Using the University of Georgia School of Law Mentorship website – a Guide for Alumni and Professional Mentors
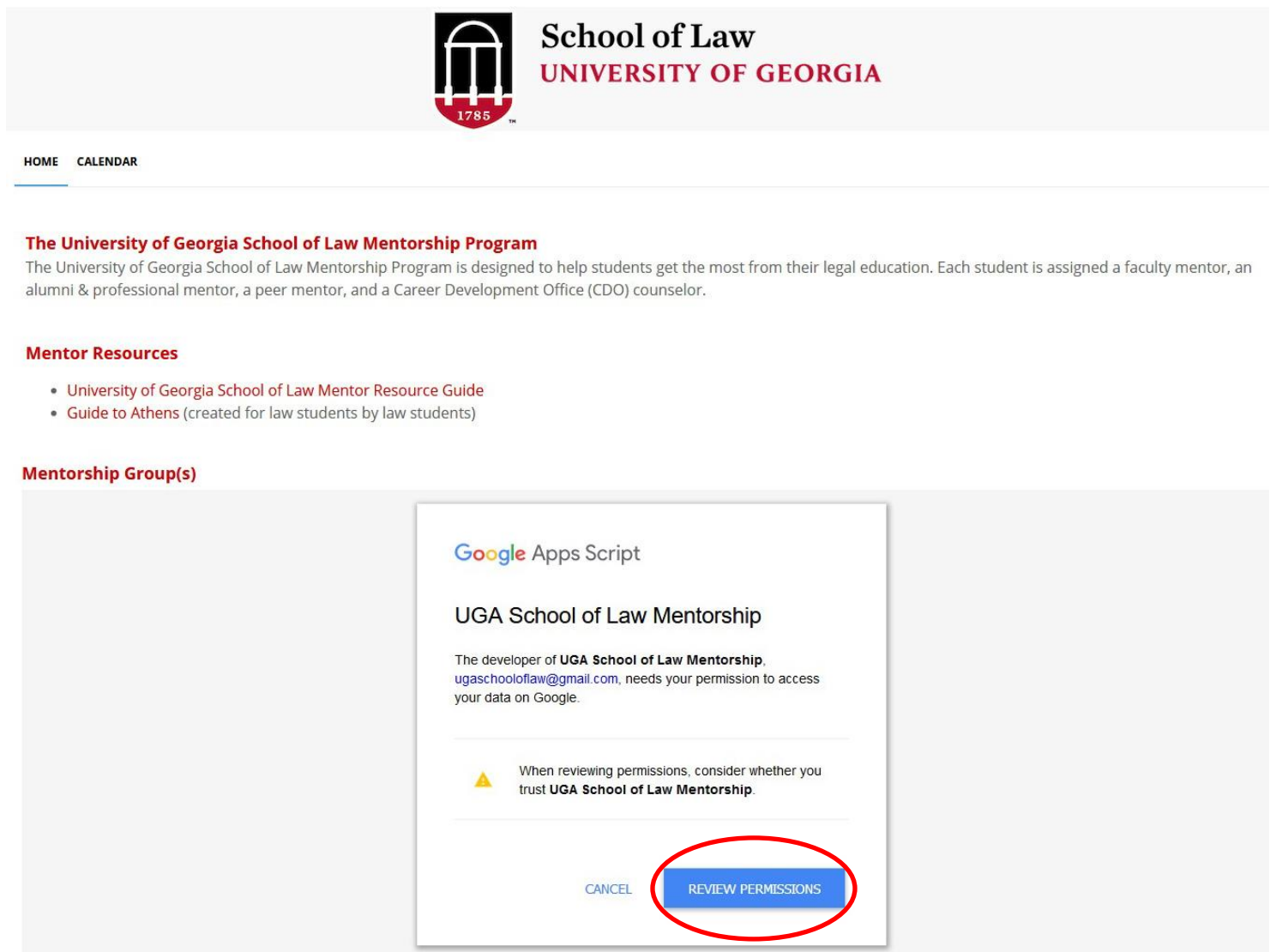
1. Visit https://sites.google.com/site/ugalawmentorship/

   Here you'll find links to mentor resources and a link to your mentorship group(s).

