1. Sign into your UMS Gmail account (http://gmail.maine.edu) using your MaineStreet username and password.

2. To access Google+, click on “+YourName” located on the upper right side of the screen. Or, click on the “grid” and then click on the “g+” from the drop-down menu.

3. To access the settings, click on “Home” and then click on settings.
4. Feel free to change the notification settings to fit your desired preferences. There are a few recommendations that I would suggest changing so that you are not inundated with notification emails. For the first two options, if you change the setting to UMS, then only people with @maine.edu accounts will be able to interact with you and your posts.

5. If your @maine.edu is not your preferred email, click “Add email address”. Enter preferred email. A confirmation email will get sent to that address. Once confirmed, you will also receive Google+ notifications at that address.

6. I would recommend turning off subscriptions.
7. It will be up to you to decide how many notifications you receive. The more options you have selected, the more emails you will receive. I recommend unchecking all for “Posts” and “Photos” (see below) until you are better acclimated with.

7. I recommend leaving notifications on for “Circles”, “Hangouts” and “Events”. For “Communities”, I would leave “Invites” on and “Shares something” off.

8. Finally, if you want to keep your profile private, which means only people in this class and those that you grant permission will be able to see your posts, I recommend unchecking all options. Leave “Allow people to send you a message” checked. The settings are autosaved.