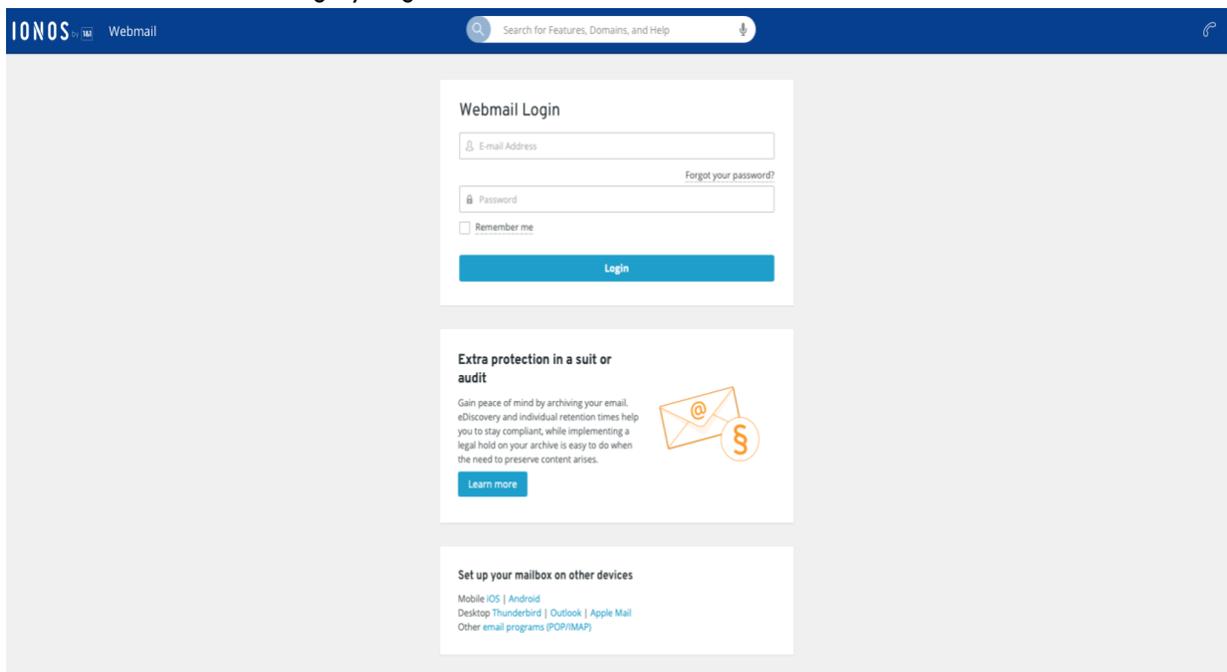You will find this is the image you get.

Photo 1 IONOS Login page

If at any time you need to install the app to your devise, please use the instructions at the bottom of the

SPAM- for some reason IONOS does actually identify its own created accounts from living-river.org as spam, so please regularly check your spam emails.

2. Google workspace access

The Foundation can only share access to editable documents with profiles to protect sharing of documentation outside of the organsiation.

FOUNDATION FILES FROM THESE FOLDERS SHOULD NOT BE SAVED ON PERSONAL DEVICES OR FILING< EXCEPT IF INTERGRATED WITH GOOGLE DRIVE (See fig)

The living-river.org email account will probably have an email for a password reset (or creation) from Google Workspace, for the email domain access to the area of the filing, calendar and administration. Once you click to rest your password you should have access to the
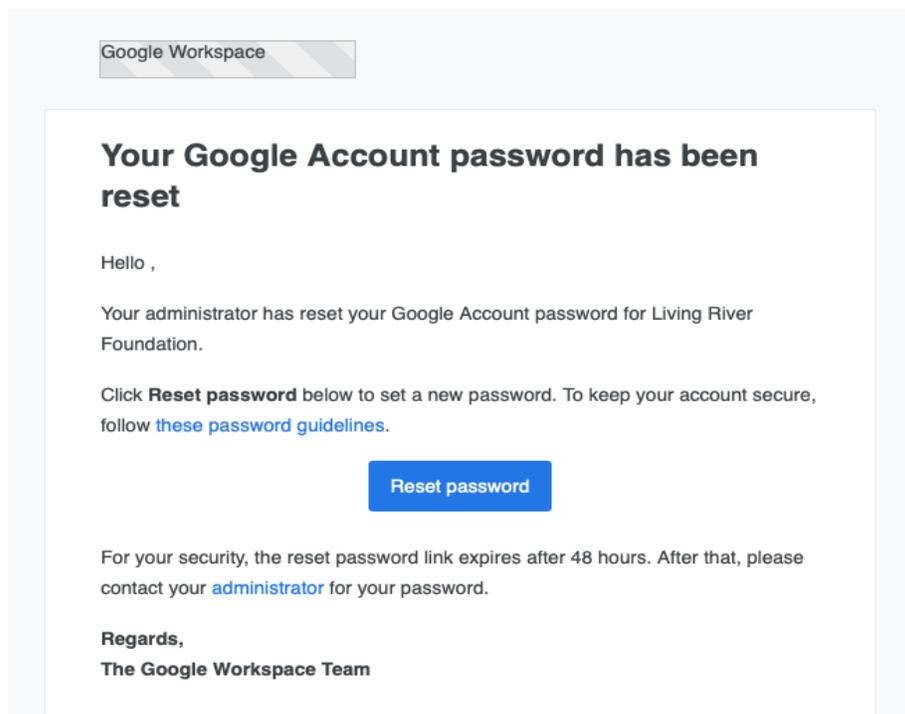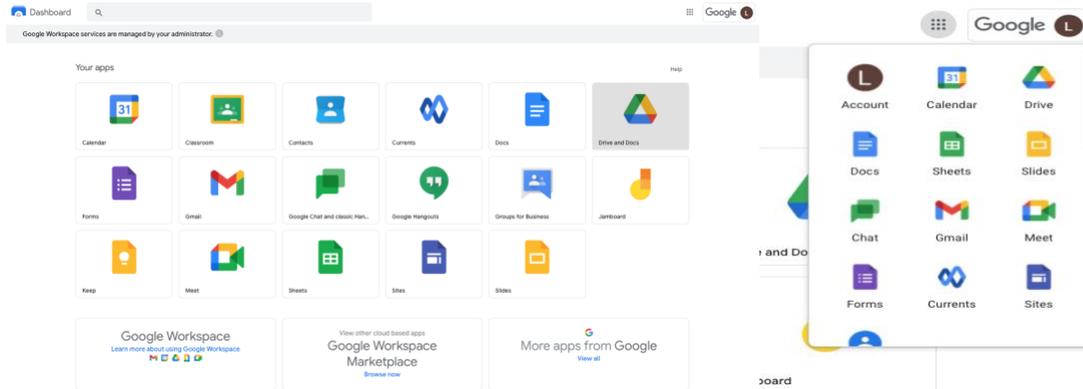
Google Workspace

