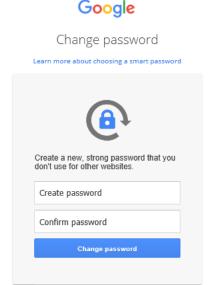
Setup Instruction for New G Suite Account (Gmail)

1. Click on the link that was emailed to you (via personal email account).

Set your password and sign in by clicking the link below.

https://accounts.google.com/by/dipres jn_48 hours. After expiration, please contact your administrator for your password.

- * If you did not receive it, please check your SPAM folder. It comes from "gsuite-noreply@google.com".
- 2. Read the 'Welcome to your new account' verbiage on the next screen.
- 3. Click on the blue 'Accept' button to indicate that you understand the description of how your account works and agree to the Google Terms of Service and the Google Privacy Policy.
- 4. Create a new password for your account then click on the blue 'Change password' button.

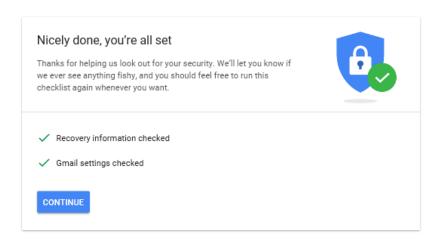


5. On the next screen, follow the instructions* to add recovery information; click on the blue 'DONE' button when completed.

*Note: This step can be skipped or done at a later time. The purpose of this step is to have an alternate communication method for password resets

6. Once completed, click on the blue 'CONTINUE' button.





Once logged in, on the following screen, you can choose which app to go to (i.e. Mail for email). Click the Google Apps icon on the top right corner and choose the app accordingly.

