

## Step 1 - Create the Account

1. Go to the mail forwarding/control panel at [http://www.clemson.edu/email\\_forwarding](http://www.clemson.edu/email_forwarding). You may need to authenticate with your Clemson userid and password
2. Put a check in the box for "Google Apps for Education."

Use Google Apps for Education. [Click here for more Google info](#)  
If you create a Google Apps for education account, other users may inadvertently send you mail to this address. You should periodically check this account for mail at <http://g.clemson.edu>

Deliver email to my Google Apps for Education mailbox (g.clemson.edu).  
[Reset my Google Apps password](#)

3. A dialog box will open asking if you accept the terms of use for a Clemson Google Apps for Education account. Click

**Message: You have chosen to use Google Apps for Education.**

**Before proceeding, please note that the following applies to our Google Apps for Education accounts:**

1. All data is stored at Google facilities.
2. CCIT is unable to restore deleted mail.
3. CCIT relies on Google for secondary support.
4. Please verify that forwarding mail to Google is acceptable to any departmental, contract, or other policies you must adhere to.

**Do you accept these terms and still wish to use Google Apps for Education?**

4. The account will be created and your new password will be displayed on the screen. Please copy this temporary password. You will need it in the next few steps.

**Message: Your Google Apps for Education password has been set to:**

kk86XA48

**PLEASE COPY THIS PASSWORD and [click here to login to g.clemson.edu](#)**

**Once you are logged in, please change your password as soon as possible.**

**To change your password:**

1. Open the [Accounts](#) tab after you click [Settings](#).
2. Click [Google Account settings](#).
3. In the new window, click [Change password](#) under [Personal Information](#).
4. Enter your current password and your new password.

