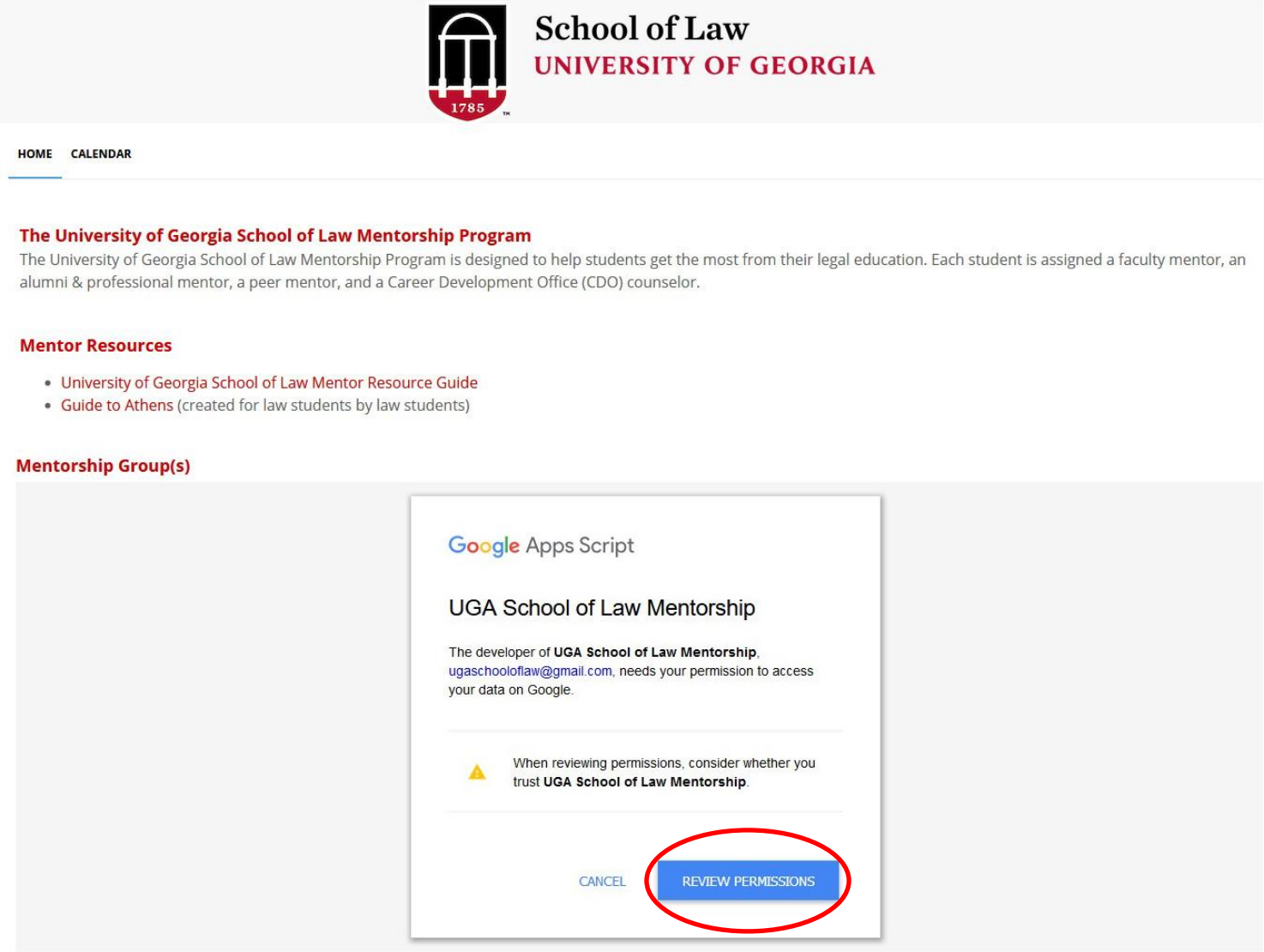
Using the University of Georgia School of Law Mentorship website – a Guide for Faculty

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)



