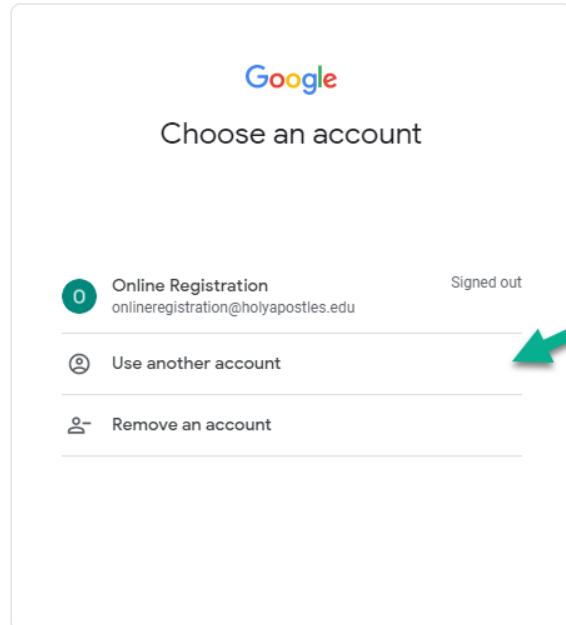


SETTING UP HOLY APOSTLES COLLEGE & SEMINARY EMAIL ACCOUNT

1. Access Sign-In Page for Google

- Access the Sign-In page by going to:
www.google.com/a/holyapostles.edu
- Your Holy Apostles EMAIL address ends with @holyapostles.edu and can be found in the email note that was sent to you when you enrolled in your first class. I am using tutorial@holyapostles.edu as an example throughout this tutorial.
- Holy Apostles' Email accounts are run by Google so they are therefore Gmail accounts. If you already have a private Gmail account, you will see the first screen below. If you DO NOT have an existing Gmail account, please proceed to #1.



If you have another GMAIL account, then you will see this screen. Please click on "Use Another Account" and then proceed to the next display, numbered

1

1

Google

Sign in

Email or phone
tutorial@holypostles.edu

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#)

Next

Enter in your complete email address as noted in the email you received. Then hit "NEXT"

English (United States) ▾

[Help](#)

[Privacy](#)

[Terms](#)

2. ENTER IN TEMPORARY PASSWORD

2

Google

Welcome

tutorial@holypostles.edu

To continue, first verify it's you

Enter your password

Next

Enter the Temporary Password that was provided in your Holy Apostles Email and Populi Activation Instructions. Then hit NEXT.

English (United States) Help Privacy Terms



Welcome to your new account

Welcome to your new account: tstudent4@holypostles.edu. Your account is compatible with many [Google services](#), but your holypostles.edu 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 tstudent4@holypostles.edu 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 G Suite [core services](#), your use of those services is governed by your organization's G Suite 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 tstudent4@holypostles.edu account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Accept

Read and Accept

3. CREATE A NEW AND UNIQUE PASSWORD AND ENTER IT TWICE:

3

Google

Welcome

tutorial@holypostles.edu

Create a strong password

Create a new, strong password that you don't use for other websites

Create password

At least 8 characters

Confirm

Next

Create your unique, strong password that is at least 8 characters long.

Confirm the password once again in here. Then hit NEXT.

PASSWORD MUST HAVE 8 CHARACTERS OR MORE


4. GOOGLE SECURITY PAGE

4

Google

Protect your account

T tutorial@holyapostles.edu



Google can use these if you get locked out of your account or if we notice suspicious activity

