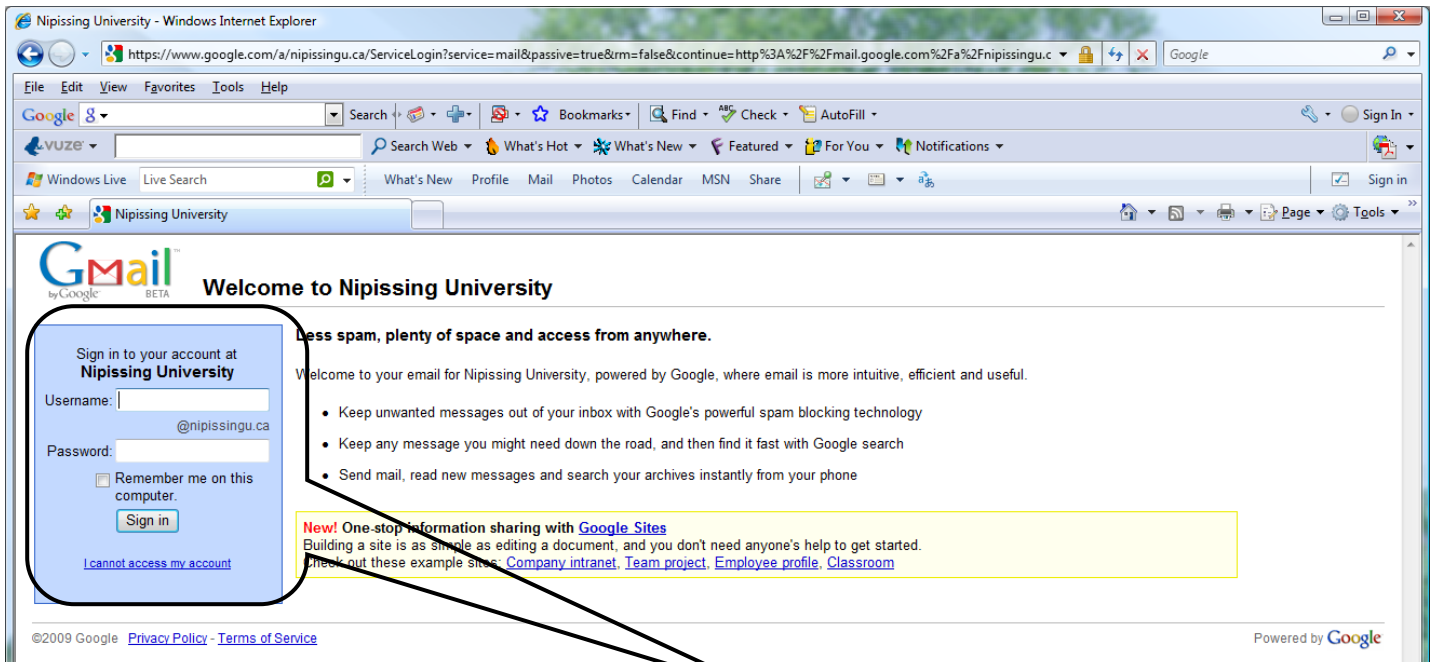


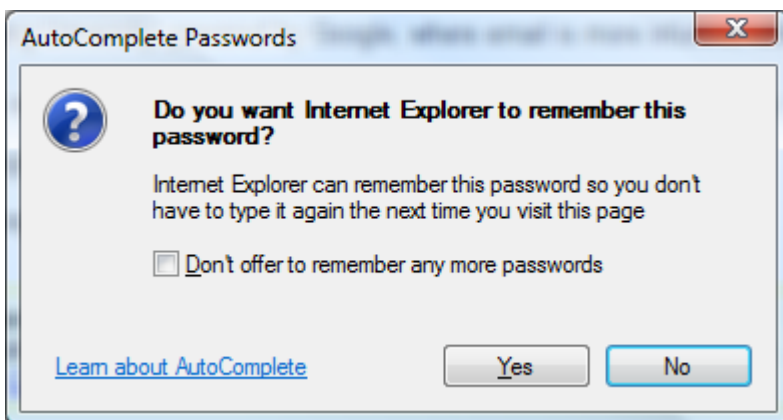


Getting Started with Gmail –mail.nipissingu.ca

Start your internet browser. In this help sheet we are using Internet Explorer. In your web browser location type mail.nipissingu.ca and hit enter. You will see the following page.



