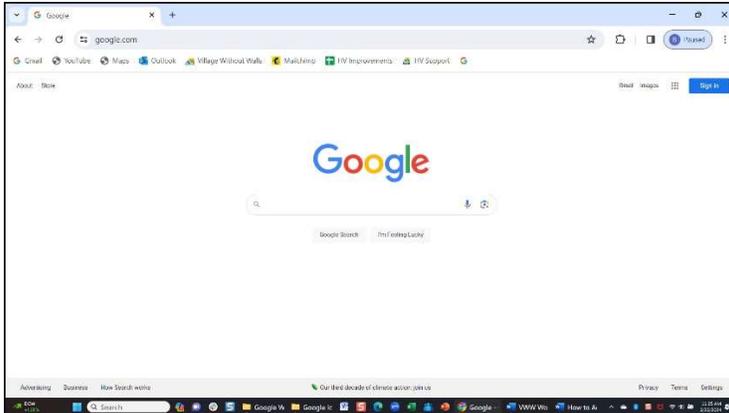


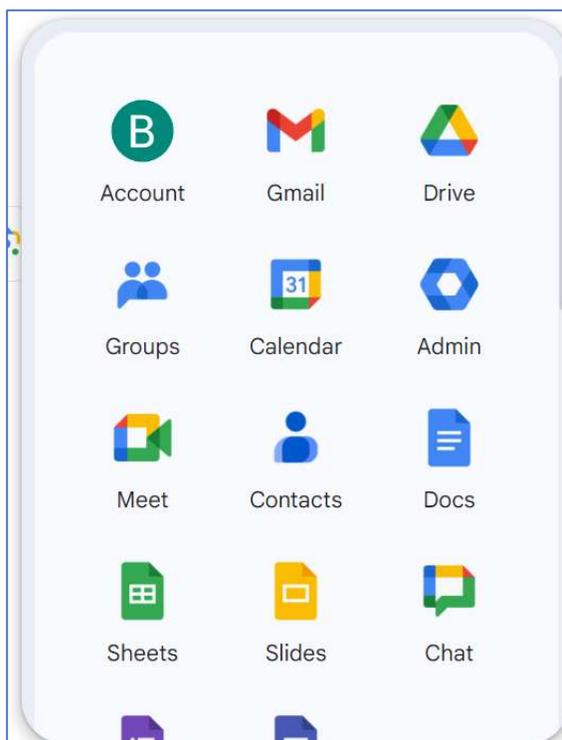


How to Sign in to Your Villages NW Google Workspace Account

1. Open the Google Chrome browser. Type google.com in Search box and press **Enter**.



2. Click **Waffle icon**  on far right of screen. The **Google Apps box** displays.

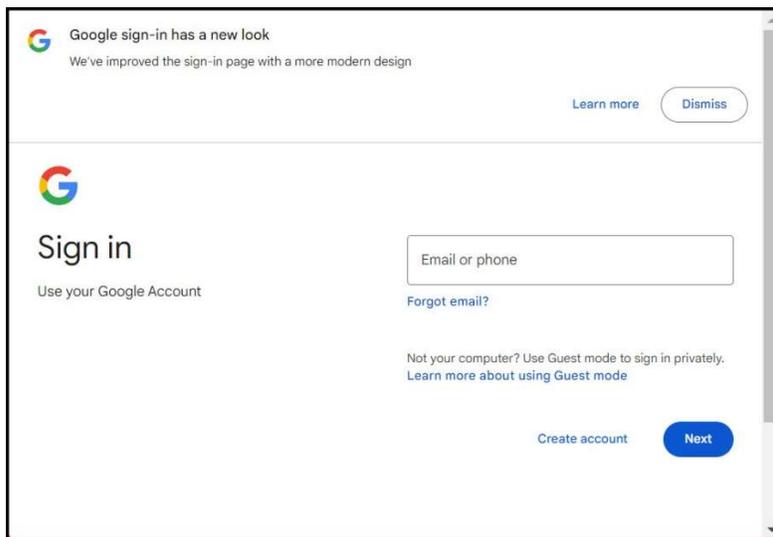




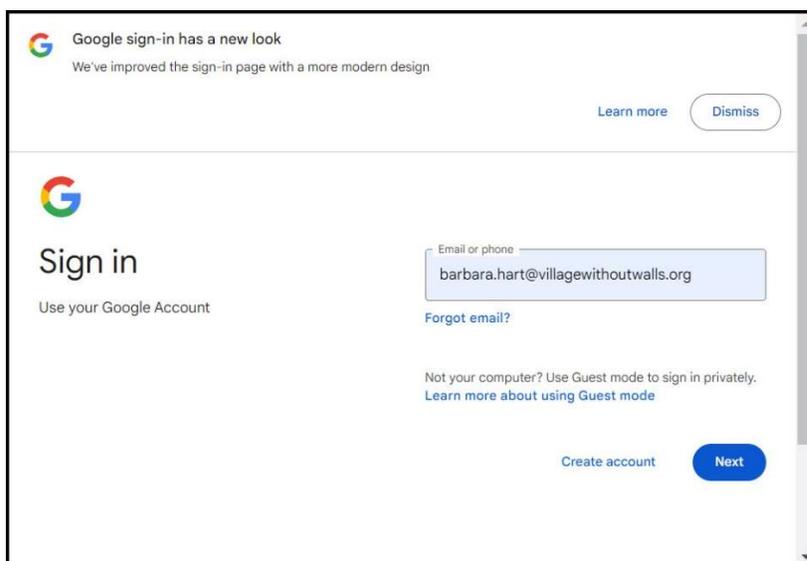
How to Sign in to Your Villages NW Google Workspace Account

3. Click Gmail icon  and click the Sign In button

 to open the Sign In screen.