Recovery phone number
No phone number

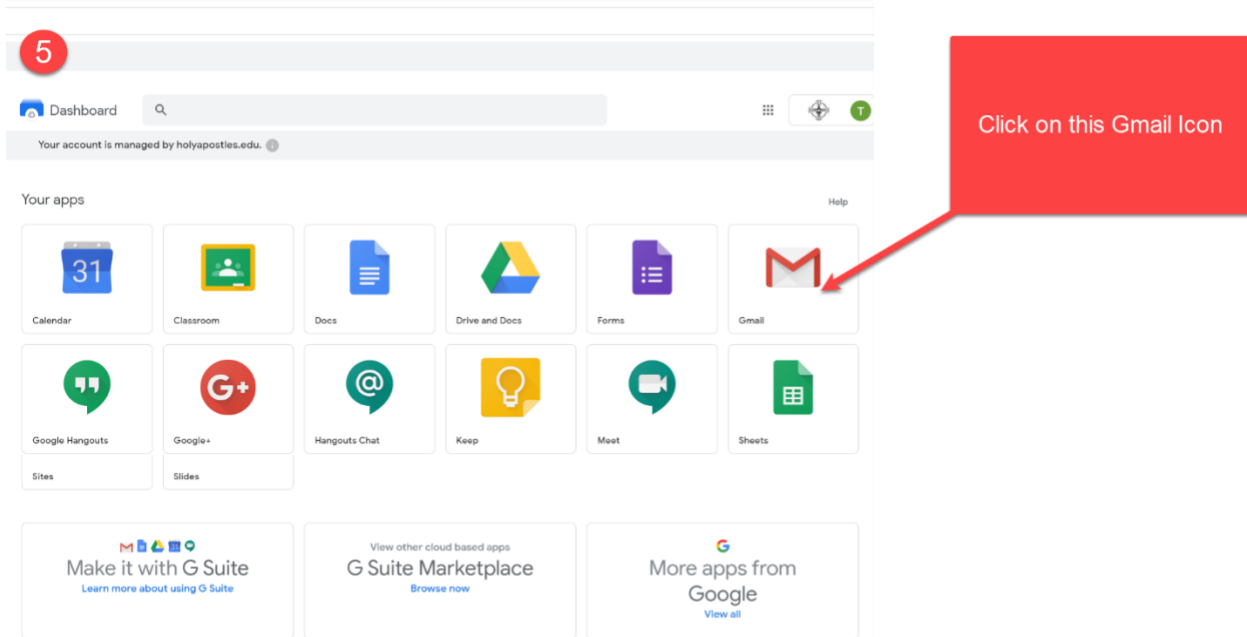
Recovery email
No recovery email

UPDATE CONFIRM

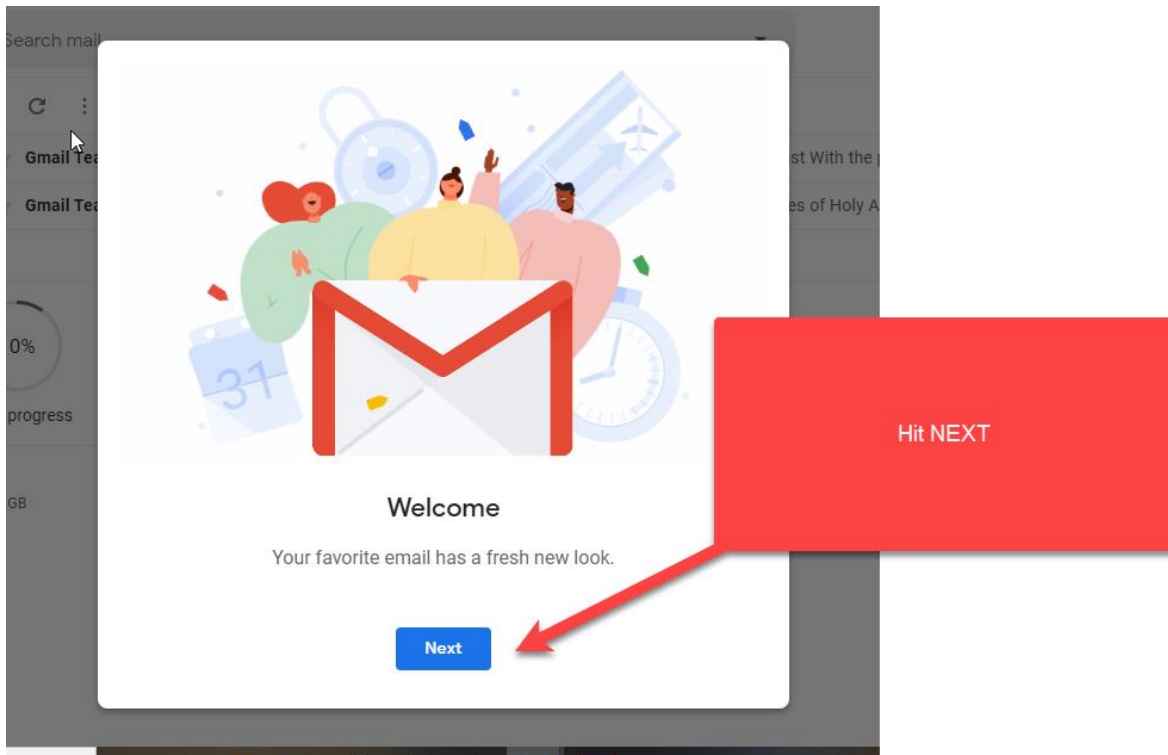
Since your account is being managed by Holy Apostles, we suggest you don't enter the Recovery information. You would call or email us to have your password reset if there were ever a problem. Therefore, please just click on CONFIRM without adding the recovery information.