Enter your Gmail username and password in the boxes provided and click **Sign in**. You will be prompted if you want your password remembered or not.



To complete your account's validity please type the verification characters in the box provided.

★ ☆ Nipissing University

Gmail
by Google BETA

Welcome to Nipissing University

Setup your account for Nipissing University

Your Nipissing University account will give you access to the hosted services enabled for your domain.

Name: Loretta Martin

Login name: lorettam@nipissingu.ca

Language: English (US)

Type the characters you see in the picture below.

gothside

gothside Letters are not case-sensitive

Terms of service: Review the Terms of Service below.

Click **"I Accept. Create my Account"**, when you have finished typing the characters.

★ ☆ Nipissing University

Name: Loretta Martin

Login name: lorettam@nipissingu.ca

Language: English (US)

Type the characters you see in the picture below.

gothside

gothside Letters are not case-sensitive

Terms of service: Review the Terms of Service below. [Printable Version](#)

Google Terms of Service

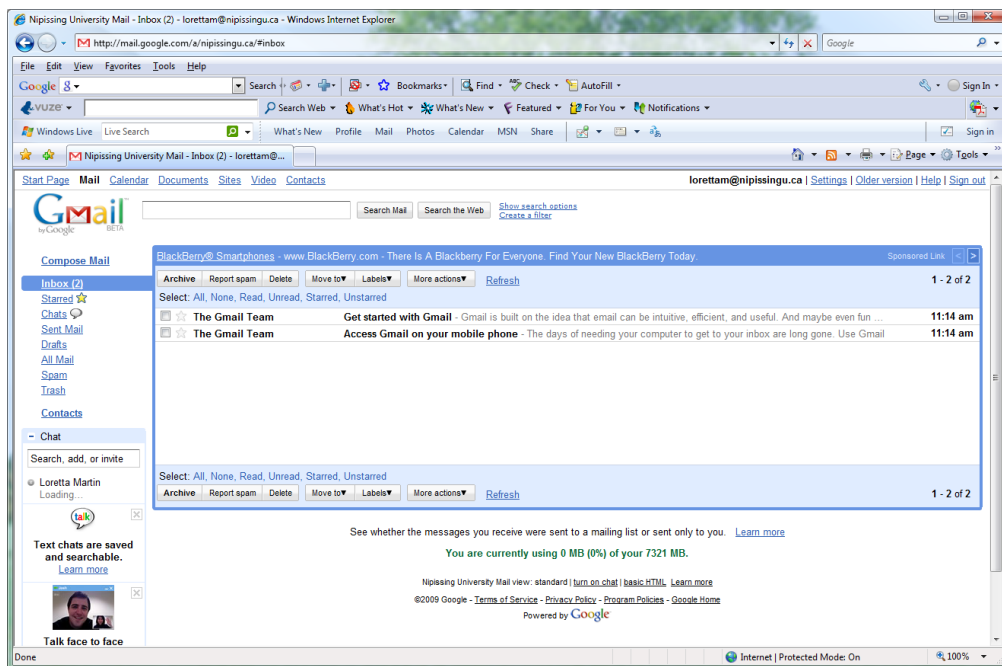
Welcome to Google! By using Google's products, software, services or web sites ("Google services"), you agree to the following terms and conditions, and any policies, guidelines or amendments thereto that may be presented to you from time to time, including but not limited to:

By clicking 'I accept' below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).

Also remember that Google Apps is offered in conjunction with your domain administrator and that administrator may have access to your account information including your email. Your domain administrator's use of your information is governed by its privacy policy.

