


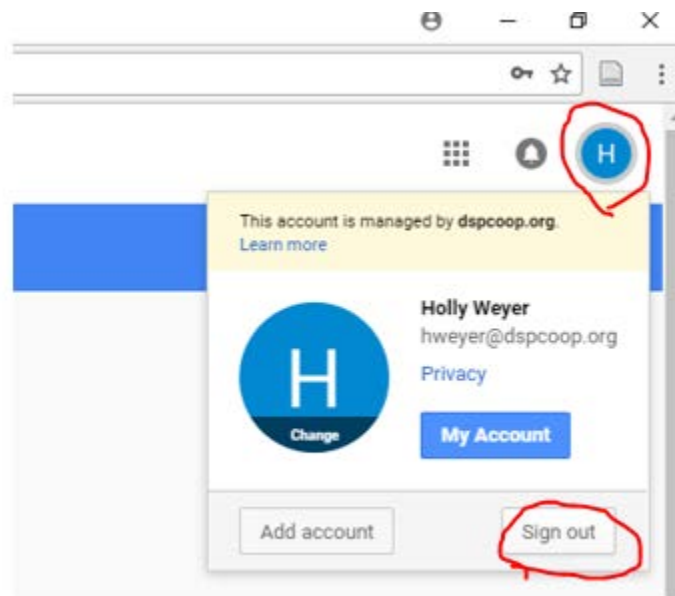
Our network has been cutover and our email will now be through Gmail instead of the old exchange.

IF YOU ARE HAVING TROUBLE ACCESSING YOUR EMAIL, PLEASE READ THIS HELP FILE.

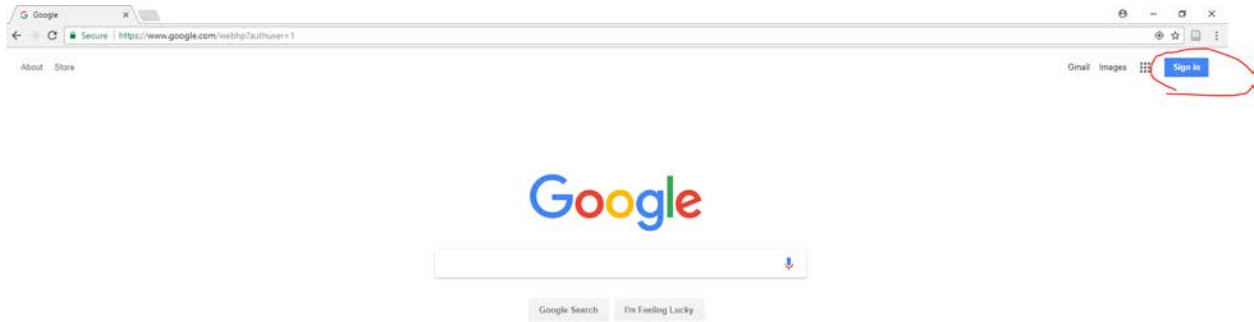
**\*\*NOTE-** The migration is still in process. Be patient as your email, calendar events, and contacts all populate into your gmail account. Don't freak out until 11-28-17. Then contact Holly if there are still issues.\*\*

I recommend that you use Google Chrome  as your browser and go to [www.google.com](http://www.google.com). You should already have this installed on your laptop.

