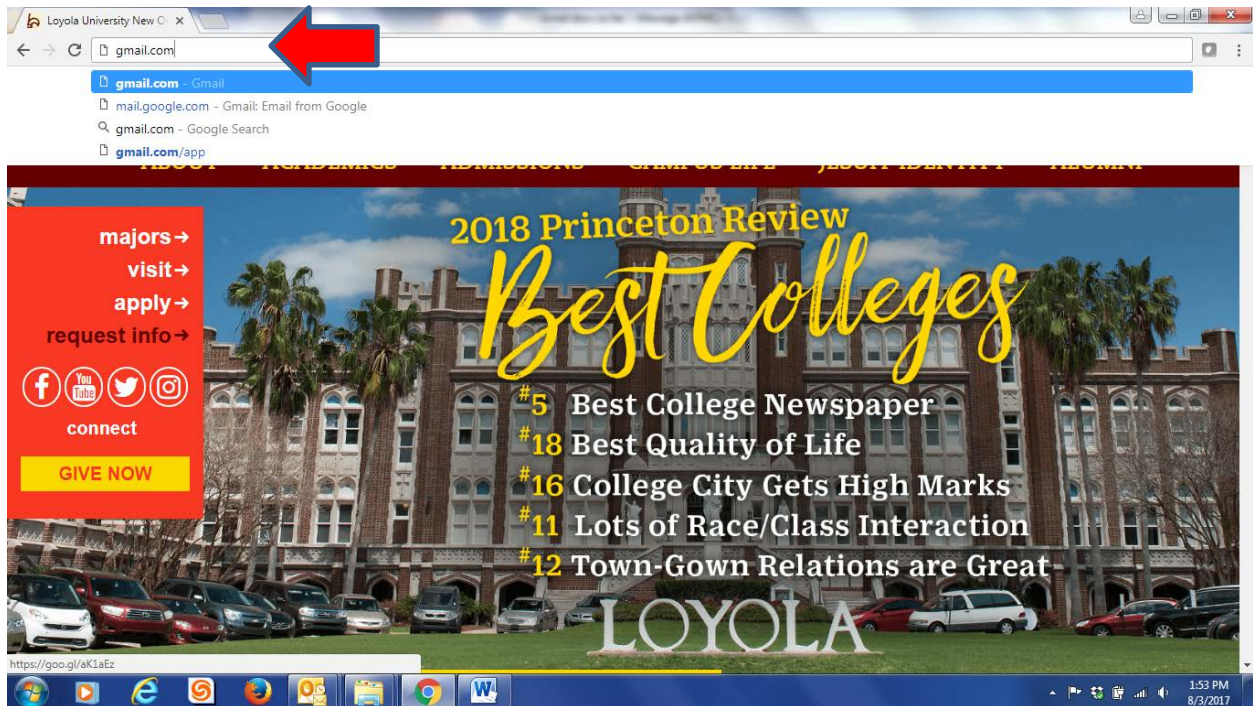
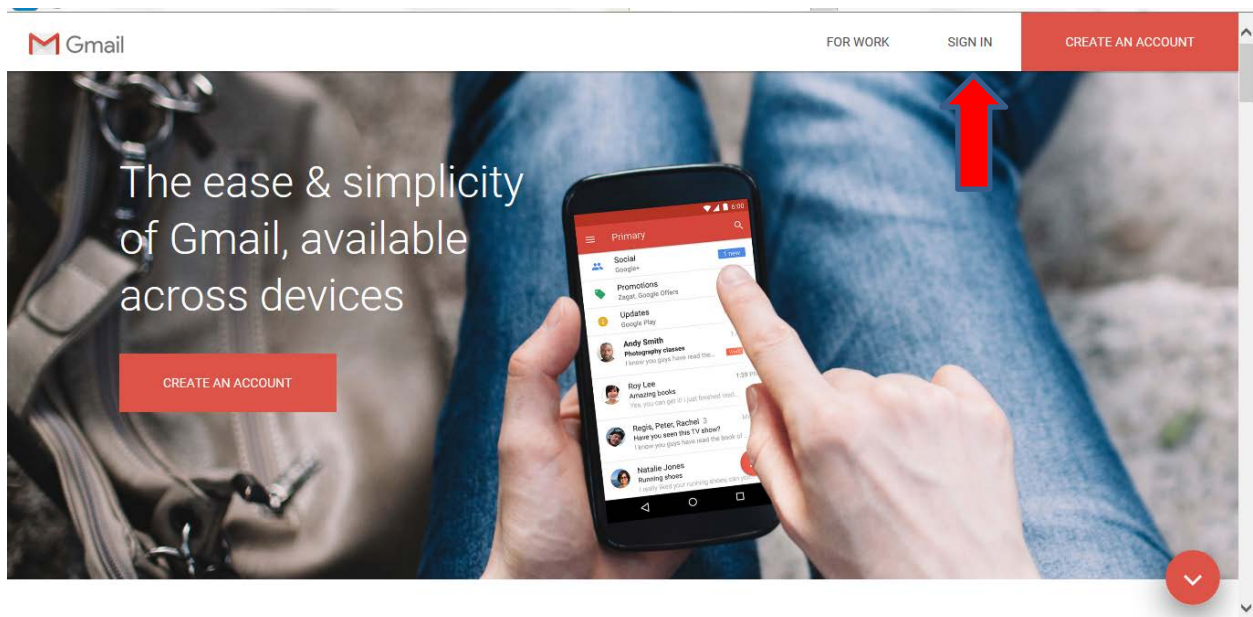