5. Welcome to the Google Apps Page.

- Simply Click on the Gmail symbol with the Giant RED “M”

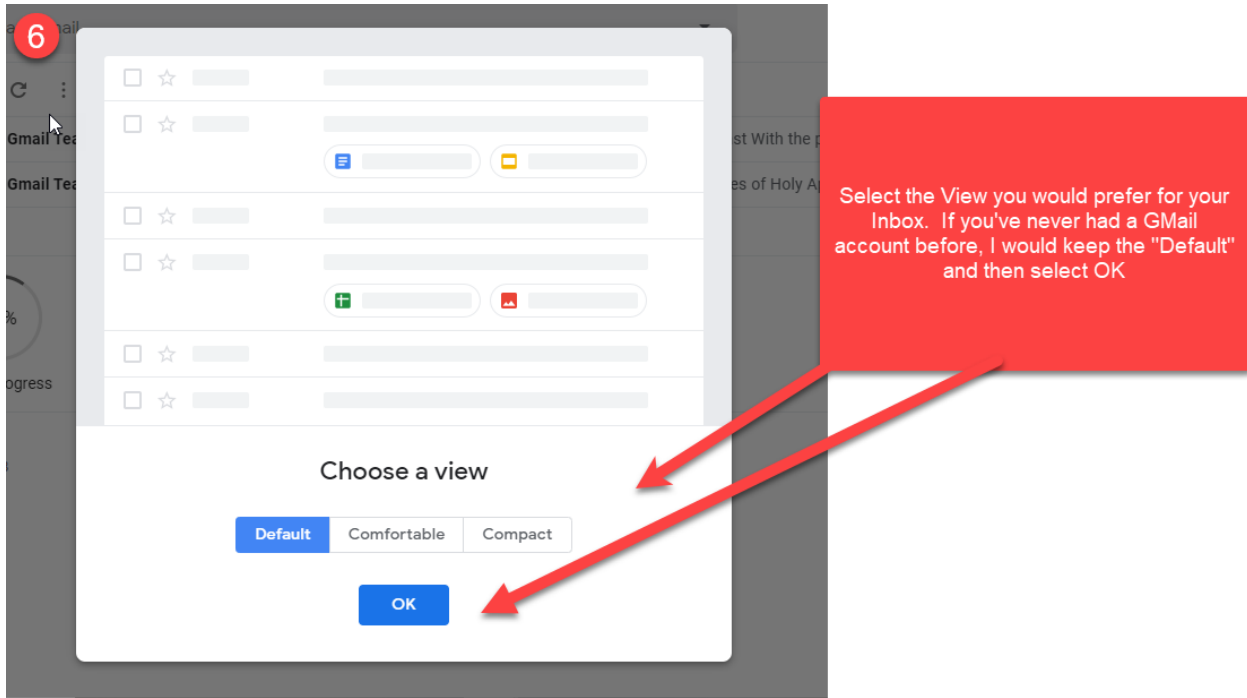


The screenshot shows the Google Apps dashboard. At the top left, there is a red circle with the number '5'. Below it is a search bar and a notification that says 'Your account is managed by holyapostles.edu.'. The main area is titled 'Your apps' and contains a grid of application icons: Calendar, Classroom, Docs, Drive and Docs, Forms, Gmail, Google Hangouts, Google+, Hangouts Chat, Keep, Meet, and Sheets. A red callout box on the right side of the dashboard points to the Gmail icon with the text 'Click on this Gmail Icon'.