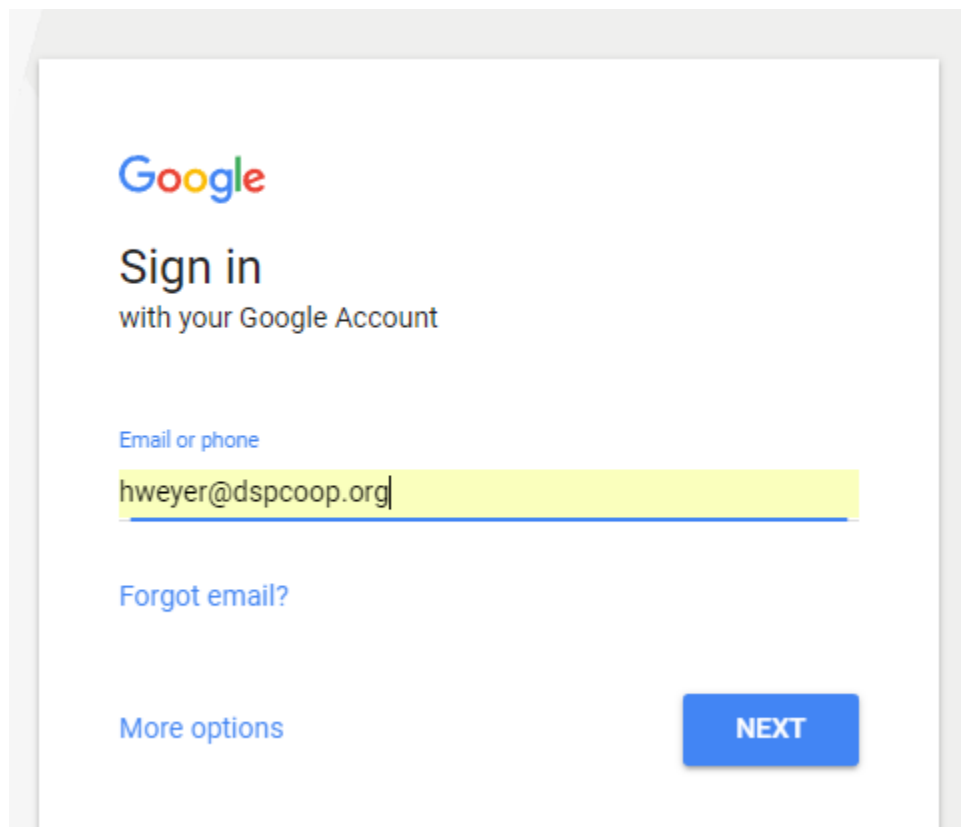
Once you are in Chrome and are on google.com, in the top right hand corner, if you have a circle indicating you are signed in to Chrome, click that circle and then click "Sign Out".



Regardless whether you were not signed in or you have just signed out, click "Sign In".




Enter your coop email address and click next.




On the following screen, click Organizational G Suite Account



There are two existing Google Accounts for hweyer@dspcoop.org. Which account do you want to use?

 **Organizational G Suite Account** >  
Business account owned by dspcoop.org


 **Individual Google Account** >  
An account that you created through the normal sign-up process


[Learn more](#)

Enter your COOP password. It's the same one you use for email or to login your computer and then click "Sign In". If your computer asks if it should save the password, you can say yes.

# One account. All of Google.

Sign in with your Google Account






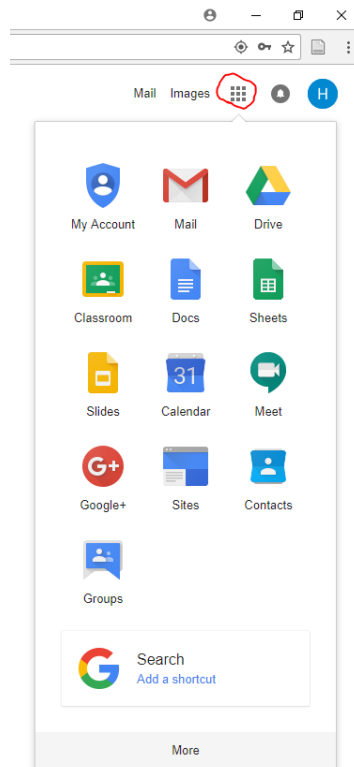
hweyer@dspcoop.org

[Sign in](#)

Stay signed in      [Forgot password?](#)

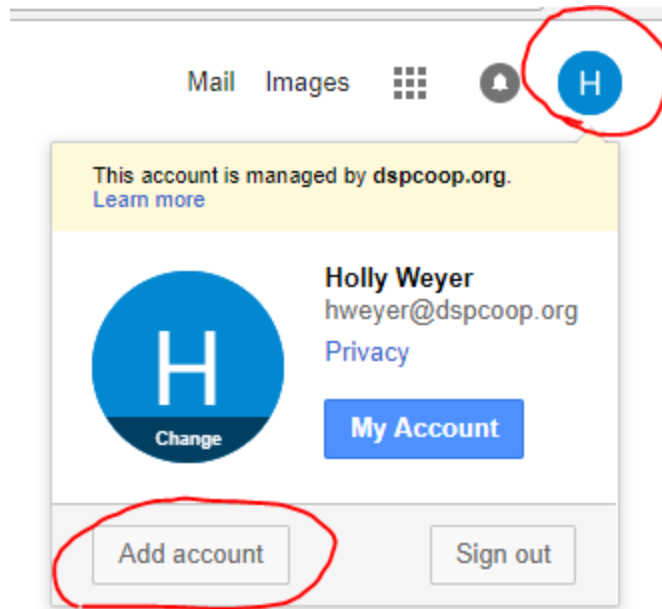
Now that you are logged in, you can access your apps. Anytime you see this symbol  , you can click that to see the apps available to you.