   (You should have received an email from Alex Sklut regarding the mentorship site. Please make sure you are logged in to the google account associated with the email address that received it. If you need to create a new google account, follow this documentation:

   http://www.law.uga.edu/sites/default/files/create-google-account.pdf)

School of Law
UNIVERSITY OF GEORGIA
1785

HOME   CALENDAR

The University of Georgia School of Law Mentorship Program

The University of Georgia School of Law Mentorship Program is designed to help students get the most from their legal education. Each student is assigned a faculty mentor, an alumni & professional mentor, a peer mentor, and a Career Development Office (CDO) counselor.

Mentor Resources

- University of Georgia School of Law Mentor Resource Guide
- Guide to Athens (created for law students by law students)

Mentorship Group(s)

Google Apps Script

UGA School of Law Mentorship

The developer of **UGA School of Law Mentorship**, ugaschooloflaw@gmail.com, needs your permission to access your data on Google.

⚠ When reviewing permissions, consider whether you trust **UGA School of Law Mentorship**.

CANCEL   REVIEW PERMISSIONS

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2. The first time you visit the mentorship site, you'll be presented with a box asking for permission to access your data. Click the Review Permissions link.

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3. Click Allow to give the site access. (Note that "View and manage your spreadsheets" permission is necessary only for a behind-the-scenes shared spreadsheet. The site will not access your personal spreadsheets or other documents on your google drive unless you share them.)

4. Your mentee (or mentees) will be listed. Click on the appropriate link.

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alumni & professional mentor, a peer mentor, and a Career Develop

Mentor Resources

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- Guide to Athens (created for law students by law students)

Mentorship Group(s)

- Mentorship Group for Bill Builderson
- Mentorship Group for Thomas Thompson

5. Here is your mentee and the mentorship group. You may email your mentee individually or email the whole group.

Mentorship Group

Mentee	Alumni & Professional Mentor	Peer Mentor	Faculty Mentor	Career Services Mentor
	Ms. Leslie Grove lgrove@gmail.com			
Bill Builderson bill@example.com (706)555-5555		Jenny Peer jpeer@example.com	Carol Watson cwatson@uga.edu	Kenny Tatum krtatum@uga.edu

- Email this group using Outlook
- Email this group using another email client
- Upload your picture
- Shared Documents

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6. To add your photo to the group, click "Upload your picture."