This guide will help you sign in and setup your Loyola Gmail account.

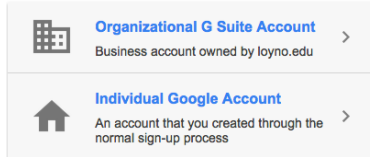
1. Open your default browser and go to gmail.com.



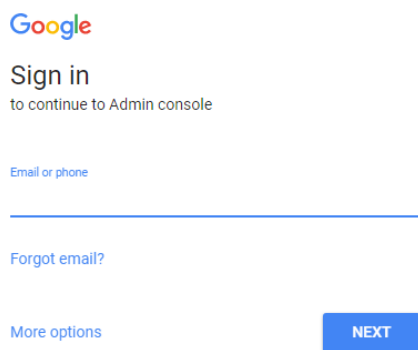
2. When you get to the Gmail site, click “sign in”. Note: Depending on the browser you are using and if you already have a personal Gmail account, you may be asked to sign in or select an account. If asked to sign in, skip to step 3. If you see a list of your other accounts select “use another account”.



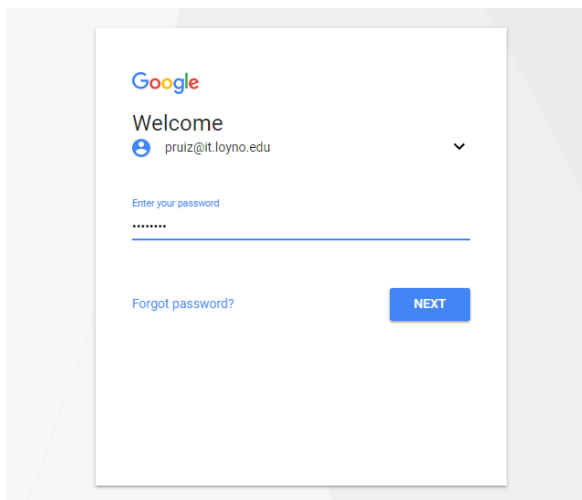
Note: If at anytime you get the following screen, select the Organizational account.




3. Enter your email address and click “Next”. Your Gmail address will be the same as it is now.
(username@loyno.edu)



4. Enter your password. By default, your password is the first two characters of your first name, the last four digits of your Social Security number followed by lu. (nnXXXXlu) . If you have a departmental account, please contact I.T. for the password. Click “Next”.



5. You will see a welcome screen. After reading the information regarding your account, click “Accept”.



Welcome to your new account


Welcome to your new account: prui@it.loyno.edu. Your account is compatible with many [Google services](#), but your it.loyno.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 prui@it.loyno.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 prui@it.loyno.edu account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

[Accept](#)




6. You will be asked to create a password. Your password needs to be at least 8 characters long. Although no other requirements apply, your password should not contain any form of your name or email address. Enter your password and type it in again to confirm.



