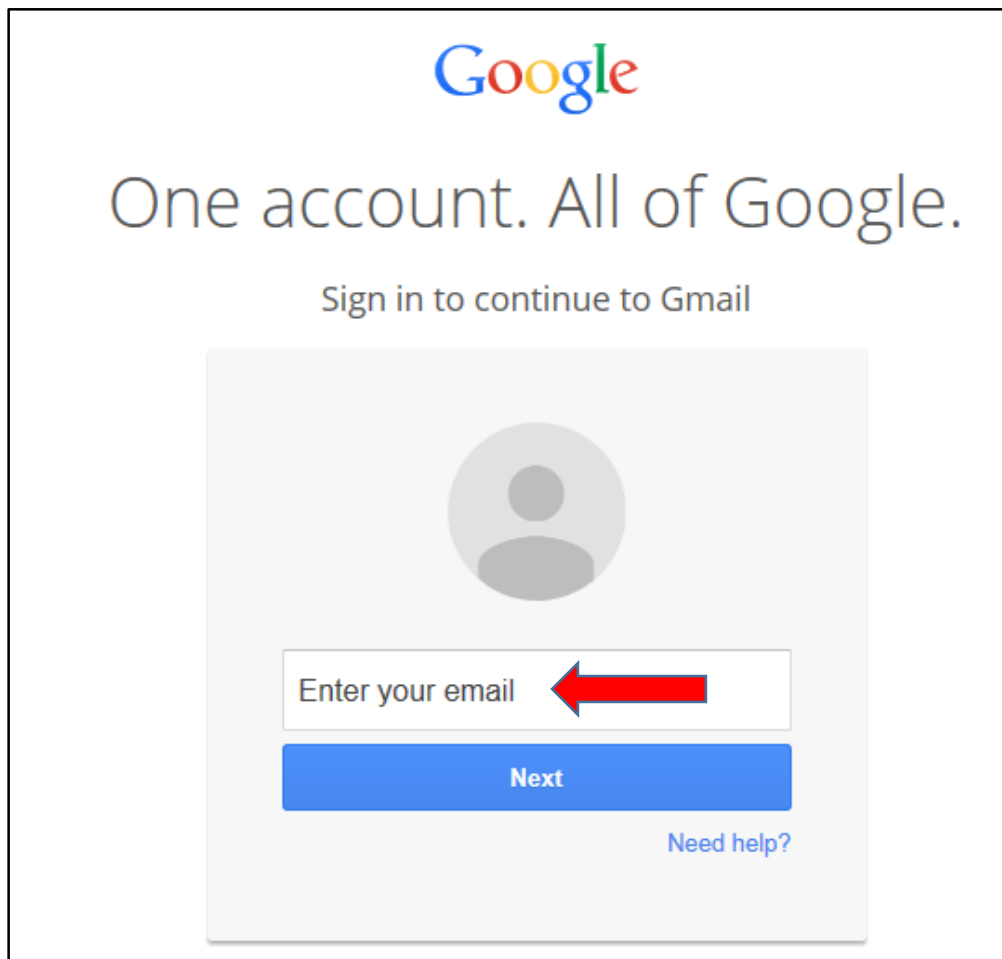


Gmail Login Instructions

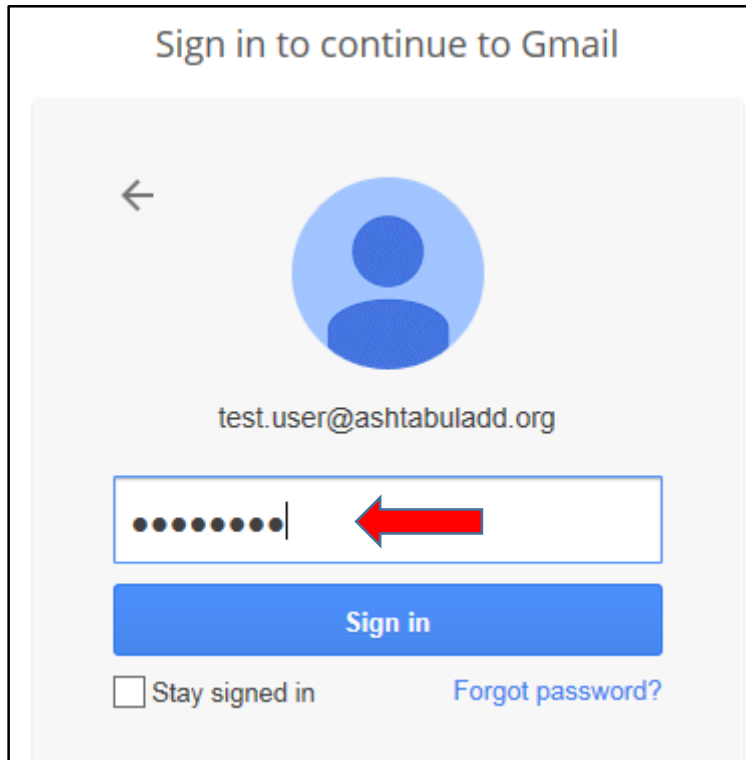
1. From your Internet Explorer or Google Chrome web browser, type www.gmail.com into the browser's URL bar and hit **Enter** on your keyboard.



2. Enter your email address and click **Next**. Full email address must be entered for the username at all times. Ex: "first.last@ashtabuladd.org"

A screenshot of the Gmail login page. At the top is the Google logo. Below it is the text "One account. All of Google." followed by "Sign in to continue to Gmail". In the center is a large grey box containing a placeholder for a profile picture. Below the profile picture is a text input field with the placeholder text "Enter your email". A red arrow points to the input field. Below the input field is a blue button labeled "Next". At the bottom right of the grey box is a link that says "Need help?".

3. Enter your Password that was provided to you and click **Sign in**. If you have not setup you account, the default one is Password01. You will be prompted to change it when first logging on.



4. From the Welcome Screen, click **I accept, continue to my account**.

Welcome to your new account

Welcome to your new account: test.user@ashtabuladd.org. Your account is compatible with many [Google services](#), but your ashtabuladd.org administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your test.user@ashtabuladd.org account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the Google Apps [core suite](#) of messaging and collaboration applications, your use of those services is governed by your organization's Google Apps agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your test.user@ashtabuladd.org account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).



I accept. Continue to my account.

Cancel

5. The next screen will prompt you to change your password before proceeding to your email account. Choose a new password, enter it in the new password field, re-enter the password and click **Change password**.



Please change your password

Please choose a new password to finish signing in.

Read some tips on [creating a secure password](#).

Change password