This is where you can access your MAIL and CALENDAR and other things as well. FYI... If you click DRIVE, you will only have access to google files that have been shared with you since 11/17/17.



If you do not NEED access to older files in your google drive right now, then just wait a few days and those will merge into this account. There is no need to continue this step by step unless you DO NEED access to your older google files now.

Since you are needing access to both your old and your new accounts, click on the circle in the top right and then click add account.



Enter your coop email address again and click next.

Google

## Sign in

with your Google Account

Email or phone

[Forgot email?](#)

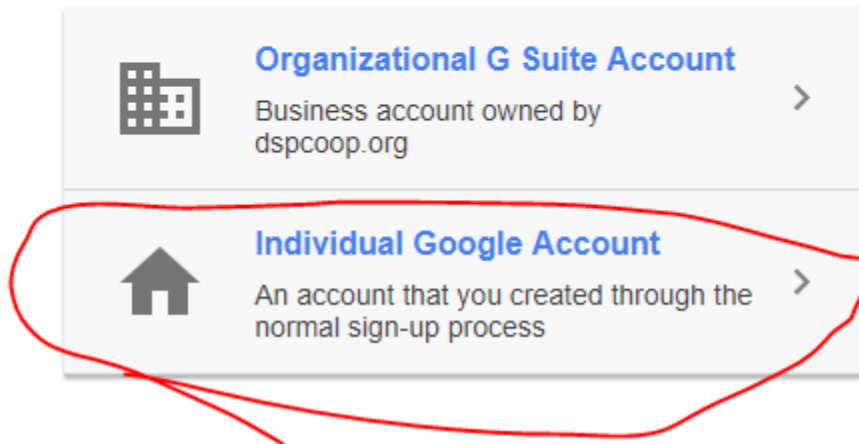
[More options](#)

**NEXT**

This time, click Individual Google Account...



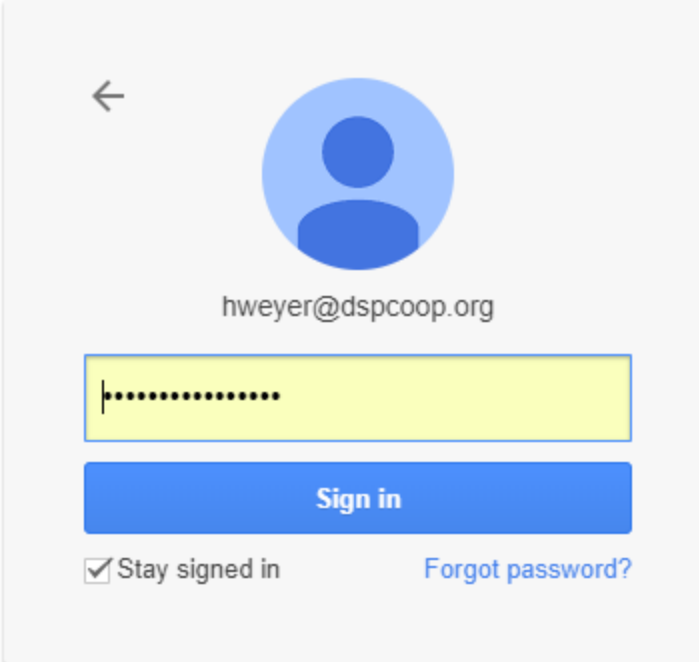
There are two existing Google Accounts for hweyer@dspcoop.org. Which account do you want to use?



Enter the password for your old google account (it might be your coop password or it may have been different).

# One account. All of Google.

Sign in with your Google Account



←

hweyer@dspcoop.org

.....

Sign in

Stay signed in [Forgot password?](#)

If you get this screen, click do this later.... If not, skip to the next step.

Don't worry. **Your data is safe.** To use it, you need to create a new account with a different email address. Your password is the same.

[+ Account details](#)

What kind of account would you like?