Change password for
prui@it.loyno.edu

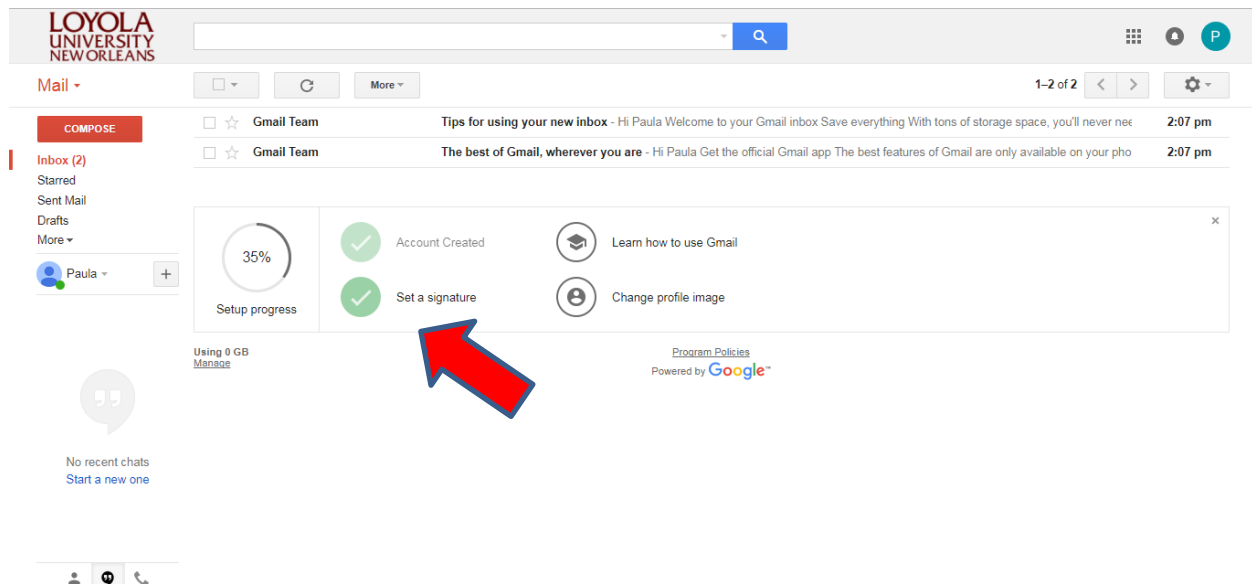
[Learn more about choosing a smart password](#)



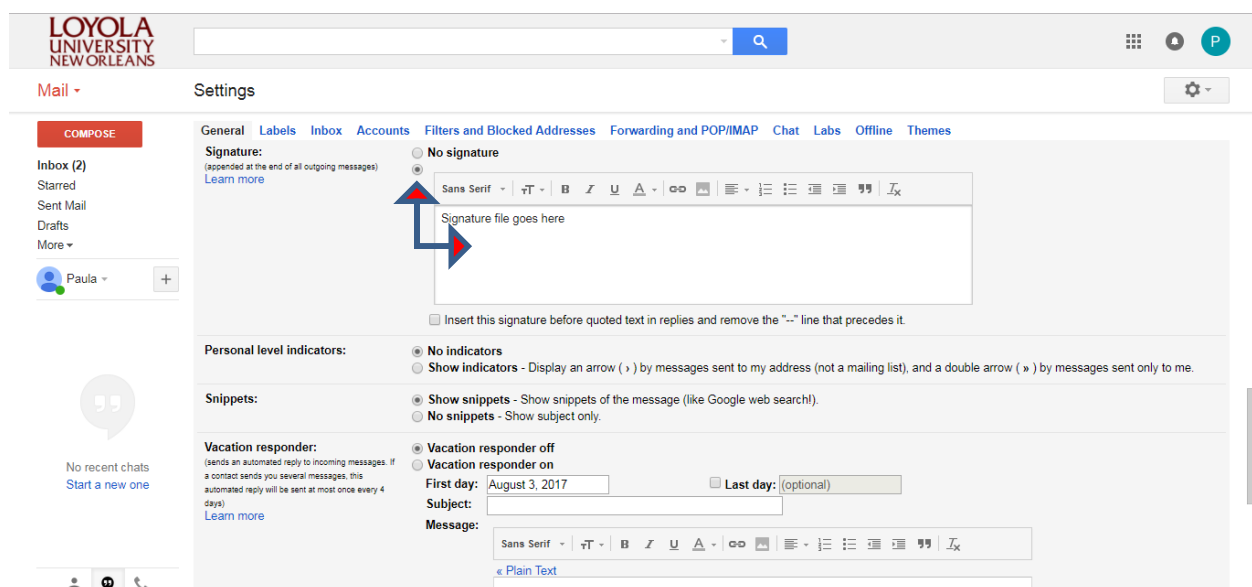
Create a new, strong password that you don't use for other websites.

