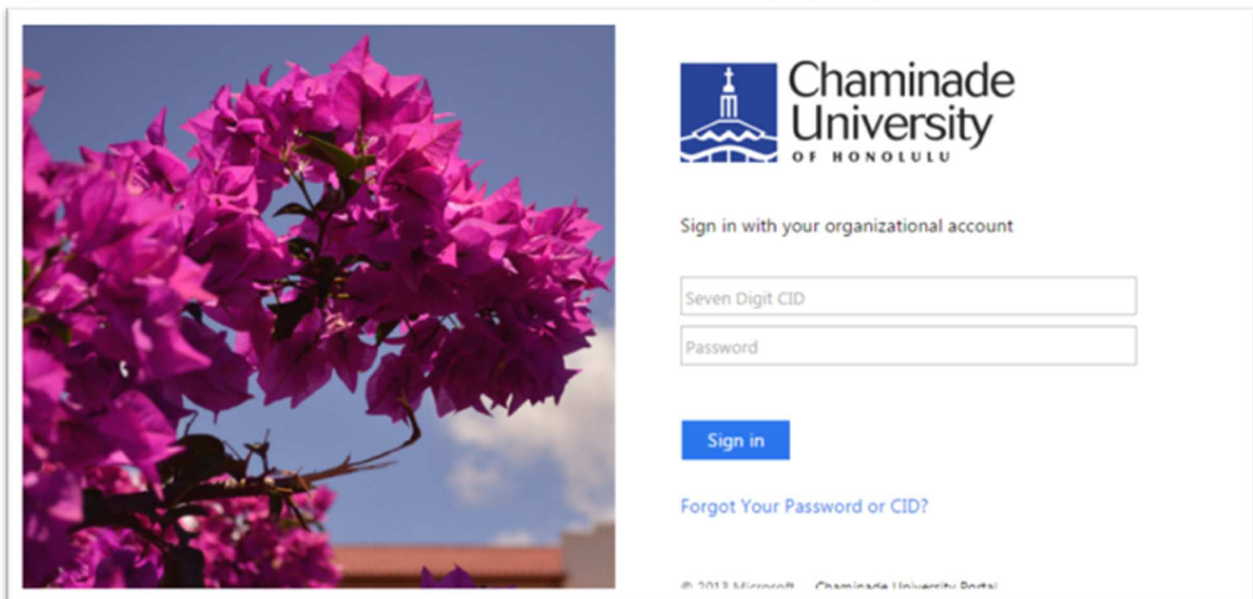


# GOOGLE EMAIL STAFF/FACULTY/ADJUNCT LOG IN (USING ANY BROWSER EXCEPT GOOGLE)

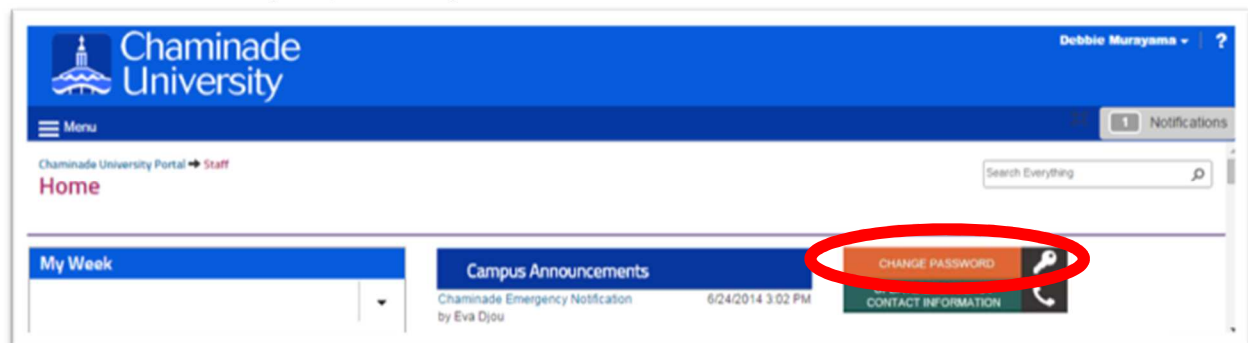
Note: Instructions are based on the assumptions that you know how to access a web browser (except Google Chrome) and you can log in to the Chaminade Portal. If you need assistance finding a web browser or logging into the Portal, please contact Client Services at (808) 735-4855 or email us at [helpdesk@chaminade.edu](mailto:helpdesk@chaminade.edu)

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](http://portal.chaminade.edu)) to change your password.