**Be sure NOT to set a password that is the same as your Clemson password.**

**[Click here for more information on logging into Clemson's Google Apps For Education](#)**

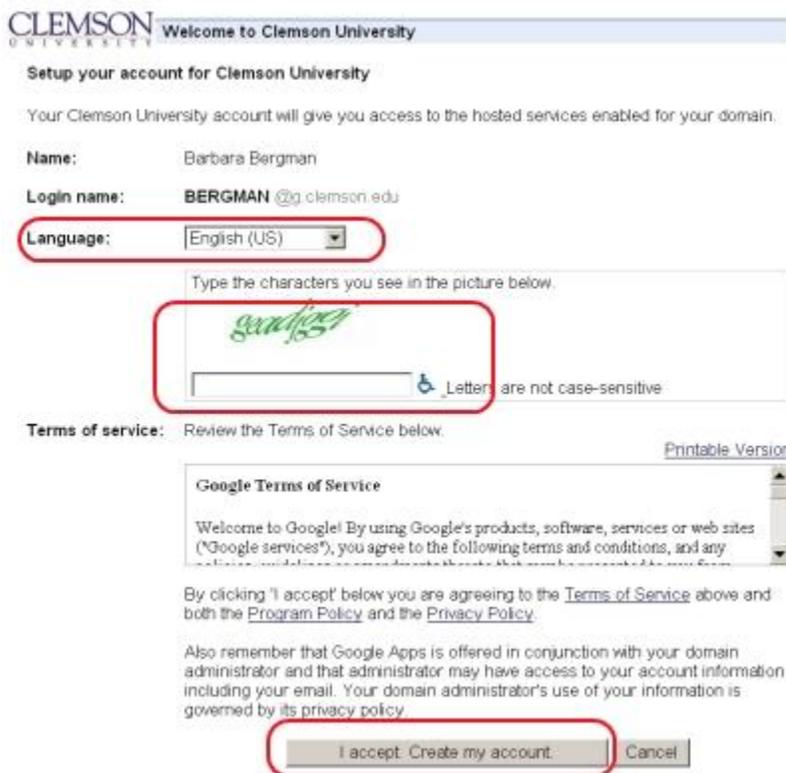
## Step 2 - Initial Account Setup

1. Go to <http://g.clemson.edu>. Log in with your userid and new Google password as noted from a previous step.



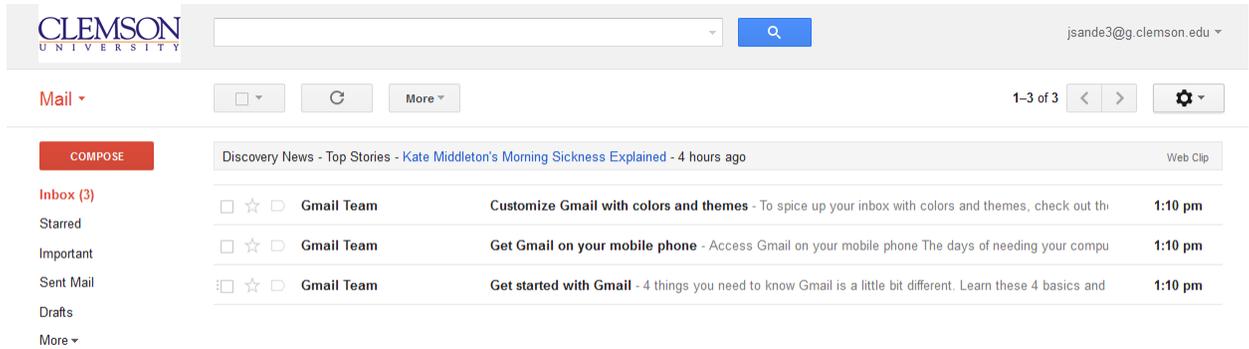
The image shows the 'Welcome' page for Clemson University. At the top, the Clemson University logo is on the left and the word 'Welcome' is on the right. Below this is a green-bordered box containing a sign-in form. The form has the heading 'Sign in to your account at Clemson University'. It includes a 'Username:' field with a placeholder '@g.clemson.edu', a 'Password:' field, a checkbox for 'Remember me on this computer', and a 'Sign In' button.

2. Select your language of choice. Enter the security code as displayed. Then read and accept Google's terms of service.



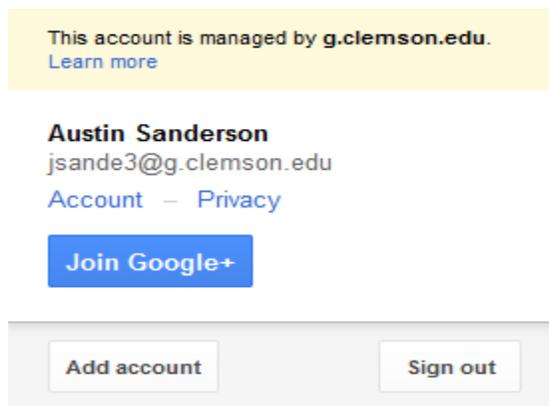
The image shows the 'Setup your account for Clemson University' page. At the top, the Clemson University logo is on the left and 'Welcome to Clemson University' is on the right. Below this is a section titled 'Setup your account for Clemson University'. It includes a message: 'Your Clemson University account will give you access to the hosted services enabled for your domain.' The form displays the user's 'Name: Barbara Bergman' and 'Login name: BERGMAN @g.clemson.edu'. The 'Language:' dropdown menu is set to 'English (US)'. Below this is a security code verification section with the text 'Type the characters you see in the picture below.' and a box containing a security code 'gawdfg'. A note indicates 'Letters are not case-sensitive'. The 'Terms of service:' section includes a link to 'Printable Version' and a scrollable area for 'Google Terms of Service'. At the bottom, there is a button labeled 'I accept. Create my account.' and a 'Cancel' button.

3. If prompted about being directed to a connection that is not secure, click yes. You will now see the email client for Google Apps for Education.



### Step 3 - Change Password

1. Now you need to change your temporary password that you received in Step 1 to a permanent, strong password that you can remember.
  - In the top, right-hand corner, click [jsande3@g.clemson.edu](#)
  - When the box below appears, click [Account](#)



2. Click [Security](#) on the left-hand panel

- ▶ Account
- Security**
- Products
- Language

3. In the settings shown below, click

[Change password](#)

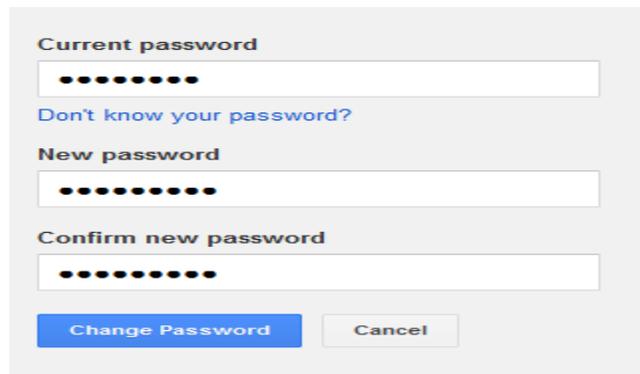
Password management

Change password

Authorizing applications  
and sites ?