[Change password](#)

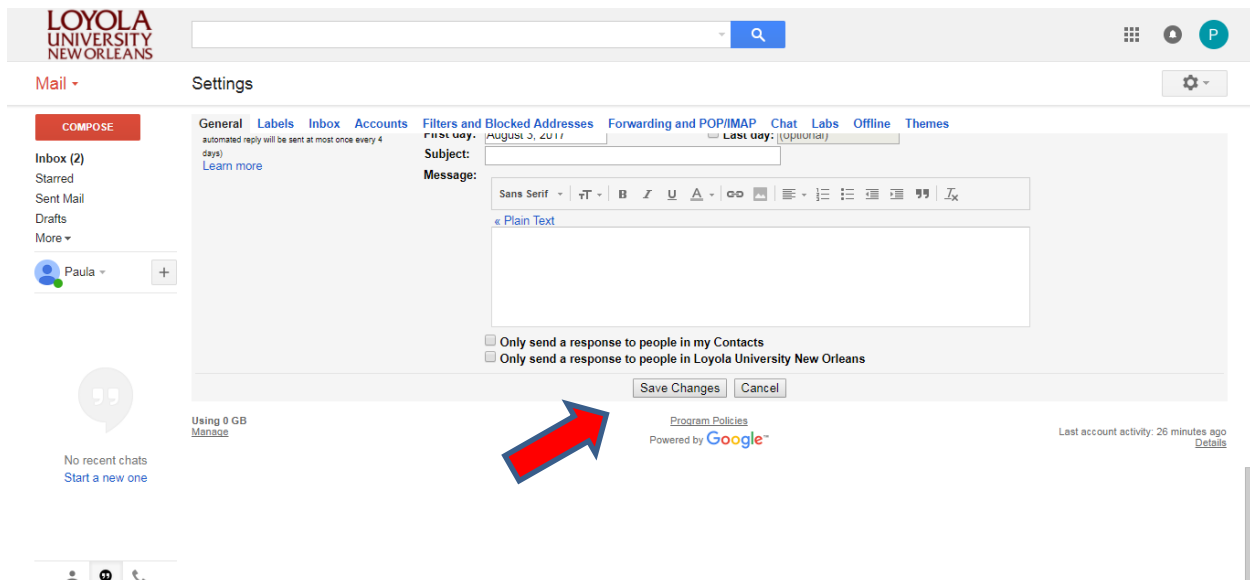
7. You may now setup a signature file. Click on “Set Signature”.



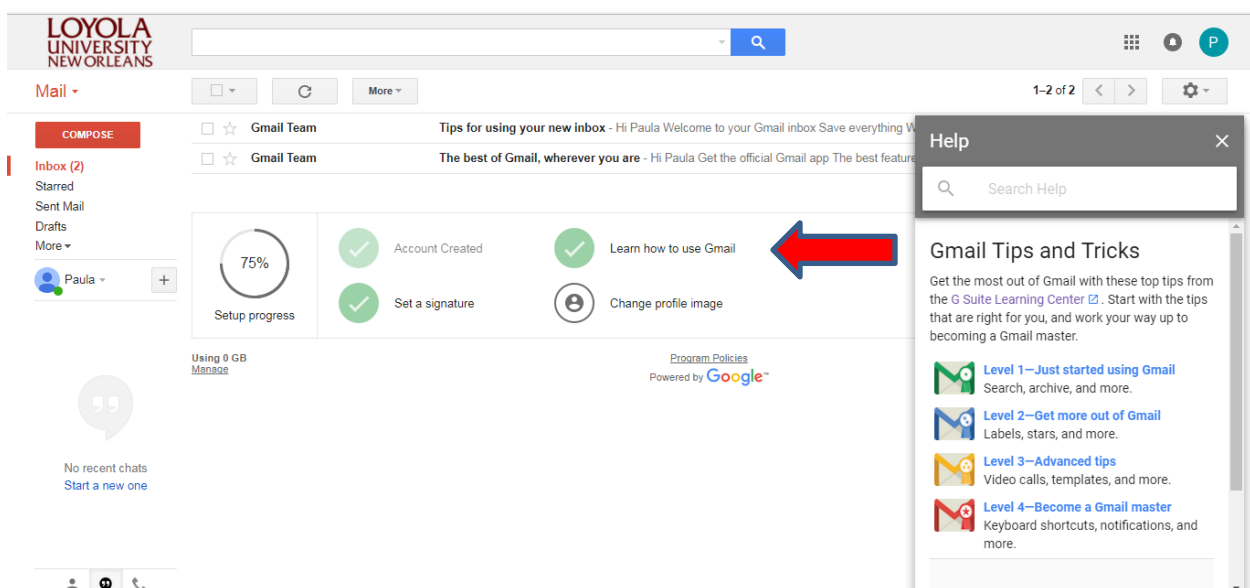
8. Select the radial button to set a signature and then type your signature in the space provided.