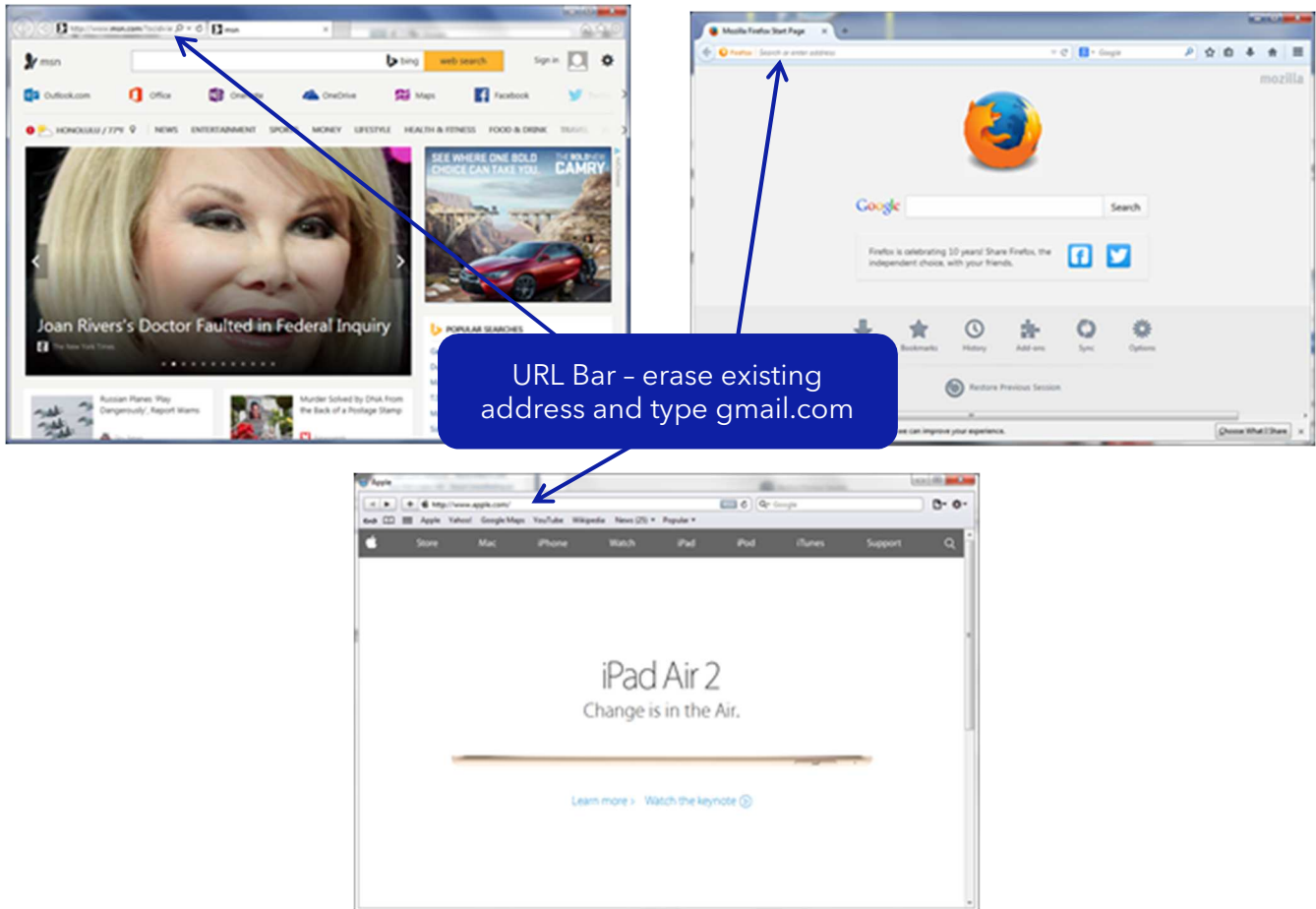


Once in the Portal, click "Change Password" and type the requested information. You can reset your password to the same one you previously had.