Edit

4. Enter your current password and enter a new password twice. This page warns you if your password is too weak (i.e. easy for someone else to guess or a malicious program to crack). Once you have entered a strong password, click [Change Password](#)



The screenshot shows a password change form with the following elements:

- Current password**: A text input field containing ten black dots.
- [Don't know your password?](#): A blue link below the current password field.
- New password**: A text input field containing ten black dots.
- Confirm new password**: A text input field containing ten black dots.
- Change Password**: A blue button at the bottom left.
- Cancel**: A grey button at the bottom right.

#### **Step 4 - Set Mail Forwarding for the Google Apps for Education Account (OPTIONAL)**

This step describes how to set mail forwarding so that any email sent to "userid@clemson.edu" will be redirected to your Google Apps for Education Account.

1. Return to the Email Control/Forwarding Panel at [http://www.clemson.edu/email\\_forwarding/](http://www.clemson.edu/email_forwarding/).
2. Put a check in the box to deliver email to the "Google Apps for Education" account.

Use Google Apps for Education. [Click here for more Google info](#)  
If you create a Google Apps for education account, other users may inadvertently send you mail to this address. You should periodically check this account for mail at <http://g.clemson.edu>

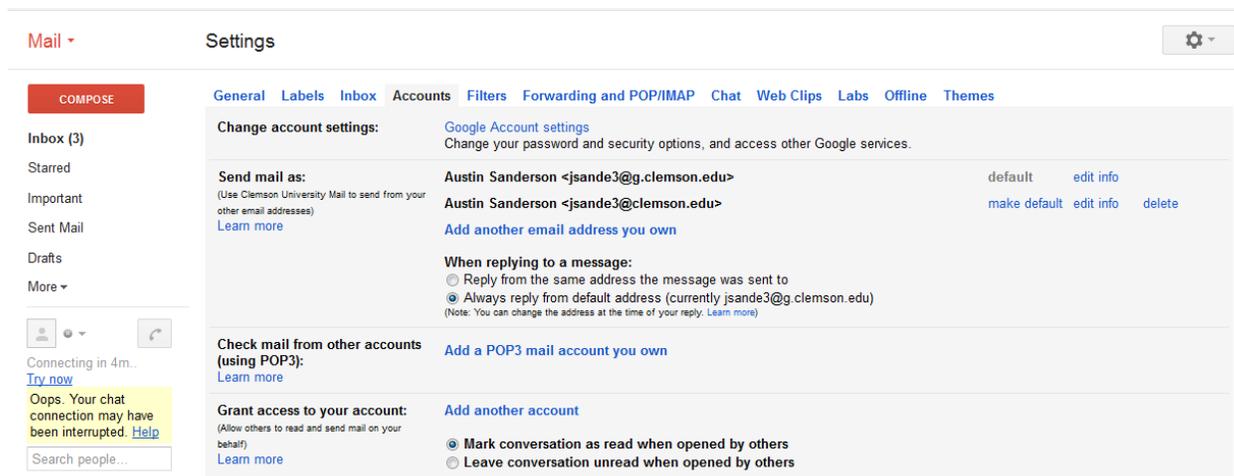
Deliver email to my Google Apps for Education mailbox (g.clemson.edu).  
[Reset my Google Apps password](#)

## Step 5 - Create "userid@clemson.edu" as Valid Sender (FROM) Address (OPTIONAL)

If you want to use your Google Apps for Education account to send email as "userid@clemson.edu" or if you need to send email to any Clemson class or departmental mailing lists, then you will need to set "userid@clemson.edu" as a valid "FROM" address.