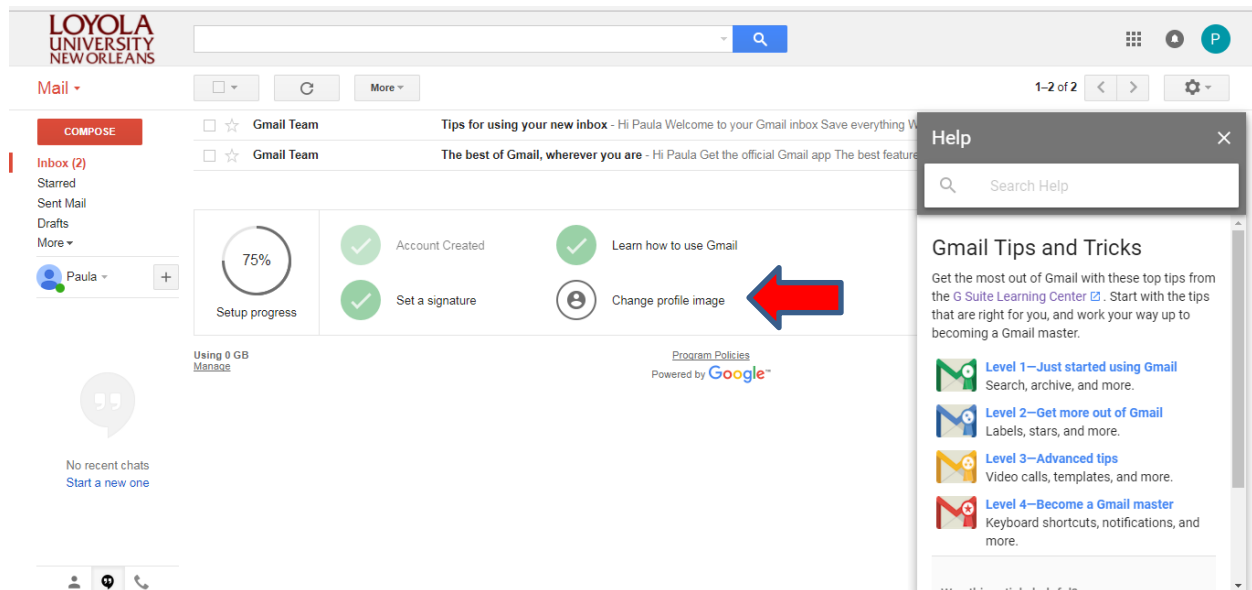
9. Scroll down and select “Save Changes” at the bottom of the window.



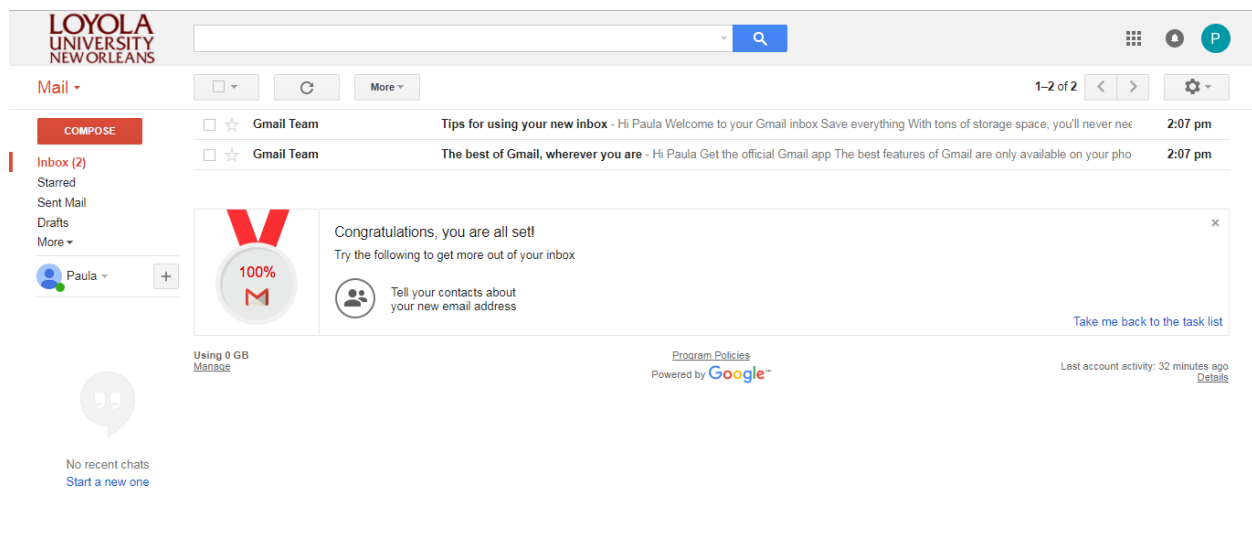
10. Click on “Learn how to use Gmail” to obtain Gmail Tips and Tricks. In addition to built-in help and tutorial features within Gmail, you may also access Gmail FAQs on the Information Technology website. <http://academicaffairs.loyno.edu/infotech/faq-gmail>