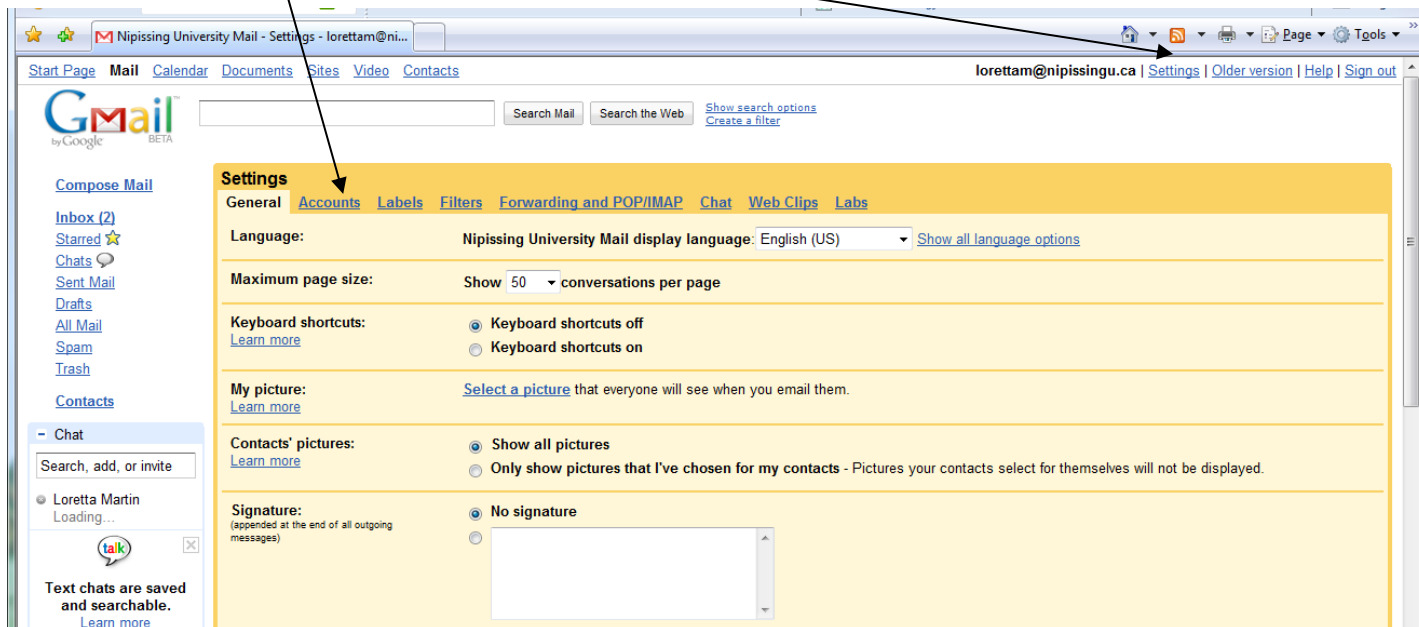
I accept. Create my account.

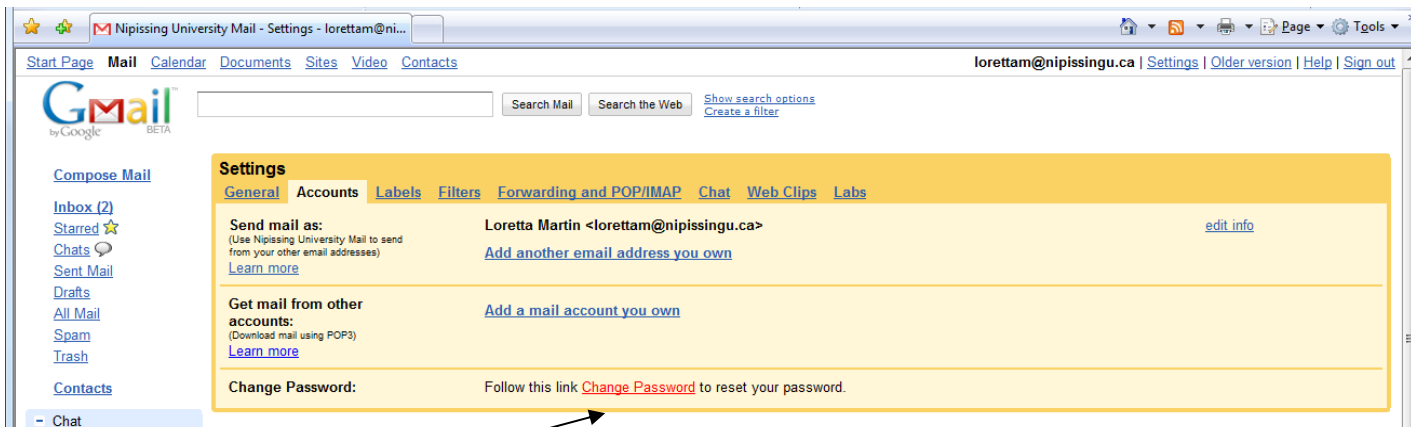
Welcome to Gmail. Let's begin by changing your password immediately before you browse your new account.