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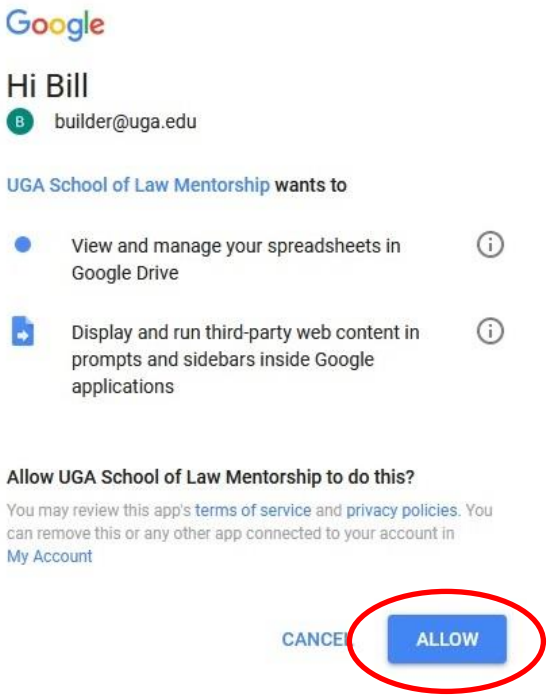
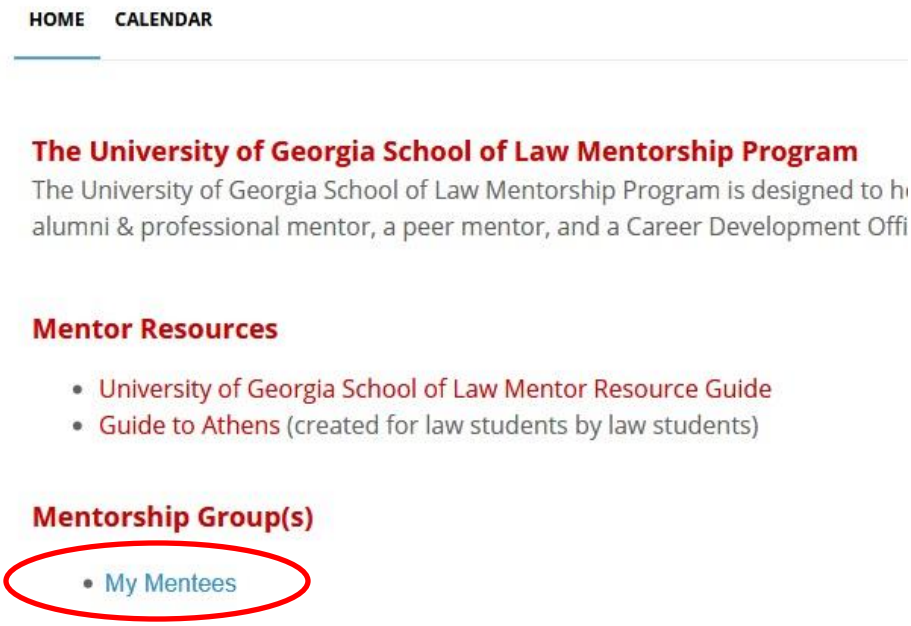
3. Click Allow to give the site access. (Note that "View and manage your spreadsheets" permission is necessary only for a behind-the-scenes shared spreadsheet. The site will not access your personal spreadsheets or other documents on your google drive unless you share them.)



4. Click "My Mentees" to view a list of your mentees.



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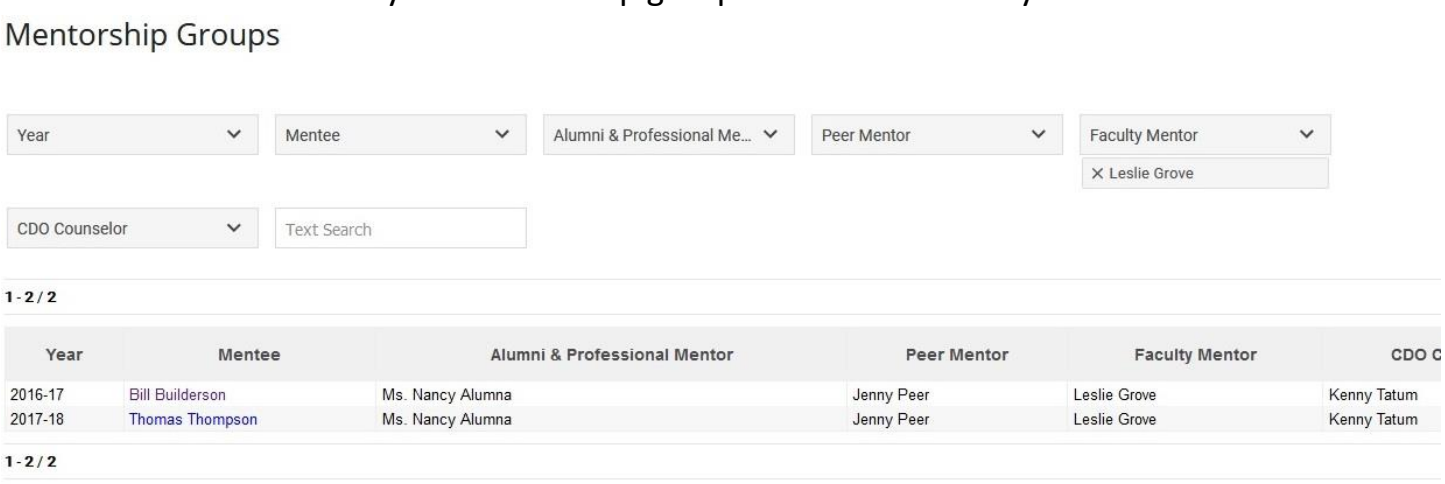
5. You will then see a list of your mentorship groups from all relevant years.



