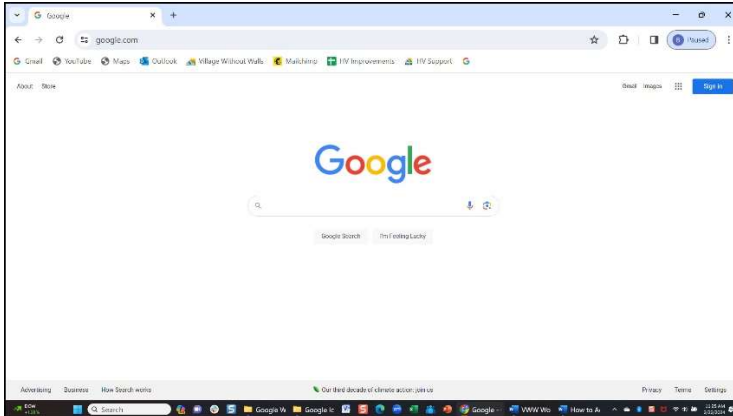



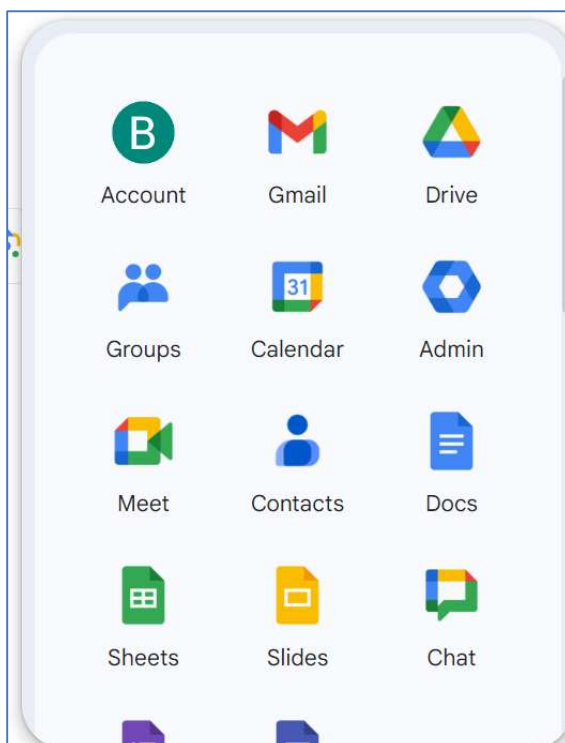


How to Sign in to Your Villages NW Google Workspace Account

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

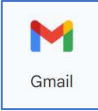



2. Click **Waffle icon**  on far right of screen. The **Google Apps box** displays.

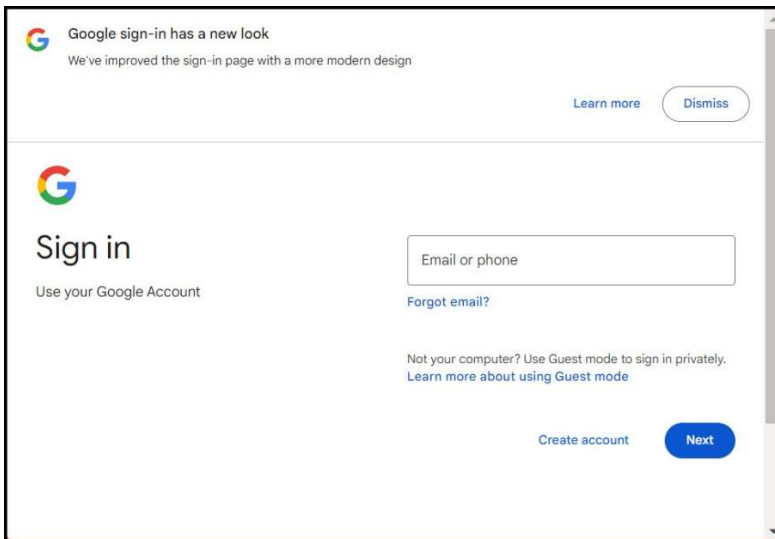




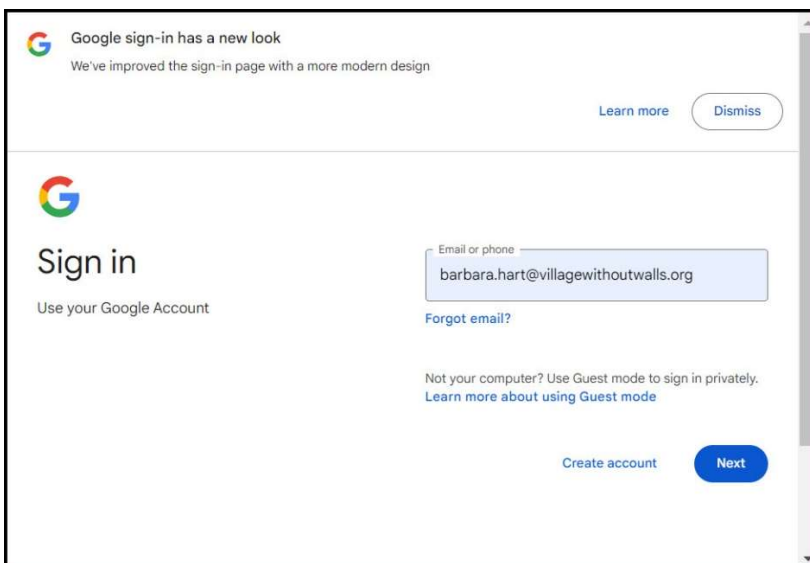
How to Sign in to Your Villages NW Google Workspace Account

3. Click Gmail icon  and click the Sign In button

 to open the Sign In screen.