In Gmail:

1. On the top, right-hand side of the screen, click 
2. Then, at the top, click [Accounts](#)



The screenshot shows the Gmail Settings page for the 'Accounts' tab. The left sidebar contains navigation options like 'Compose', 'Inbox (3)', 'Starred', 'Important', 'Sent Mail', 'Drafts', and 'More'. The main content area is titled 'Settings' and includes a 'Mail' dropdown and a 'Settings' gear icon. The 'Accounts' tab is selected, showing 'Change account settings:' with a link to 'Google Account settings'. Below this, the 'Send mail as:' section lists two accounts: 'Austin Sanderson <jsande3@g.clemson.edu>' (default) and 'Austin Sanderson <jsande3@clemson.edu>' (make default). There is a link to 'Add another email address you own'. The 'When replying to a message:' section has two radio buttons: 'Reply from the same address the message was sent to' and 'Always reply from default address (currently jsande3@g.clemson.edu)'. The 'Check mail from other accounts (using POP3):' section has a link to 'Add a POP3 mail account you own'. The 'Grant access to your account:' section has a link to 'Add another account' and two radio buttons: 'Mark conversation as read when opened by others' and 'Leave conversation unread when opened by others'.

3. In the settings shown below, click [Add another email address you own](#)

|  |  |
|--|--|
| <b>Change account settings:</b>  | <a href="#">Google Account settings</a><br>Change your password and security options, and access other Google services.  |
| <b>Send mail as:</b><br><small>(Use Clemson University Mail to send from your other email addresses)</small><br><a href="#">Learn more</a> | <b>Austin Sanderson &lt;jsande3@g.clemson.edu&gt;</b><br><a href="#">Add another email address you own</a>   |
| <b>Check mail from other accounts (using POP3):</b><br><a href="#">Learn more</a>  | <a href="#">Add a POP3 mail account you own</a>  |
| <b>Grant access to your account:</b><br><small>(Allow others to read and send mail on your behalf)</small><br><a href="#">Learn more</a>   | <a href="#">Add another account</a><br><br><input checked="" type="radio"/> <b>Mark conversation as read when opened by others</b><br><input type="radio"/> <b>Leave conversation unread when opened by others</b> |

4. The prompt below should appear. Enter your name as you would like it displayed. At the prompt for email address, enter your "userid@clemson.edu" address, replacing "userid" with your Clemson user ID. Leave all other settings untouched. Click **Next Step >**

**Add another email address you own**

Enter information about your other email address.  
(your name and email address will be shown on mail you send)

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Name:

Email address:

Treat as an alias. [Learn more](#)

[Specify a different "reply-to" address](#) (optional)

5. Now you will need to verify that the Clemson address is a real and functional address. Click **Send Verification**.

**Add another email address you own**

**Verify your email address**

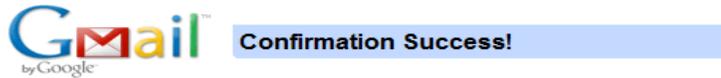
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Before you can send mail as **jsande3@clemson.edu**, we need to verify that your address. To perform the verification click "Send Verification". We will then send an jsande3@clemson.edu with instructions on how to verify your address.

- Google will send a message to your Clemson account. Go to it, open the message from Google. Either click on the embedded link to verify your Clemson address or make note of the numbers to enter in the verification prompt.



- Once verified, the dialog below should appear:



The Gmail user may now send mail as **jsande3@clemsom.edu**.

Click here to return to your Gmail account: <http://mail.google.com>.

- Now, you can decide if you want to use your "userid@clemsom.edu" address as your FROM: address or if you want to reply based on the address to which the message was sent. If you want your Clemson address as your default, click **make default**. Otherwise, leave the settings unchanged.

|  |  |
|--|--|
| <b>Change account settings:</b>  | <a href="#">Google Account settings</a><br>Change your password and security options, and access other Google services.  |
| <b>Send mail as:</b><br><small>(Use Clemson University Mail to send from your other email addresses)</small><br><a href="#">Learn more</a> | <p>Austin Sanderson &lt;jsande3@g.clemson.edu&gt; <span style="float: right;">default <a href="#">edit info</a></span></p> <p>Austin Sanderson &lt;jsande3@clemsom.edu&gt; <span style="float: right;"><a href="#">make default</a> <a href="#">edit info</a> <a href="#">delete</a></span></p> <p><a href="#">Add another email address you own</a></p> <p><b>When replying to a message:</b></p> <p><input type="radio"/> Reply from the same address the message was sent to</p> <p><input checked="" type="radio"/> Always reply from default address (currently jsande3@g.clemson.edu)</p> <p><small>(Note: You can change the address at the time of your reply. <a href="#">Learn more</a>)</small></p> |