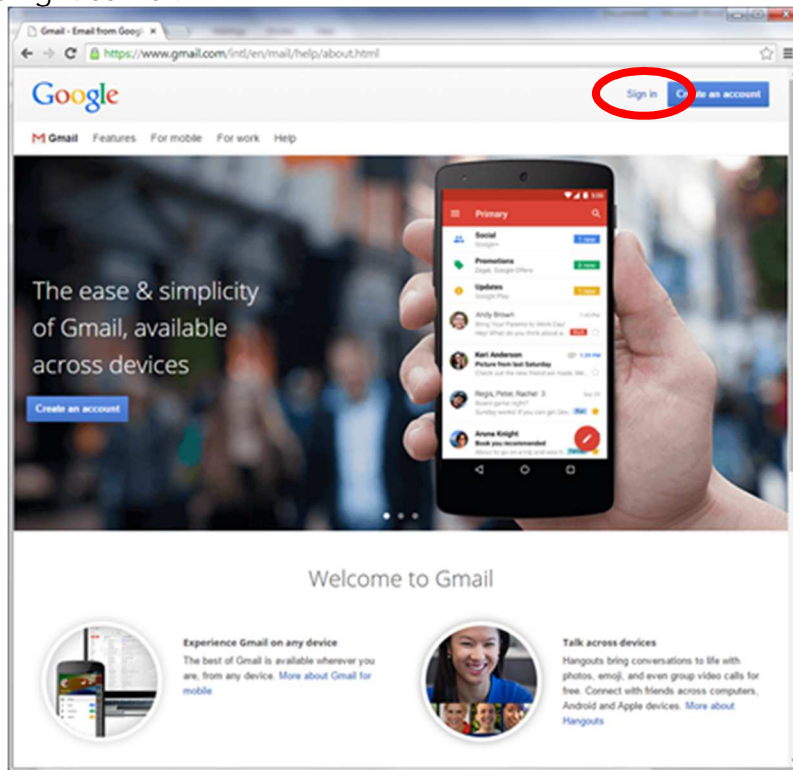
# GOOGLE EMAIL STAFF/FACULTY/ADJUNCT LOG IN (USING ANY BROWSER EXCEPT GOOGLE) (part 2 of 4)

Once this has been completed you can open your preferred internet browser (except Google Chrome). You may be prompted with a default browser notice. Please answer if you would like your selected browser to be your default browser. If you choose not to have it as your default browser you may want to uncheck the box so you are not prompted with the question again. Erase the existing address in the URL bar and type gmail.com

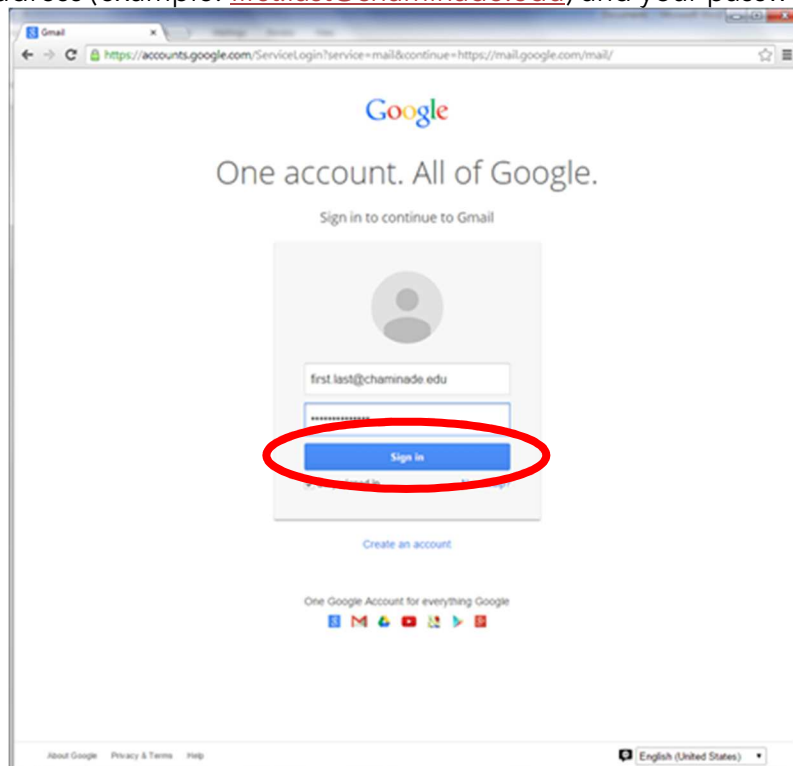


# GOOGLE EMAIL STAFF/FACULTY/ADJUNCT LOG IN (USING ANY BROWSER EXCEPT GOOGLE) (part 3 of 4)

Click "Sign In" in the top right corner.



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



# GOOGLE EMAIL STAFF/FACULTY/ADJUNCT LOG IN (USING ANY BROWSER EXCEPT 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.