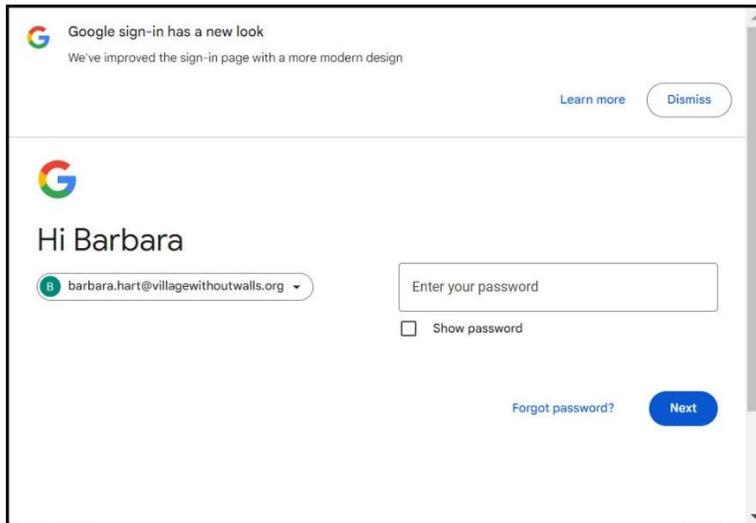
4. Type *your Google Workspace email* in **Email or phone box**.



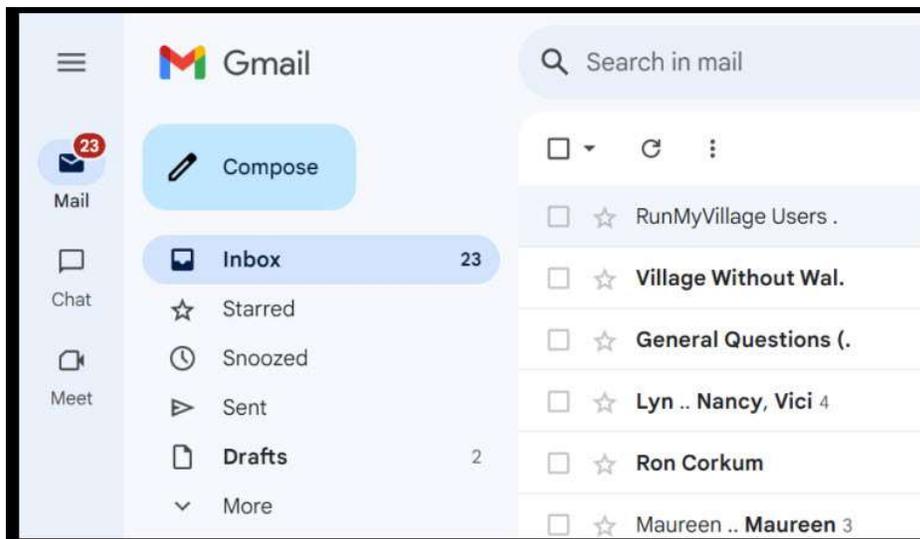


How to Sign in to Your Villages NW Google Workspace Account

5. Press **Next**. Password screen displays.



6. Type *your password* in **Enter Your Password** box. Press **Next**. *Gmail page* displays.

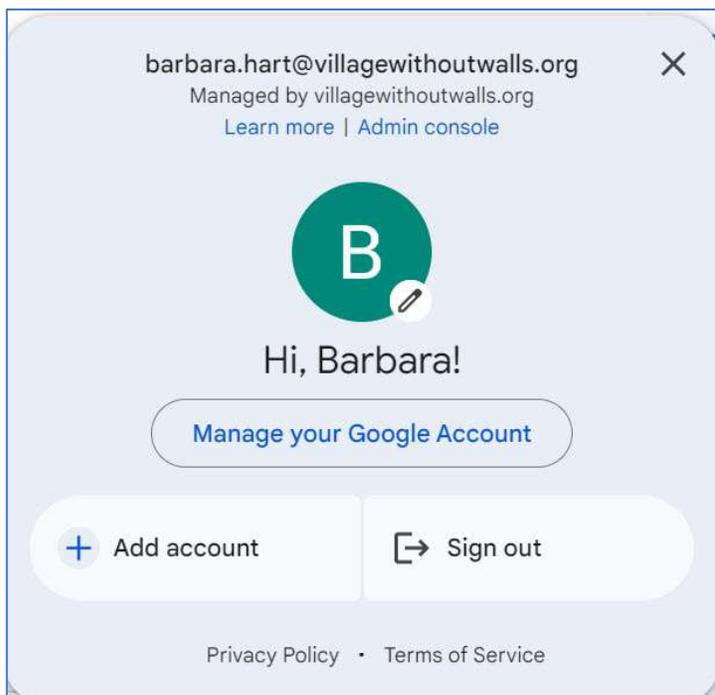




How to Sign in to Your Villages NW Google Workspace Account

7. Review and reply to your emails.

8. To Sign out, click Account Icon  on top right of screen. **Manage Your Google Account** box displays.



9. Click **Sign out**. The Account page closes.