

# fsgw.org email and Shared files, provided by Google Workspace

FSGW has a free-to-nonprofits [Google Workspace](#) account for fsgw.org. This provides email accounts, email forwarding (distribution lists) via Google Groups, and shared cloud storage via Google Drive. For support, email the [FSGW webmasters](#).

FSGW bulk email is sent using Wild Apricot, and the “contact” forms on fsgw.org send email through Wild Apricot. Everything else is done through Google Workspace.

1. Charlie Pilzer, Lynn Baumeister, and Joel Bluestein are the full (super) administrators for FSGW's Google Workspace account, besides Will Strang. In Google documentation, they call this role “super administrator” or “Super Admin”. Charlie is the most experienced/capable of those 3 at this point, with Joel second.
2. The fsgw.org Google Workspace account provides all the email forwarding, email accounts, and Shared drive support for FSGW, other than the bulk emails and event/membership emails sent by Wild Apricot. Well, actually the FSGW Wiki and a couple of the admin tools send emails from fsgw2.org, but that's sent by software, not humans.
3. [This wiki page](#) is a somewhat detailed brain dump about the Google Workspace email users and groups used by FSGW, and related stuff. Reading carefully through this is the place to start with understanding FSGW email forwarding. Will might add more to this before he leaves, but will not be writing any step by step instructions.
4. Note that 2-Step Verification (2SV, also called 2FA for 2 Factor Authentication) is required for all Google Workspace admins starting July 28, 2025.
5. The administrative User Interface for Google Workspace is <https://admin.google.com/>. Also, basic administration of users and groups (only by Super Admins) can be done through the Google “Admin” app, available for both Android and iPhone/iPad. See app store info copied below.

## Key features of the Google Admin app for iPhone:

- User Management: Create, manage, and suspend users, reset passwords, edit profiles, and upload profile photos.
- Group Management: Add/Remove users to groups, assign roles, and manage group memberships.
- Audit Logs: Review audit logs to track administrative actions.
- Support: Contact support directly from the app.
- Mobile Device Management (MDM): Manage Android and iOS devices for your domain.
- Important Notes:
  1. The Google Admin app is designed for super administrators of Google Workspace or other Google services.
  2. Ensure you have a super administrator account and have set up a lock-screen PIN on your device.
  3. The app provides a streamlined interface for managing your account on the go.

From:

<https://wiki.fsgw2.org/> - **FSGW Wiki**

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Last update: **2025/08/16 21:38**

