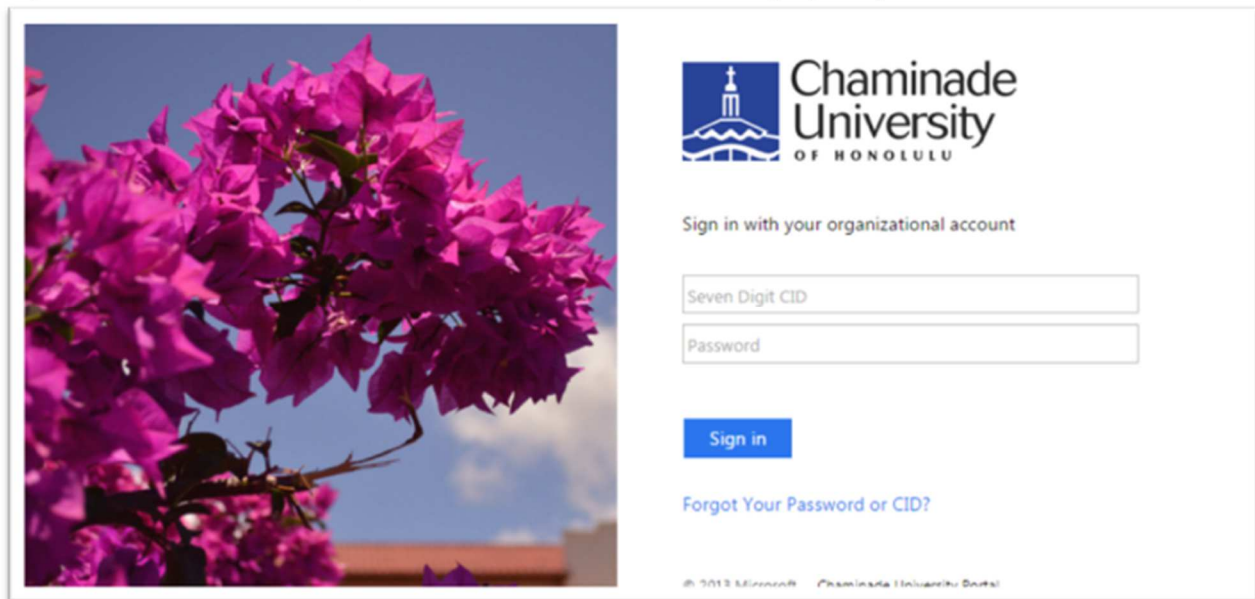


GOOGLE EMAIL STAFF/FACULTY/ADJUNCT LOG IN (USING GOOGLE)

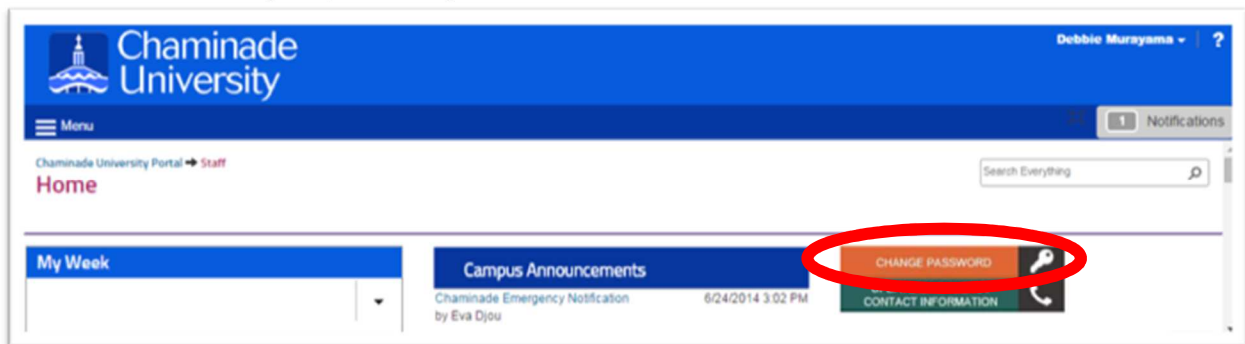
Note: Instructions are based on the assumptions that you know how to access Google Chrome and you can log in to the Chaminade Portal. If you need assistance logging into the Portal, please contact Client Services at (808) 735-4855 or email us at helpdesk@chaminade.edu

Before you initially log into your Faculty/Staff/Adjunct Gmail account you must change/reset your Chaminade Portal password. This step is only required the first time you access your email as Google only takes new password changes in our system and cannot sync to your current Portal password.