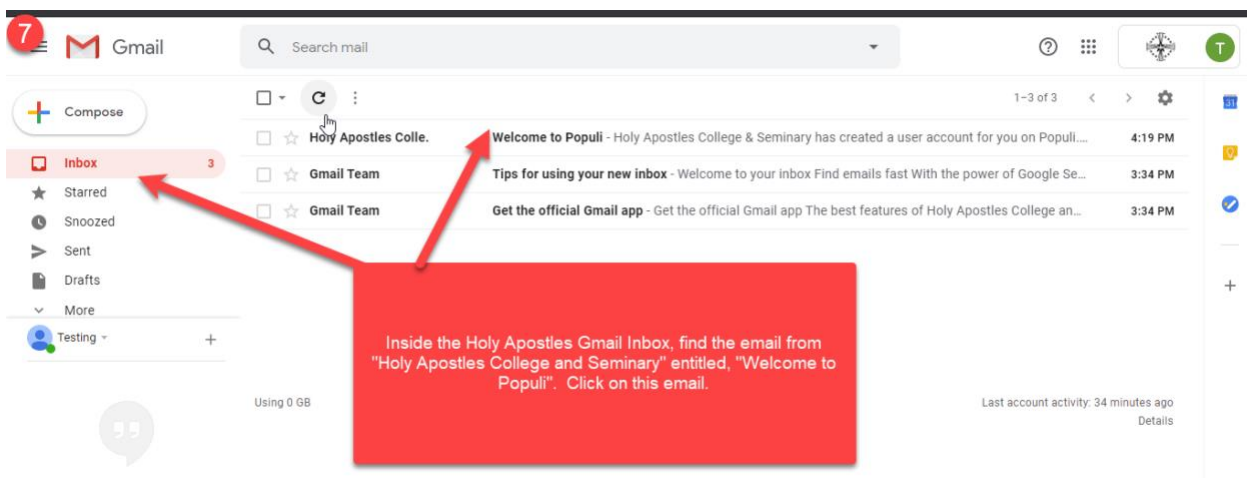


The screenshot shows the Gmail welcome message. It features a large illustration of a red envelope with a white 'M' on it, surrounded by colorful people and icons like a clock and a calendar. Below the illustration, the text reads 'Welcome' and 'Your favorite email has a fresh new look.'. At the bottom of the message is a blue button labeled 'Next'. A red callout box on the right side of the screen points to the 'Next' button with the text 'Hit NEXT'.

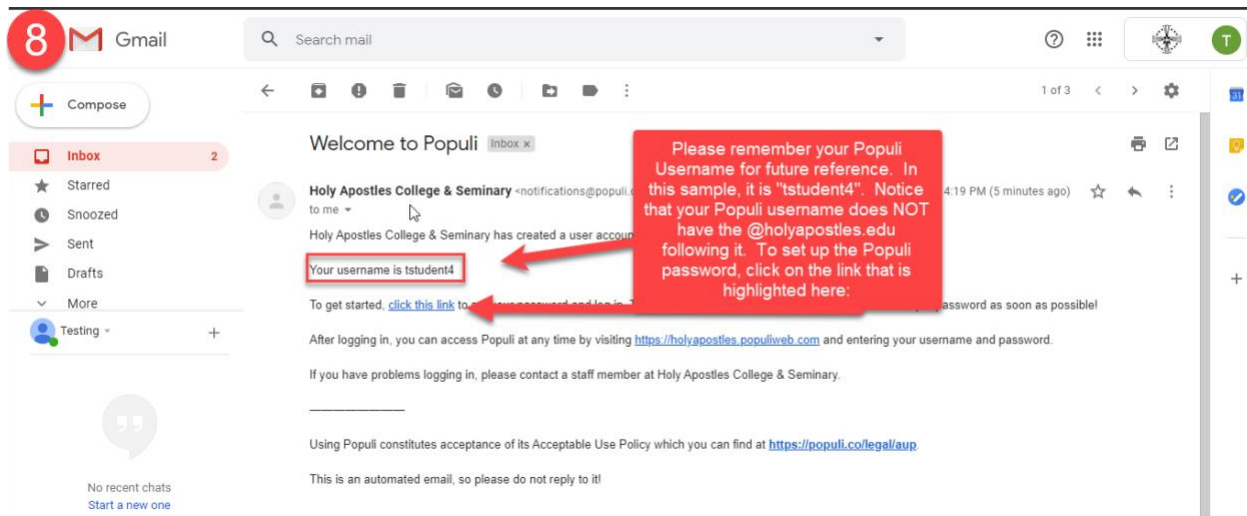
6. Select your View for the Inbox. If you've never used Gmail before, then you should select DEFAULT, and OK.



7. Holy Apostles (Gmail) Inbox:



8. Click on the Populi Welcome Email to open it and begin the process of setting up your Populi Password.



Proceed to the Instructions for SETTING UP POPULI USER ACCOUNT.