A screenshot of the Google sign-in page. At the top, a message says "Google sign-in has a new look" with a "Dismiss" button. Below this is the Google "G" logo and the text "Sign in" and "Use your Google Account". There is a text input field labeled "Email or phone". Below the field is a link for "Forgot email?". Further down, there is a link for "Not your computer? Use Guest mode to sign in privately. Learn more about using Guest mode". At the bottom right, there is a "Create account" link and a blue "Next" button.

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

A screenshot of the Google sign-in page, identical to the previous one, but with the email address "barbara.hart@villagewithoutwalls.org" entered into the "Email or phone" text input field. The "Next" button is now highlighted in blue.

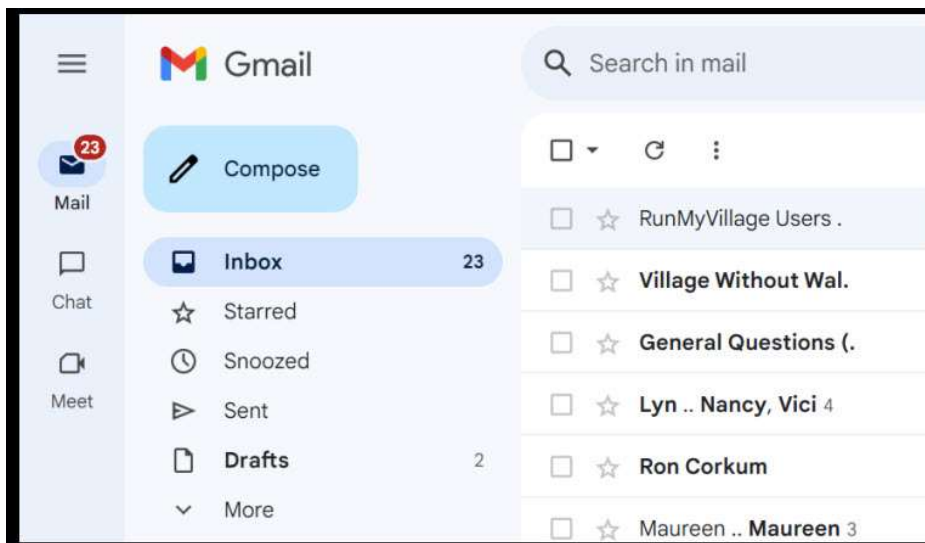


How to Sign in to Your Villages NW Google Workspace Account

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

A screenshot of the Google sign-in page. At the top, a message says "Google sign-in has a new look" with "Learn more" and "Dismiss" links. Below is the Google logo and the text "Hi Barbara". A dropdown menu shows the email "barbara.hart@villagewithoutwalls.org". To the right is a password field labeled "Enter your password" with a "Show password" checkbox. At the bottom right are links for "Forgot password?" and a blue "Next" button.

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

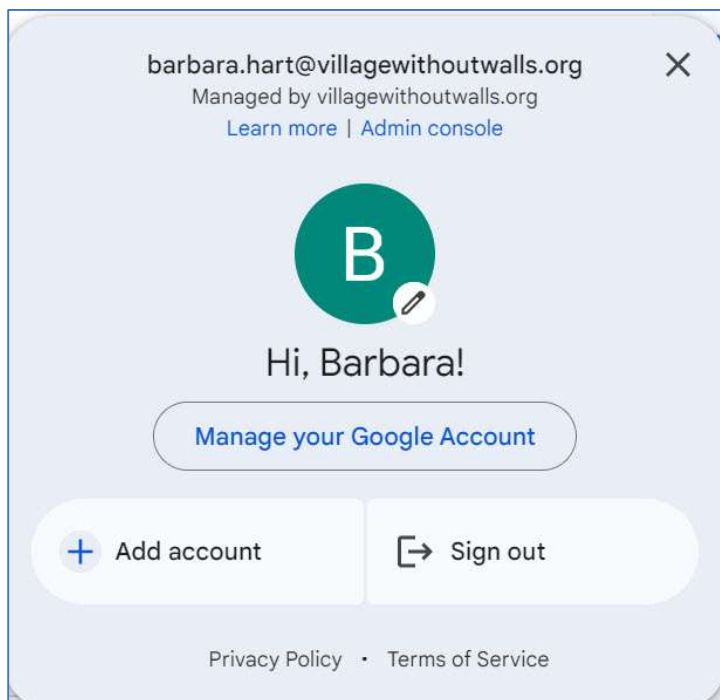




How to Sign in to Your Villages NW Google Workspace Account

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.