Click **Settings**.

Then click **Accounts**.





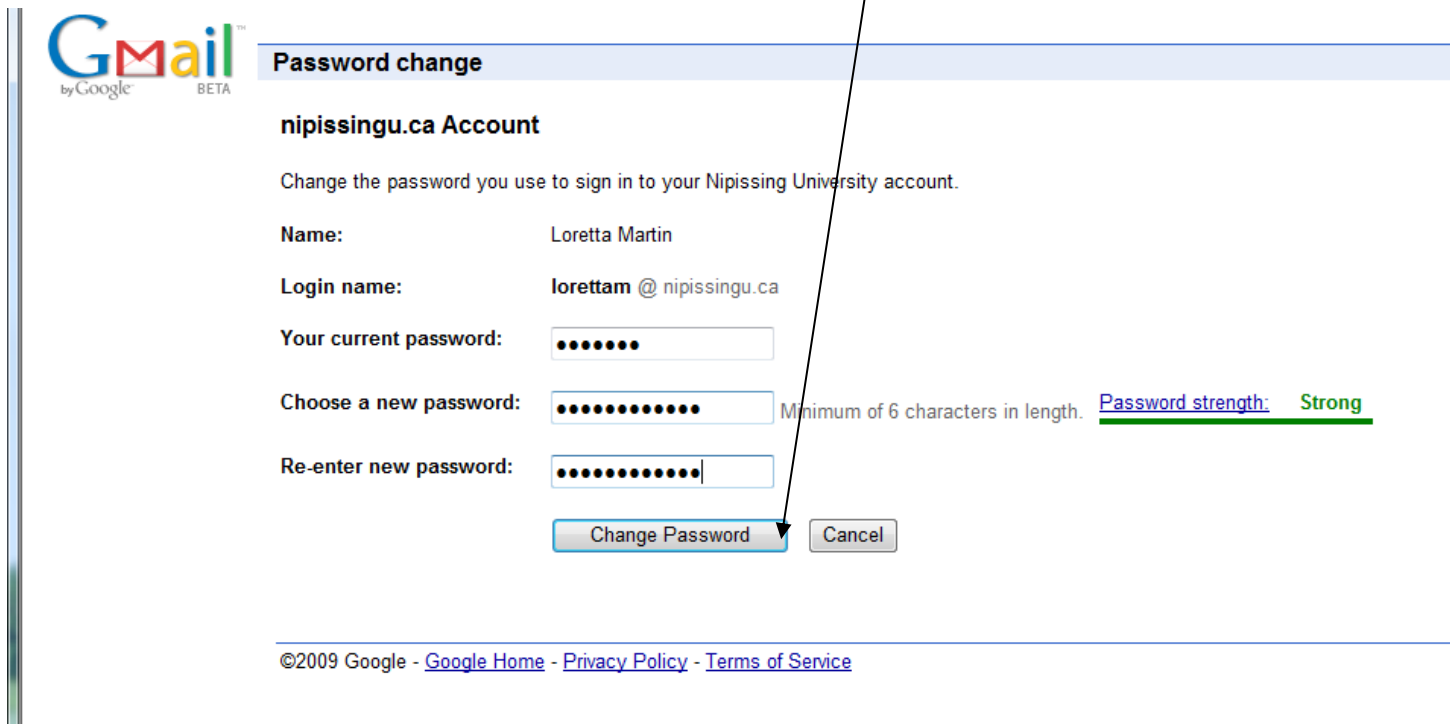
Select **Change Password**.