- Email this group using Outlook
- Email this group using another email
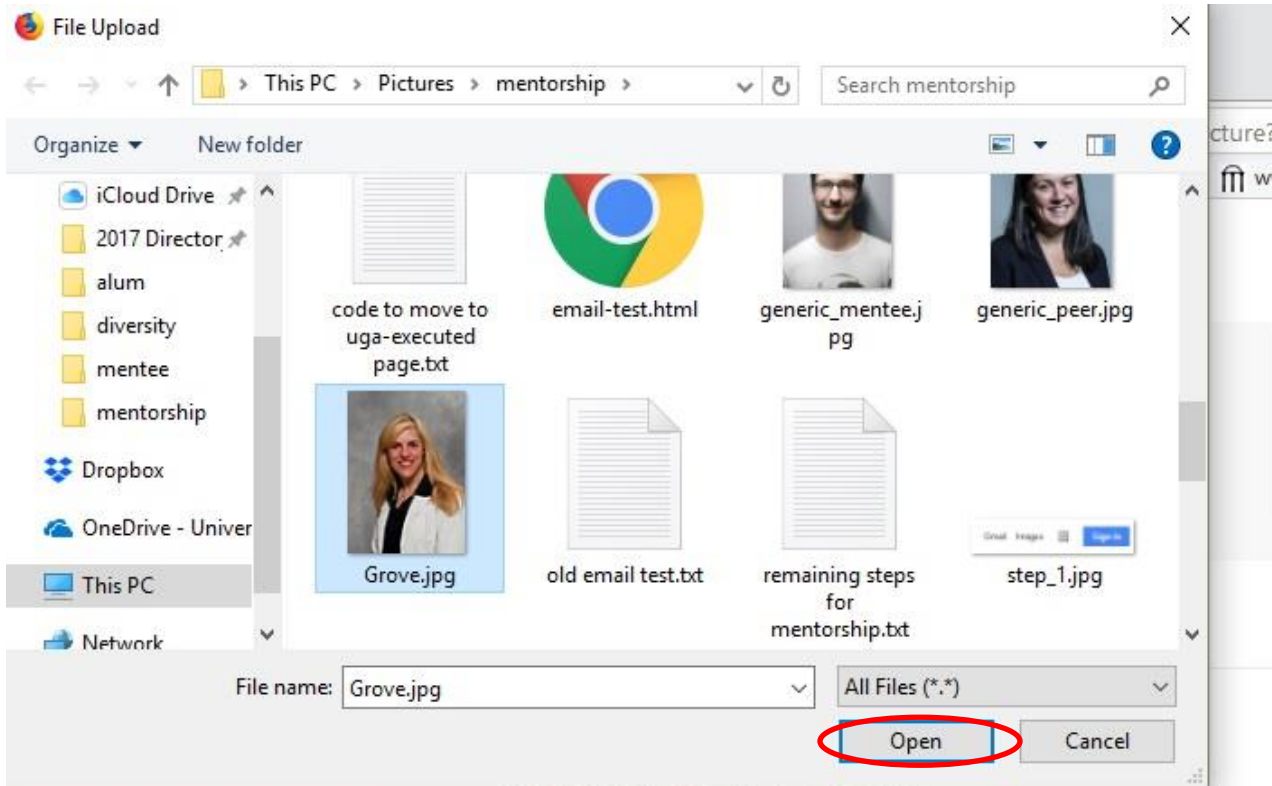- Upload your picture
- Shared Documents

7. Click the Browse button…

HOME   CALENDAR

Upload Your Picture

Browse...   No file selected.   Submit

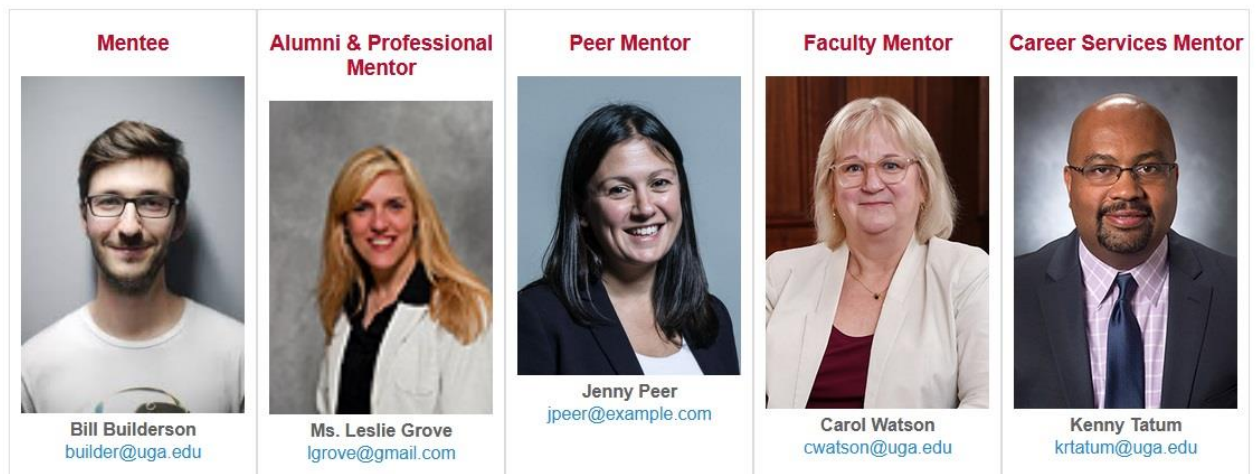8. Select the photo you wish to use and click Open.

9. Then click Submit.

10. When you see the confirmation message, click on the link that says "Return to the Mentorship team page."

Upload Your Picture

Browse... Grove.jpg   [Submit]

File successfully uploaded. Thank you.

