

Gmail Account Handover and Access Guide

As the end of the Inner Wheel year comes around, it is time to prepare to hand over access to the Club's official email address.

This document provides a clear and secure process for handing over a Gmail account when roles change, while allowing other members to assist with managing emails.

This document outlines a simple and secure process for handing over a Gmail account while allowing multiple members to assist.

When multiple people share a Gmail account:

- Passwords may be widely shared and insecure
- Responsibility can become unclear
- Important emails may be missed

This approach:

- Ensures **one clear owner**
- Prevents **insecure password sharing**
- Maintains **accountability and security**

Think of the Gmail account like a house:

Full handover: One person becomes the owner

One person is given the keys and becomes responsible

Delegation: Others help manage emails without knowing the password

That person lets others help without giving out the keys

This keeps things secure and organised.

Step-by-Step Process

Step 1: Full Handover

- Share login details securely
- New owner logs in

Step 2: Secure the Account

- Change password
- Update recovery email and phone
- Enable 2-step verification

Step 3: Clean Up Access

- Remove old or unnecessary users

Step 4: Prepare Account

- Update email signature
- Review emails, folders, and contacts

Step 5: Add Delegates

- Go to **Settings** → **See all settings** → **Accounts and Import**
- Click **Add another account**
- Send an invitation and ensure it is accepted

Delegated Access

Delegates can:

- Read emails
- Send replies
- Organise the inbox

Delegates cannot:

- Change password
- Change account settings