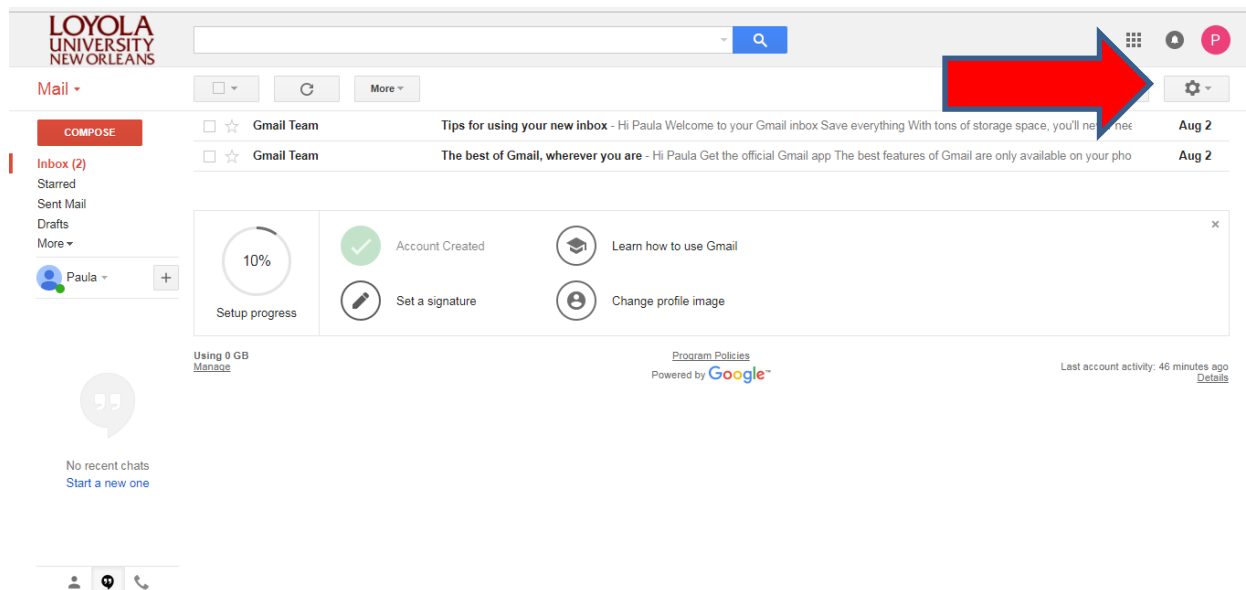
11. If you would like to setup a Profile Image, select “Change Profile Image” and you will be given an opportunity to upload an image or picture.



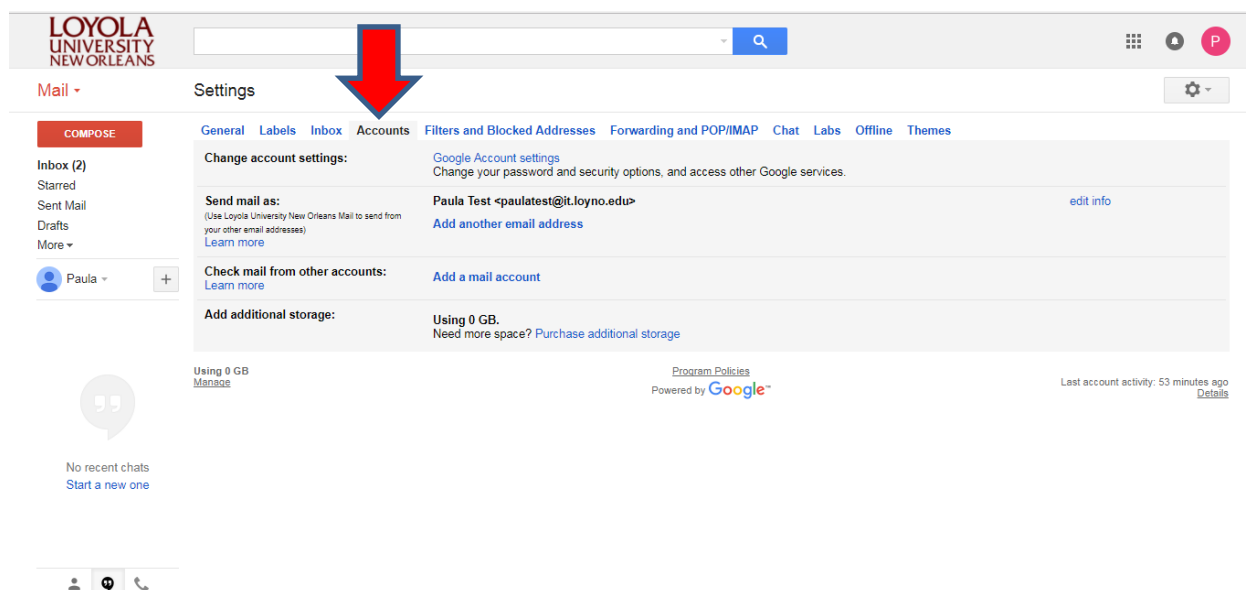
12. This finalizes your account setup. Go to step 13 to setup security.



