

## Sign on to Google email

1. Type in the address bar: [www.google.com](http://www.google.com)
2. Click on gmail link or sign in button.
3. Sign in  
User name: your current email address  
Example: claramore@eastmoaa.org
4. Password: Given to Site Manager in mailing  
Click on: Sign in  
  
Accept the user agreement.  
  
The password change screen will appear.  
Assign yourself a password. Must have at least 8 characters.  
Submit.
5. You can now use the Google mail.
6. To sign off, click on the down arrow right of your email address. Select sign off.

You may see this message:

You are using a version of Internet Explorer which will soon be unsupported. Some features may not work correctly. Update to a modern browser, such as Google Chrome.

**Dismiss (unless you want to update to Google Chrome)**