Log into your Chaminade Portal (portal.chaminade.edu) to change your password.



Once in the Portal, click "Change Password" and type the requested information. You can reset your password to the same one you previously had.



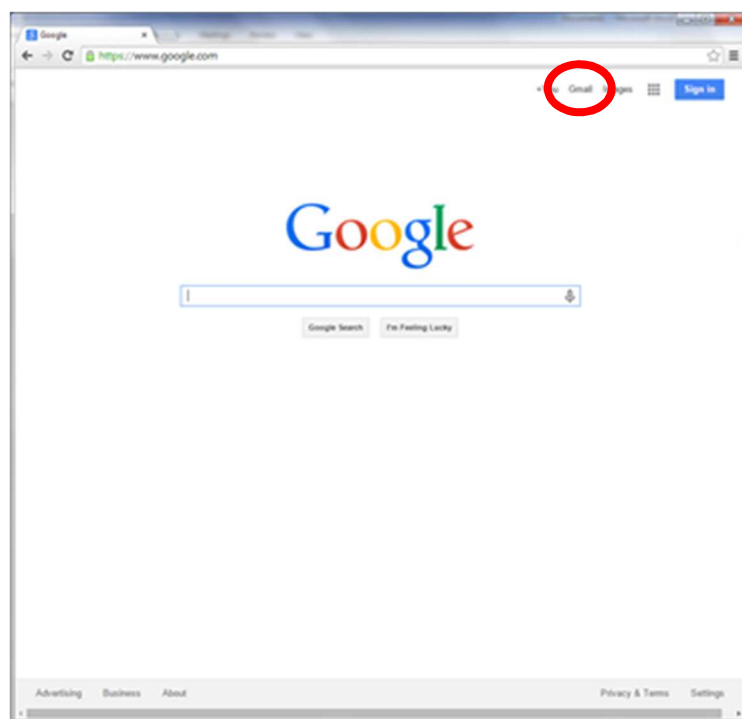
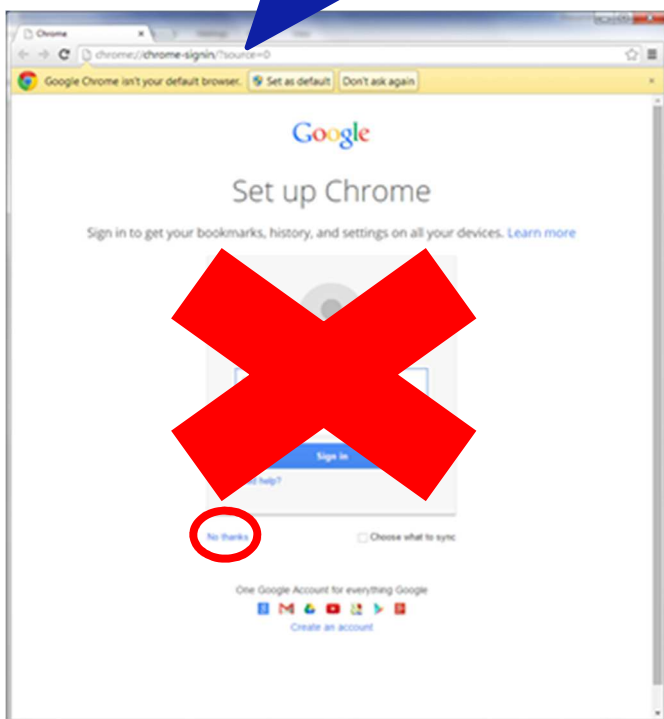
GOOGLE EMAIL STAFF/FACULTY/ADJUNCT LOG IN (USING GOOGLE) (part 2 of 4)

Once this has been completed, open Google Chrome. You may see one of the following two screens.

- If you see the first screen, you DO NOT want to set up Chrome at this time. Click “No thanks” below the log in box or type gmail.com in the URL bar
- If you see the second screen, click “Gmail” on the top right corner.