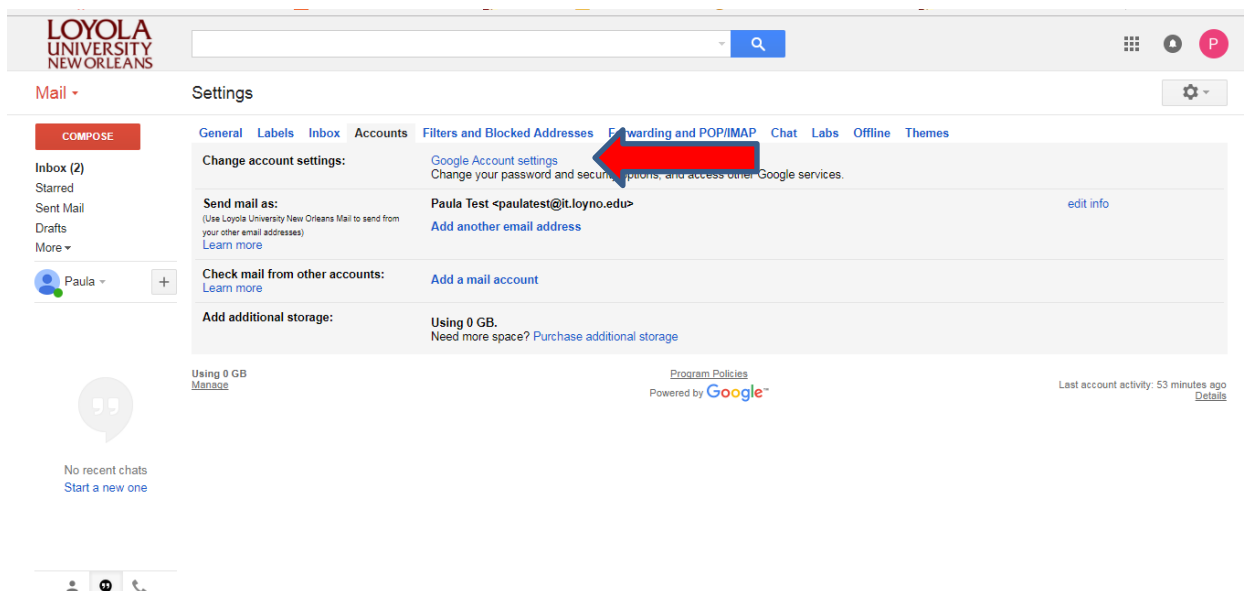
13. Once your account is setup, you need to setup security in the event you forget your password. Click the gear icon in the upper right corner and select “Settings”.



