Step 1 - Create the Account

1. Go to the mail forwarding/control panel at 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."

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

   **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? **Yes**  **No**

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.

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

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
   - When the box below appears, click

2. Click **Security** on the left-hand panel

3. In the settings shown below, click **Change password**
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.

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/.
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, others 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).

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

3. In the settings shown below, click Add another email address you own
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.

5. Now you will need to verify that the Clemson address is a real and functional address. Click Send Verification.
6. 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.

7. Once verified, the dialog below should appear:

8. Now, you can decide if you want to use your "userid@clemson.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.