Return to the Mentorship team page.

11. Your photo should now appear in the group.

Mentorship Group

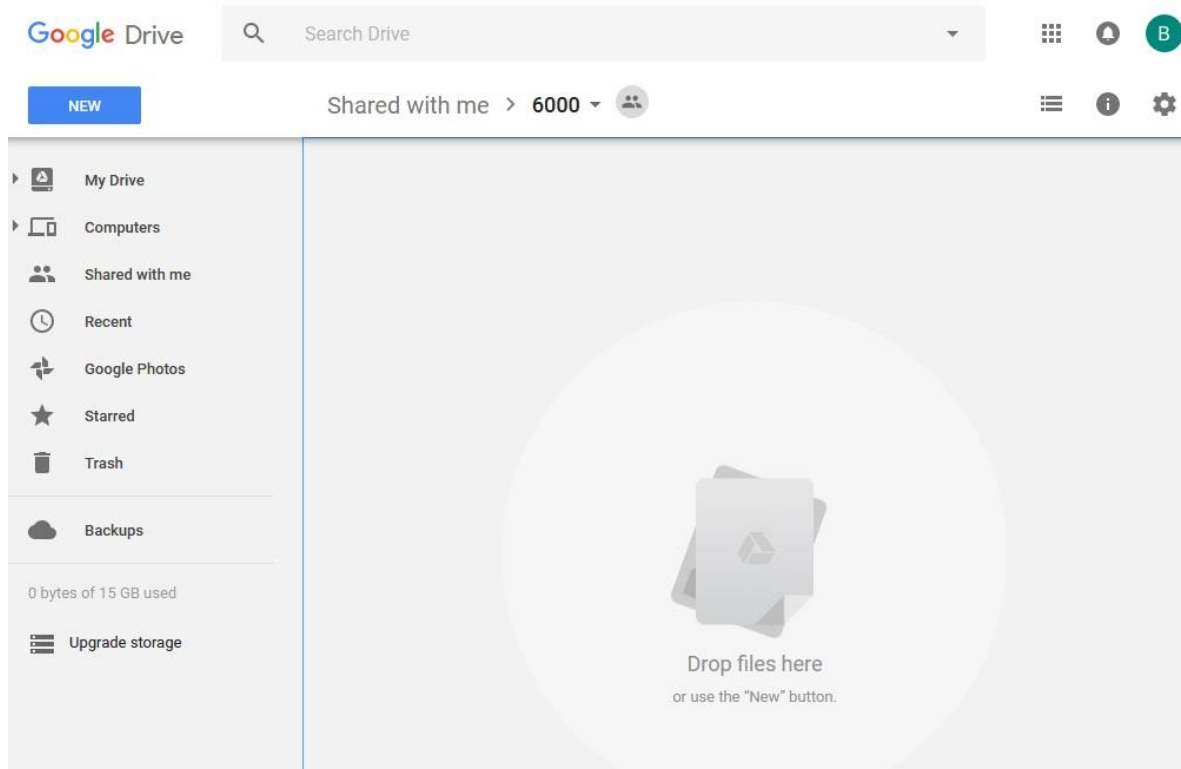| Mentee	Alumni & Professional Mentor	Peer Mentor	Faculty Mentor	Career Services Mentor
Bill Builderson builder@uga.edu	Ms. Leslie Grove lgrove@gmail.com	Jenny Peer jpeer@example.com	Carol Watson cwatson@uga.edu	Kenny Tatum krtatum@uga.edu

12. You may also share documents...

- Email this group using Outlook
- Email this group using another email
- Upload your picture
- Shared Documents

Using the University of Georgia School of Law Mentorship website – a Guide for Alumni and Professional Mentors

13. Clicking on the Shared Documents link takes you to a shared Google Drive. You may use this drive space to share with this mentee and mentorship group whatever you wish.

14. Please contact Alex Sklut: (706) 542-5167, asklut@uga.edu if you have any questions. If you have any technical difficulties, please contact the Law School's IT Department: (706) 542-0895, lawit@listserv.uga.edu