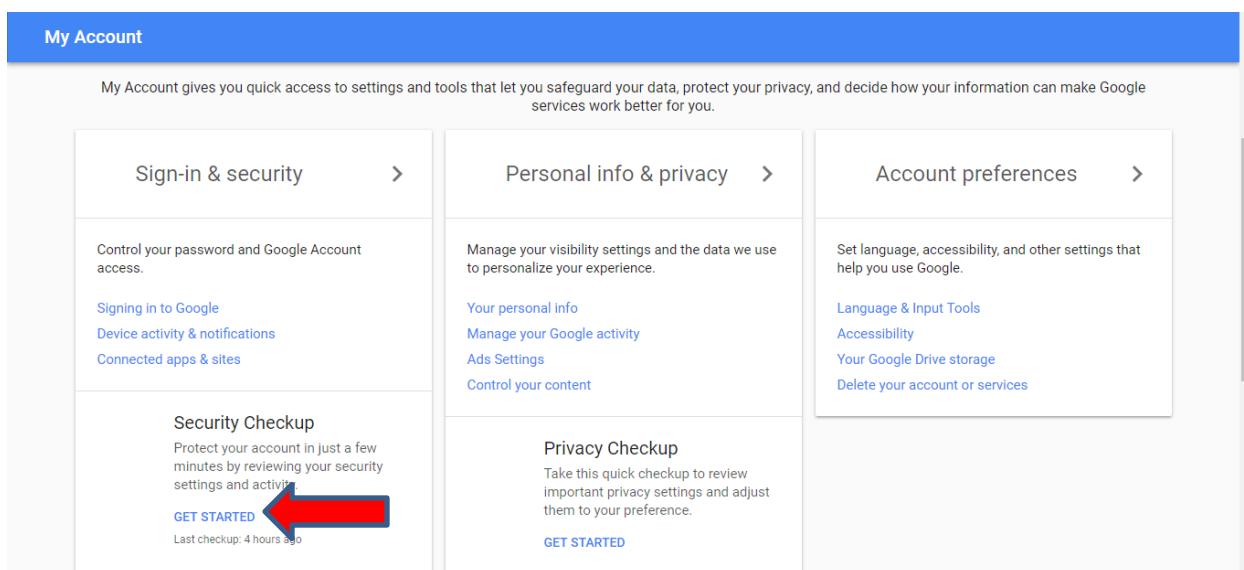
14. In the Settings window, select the “Accounts” tab.



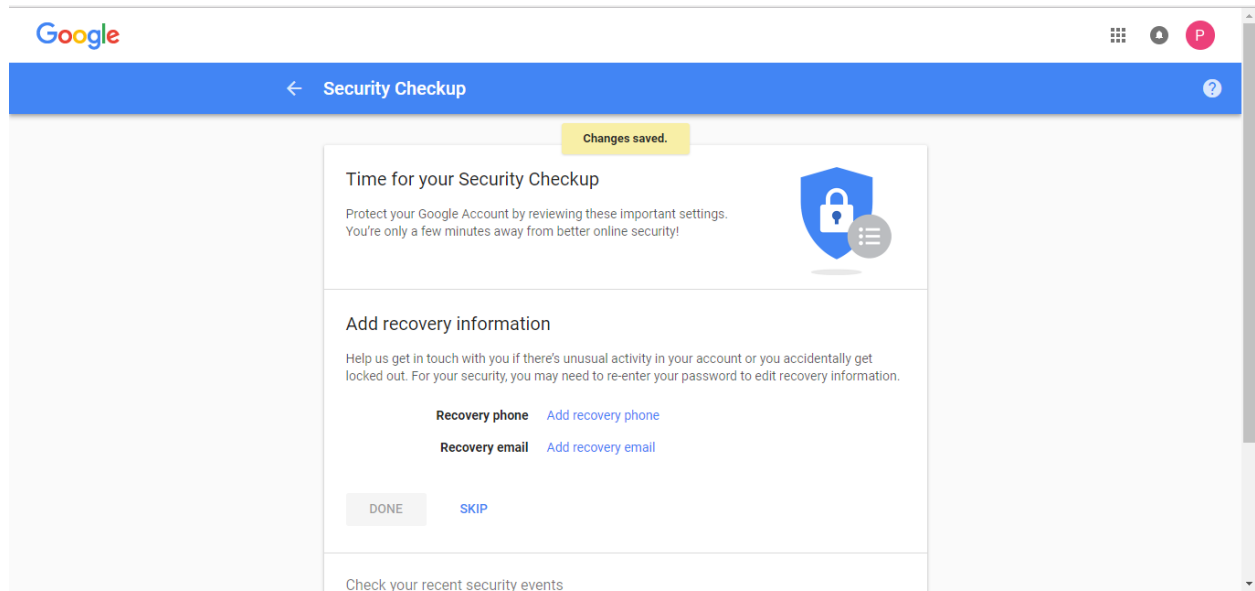
15. Click on “Google Account Settings”.



16. Under Security Check Up, click on “Get Started”.



17. Set a recovery phone number and/or email for the fastest password recovery. This is how Google will contact you if you forget your password and need to have it reset. If you skip this step, you will need to contact I.T. and open a ticket to have your password reset.



18. This completes the initial setup of your Loyola Gmail account.