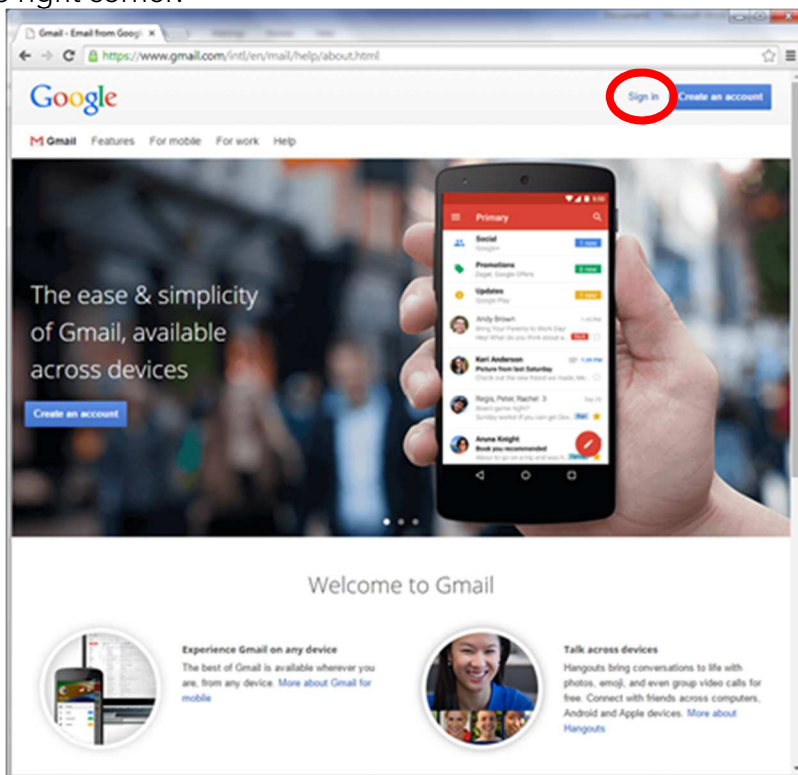
You may also be prompted with the “Google Chrome isn’t your default browser” notice. If you would like Google Chrome to be your default browser, click “Set as default”. If you do not want Google Chrome to be your default browser, click “Don’t ask again”

URL Bar - erase existing address and type gmail.com

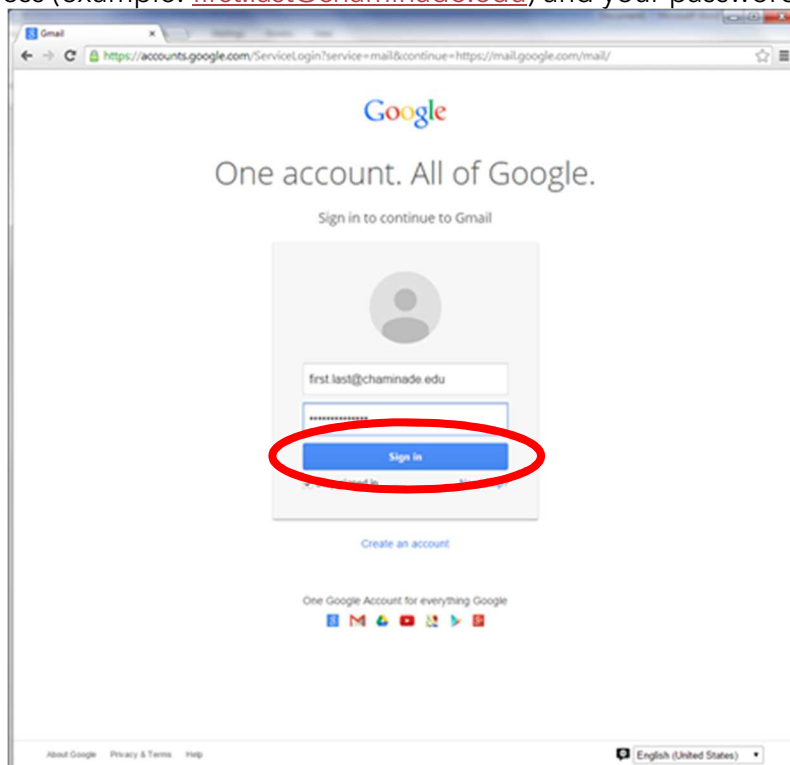


GOOGLE EMAIL STAFF/FACULTY/ADJUNCT LOG IN (USING GOOGLE) (part 3 of 4)

Click "Sign In" in the top right corner.



Type in your email address (example: first.last@chaminade.edu) and your password then click "Sign In"



GOOGLE EMAIL STAFF/FACULTY/ADJUNCT LOG IN (USING GOOGLE) (part 4 of 4)

You should see your Chaminade email address in the top right corner. Congratulations, you are now logged into your Chaminade Faculty/Staff Gmail account.