6. Click on the name of the mentee you wish to view.

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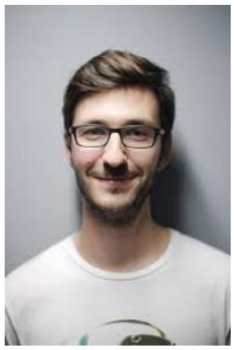
7. Here is your mentee and the mentorship group. You may email your mentee individually or email the whole group.

Mentorship Group

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

- Email this group using Outlook
- Email this group using another email client
- Shared Documents

8. You may also share documents...

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

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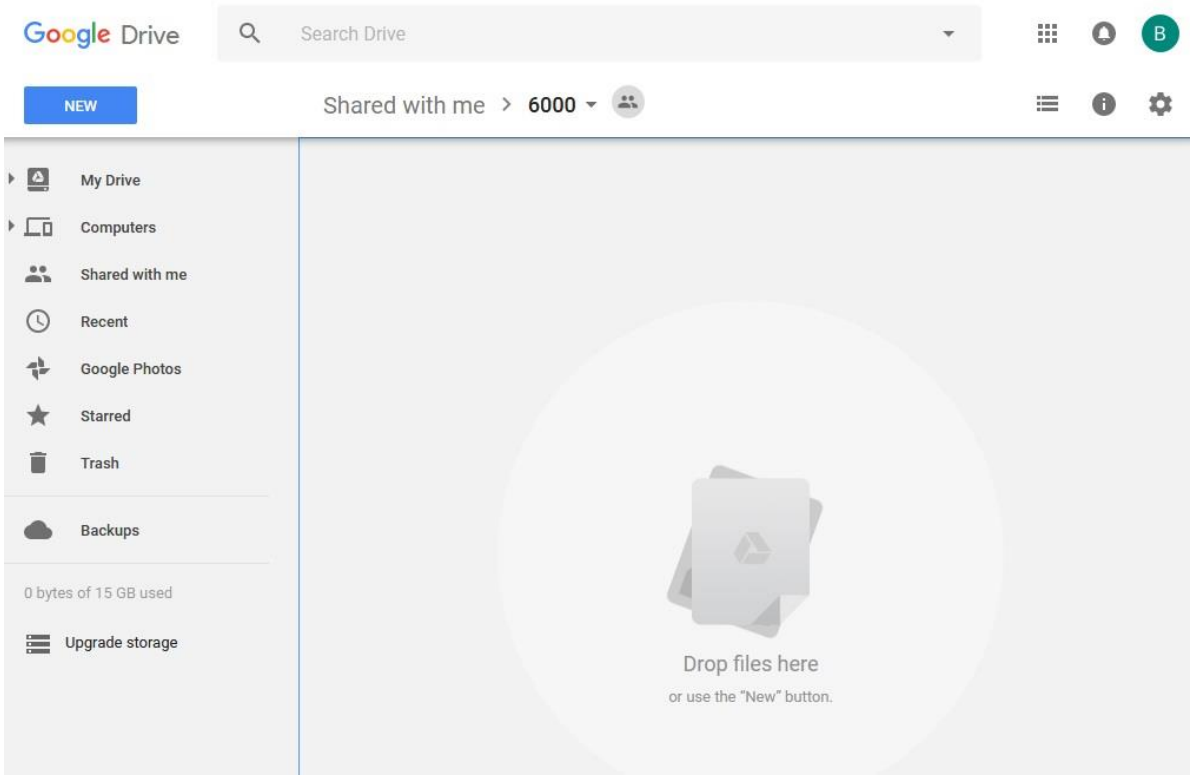
9. Clicking on the Shared Documents link takes you to a shared Google Drive. You may use this drive space to share with this mentee and mentorship group whatever you wish.



10. 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