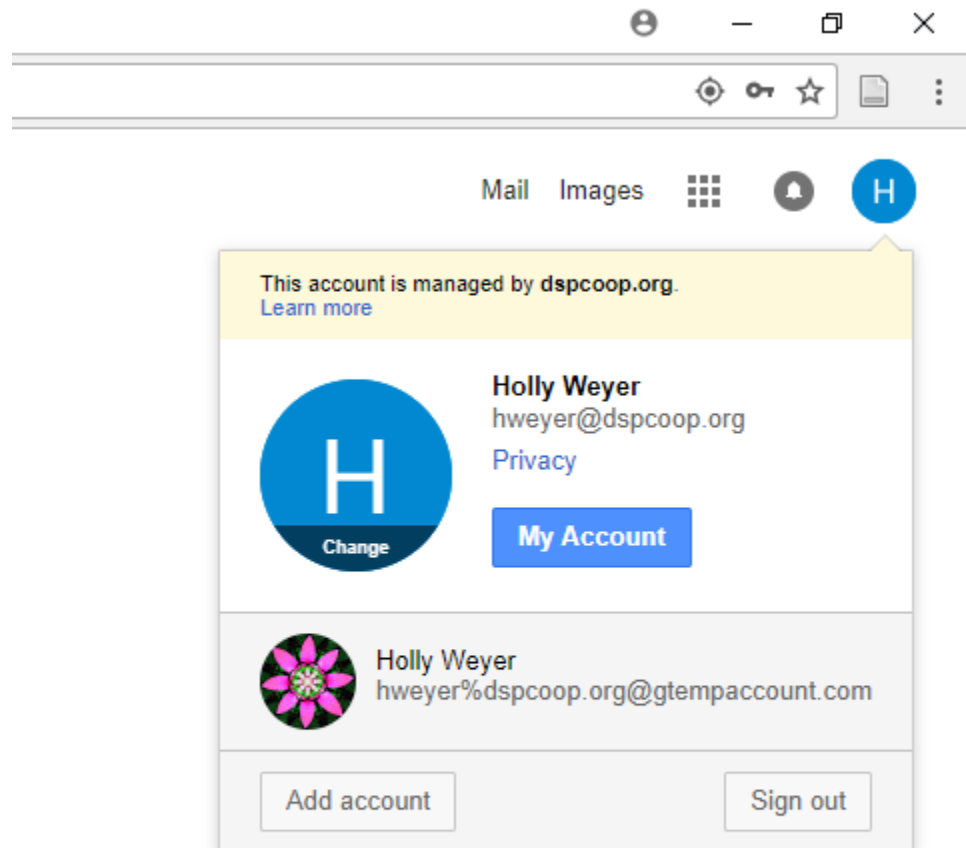
- An account with Gmail and a new Gmail address  
Select this option if you want to add Gmail to this account. Unfortunately, we cannot move your data into an account with a different email address.
- An account that uses a non-Google email address you already own. ex: myname@yahoo.com  
Select this option if you want Google products but not Gmail.


Continue

**Do this later**

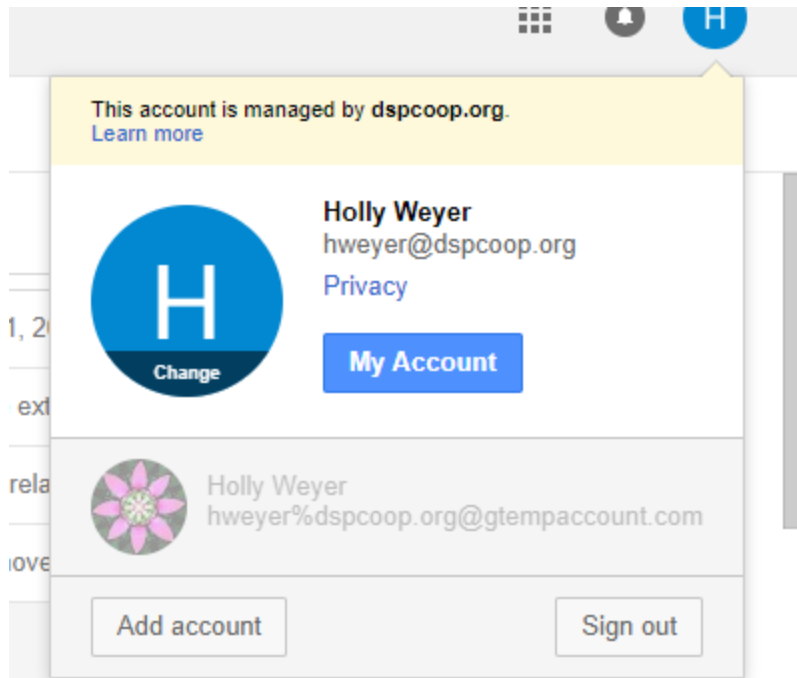
[Not sure what to do?](#)

Now you are signed into both accounts. If you click the circle, you will be able to see both accounts. The lower one is the old account and makes reference to tempaccount. If you are on drive, you can now access both old files and new files.



If it is grayed out and you cannot select it, that is because you are on mail instead of drive. Just click this symbol again  and select drive. You can then switch back and forth between the old and the new accounts.





Call Holly or email her from your personal email account if you are still having trouble and have questions.