Your Google Account password has been reset

Hello ,

Your administrator has reset your Google Account password for Living River Foundation.

Click **Reset password** below to set a new password. To keep your account secure, follow these password guidelines.

Reset password

For your security, the reset password link expires after 48 hours. After that, please contact your administrator for your password.

Regards,
The Google Workspace Team

Photo 2 Access to folders email

Navigation

You can access your folders, the forms, calendar and any other apps from the main navigation page, but most likely you will need to click the 3x3 square in the top right-hand side of the screen. Each is likely to open in a new tab.

Calendar access

Access to edit the calendar is only given to the profiles that require it. If not requests can be made to add events via info@living-river.org

Hello litterfree@living-river.org,

We are writing to let you know that info@living-river.org has given you access to edit events on the Google Calendar called "Living River Foundation".

After adding this calendar to your other calendars, you can hide or completely remove it whenever you want.

Add this calendar.

- The Google Calendar Team
View Your Calendar.

Project file links

You may also find (particularly if a project lead) that you have access links to specific folders that once clicked will appear in your "shared folder' area of Google Workspace.
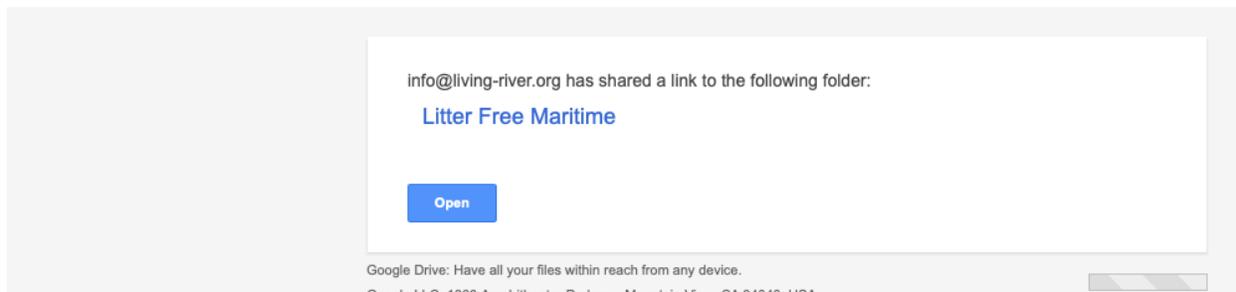
Click the link in the emails to help you access the files, and until the google suite catches up. It might be worth keeping these emails in easy access and where we are able we have created google folders in the inboxes we have used previously. If you have a new account, we advise that you create a folder for your own record in case this link is needed.

3. Quire access

Quire link has been sent to each of the mail inbox and task are set for the various roles which will send you reminders.
Some roles will have access to actually build the project and its tasks depending where you are joining in the timeline of the work.
Your workspace will be spilt into projects that are relevant (if more than one).

Fish of the Medway ∨

List   Overview   ⊕

▽ ▾

Partnership confirmation		Feb 1	
Steering Group Convened	◌	Jul 31 - Oct 31	F
Funding achieved		Feb 1	
▴ Study & Site location		Jan 9 - Jun 30	
▴ Hoo St Werburgh Site vist		Aug 11 - Aug 11	
Land owner permission			
NE permission			
▴ Rochester River Side Site Visit		Aug 13 - Aug 13	
Land Owner permission			F
NE Permission			F
▴ Additional sites confirmed		Sep 26 - Nov 1	F
Land owner permissions			F
NE permissions			F
MMO permissions (exempt)	📅 Nov 1		F
Hoo & Rochester Sampling trial		Sep 1 - Oct 31	F
▴ Training Courses			

You can also integrate the tasks with the google calendar access from the same email address, if it hasn't already been done. Use your settings, to activate the google calendar integration.

User
Living River Foundation   ✕

Settings

General

Apps
  Authorized Apps

Options

Authorized Apps

You have authorized the following applications with Quire. For more integrations, visit Quire App Directory.

App Name	Access to
31 Google Calendar Sync	All organizations and projects, Litter Free Mariti...

Refresh list   Add new app