Enter your current password and your new password in the spaces provided. Notice the password length should be at least six characters long. Please ensure your create a strong password. This example below shows us a fair password strength.

The screenshot shows the 'Password change' page for the nipissingu.ca Account. The page includes the following fields and information:

- Name:** Loretta Martin
- Login name:** lorettam @ nipissingu.ca
- Your current password:** [Redacted]
- Choose a new password:** [Redacted] Minimum of 6 characters in length. **Password strength:** Fair
- Re-enter new password:** [Redacted]
- Buttons:** Change Password, Cancel
- Footer:** ©2009 Google - [Google Home](#) - [Privacy Policy](#) - [Terms of Service](#)

Once you have created a strong password click **Change Password**. This example exhibits that the password created is a strong password.



Gmail
by Google BETA

Password change

nipissingu.ca Account

Change the password you use to sign in to your Nipissing University account.

Name: Loretta Martin

Login name: lorettam@nipissingu.ca

Your current password:

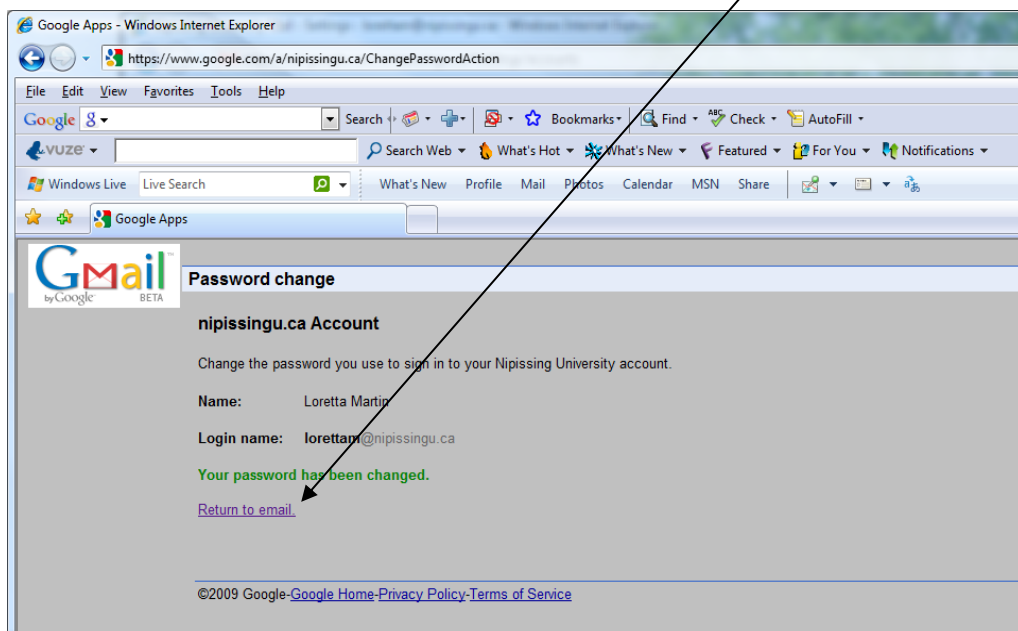
Choose a new password: Minimum of 6 characters in length. Password strength: **Strong**

Re-enter new password:

Change Password **Cancel**

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Your password has now been changed. Click **Return to email**.



Google Apps - Windows Internet Explorer

https://www.google.com/a/nipissingu.ca/ChangePasswordAction

File Edit View Favorites Tools Help

Google g Search Web What's Hot What's New Featured For You Notifications

Windows Live Live Search What's New Profile Mail Photos Calendar MSN Share

Google Apps

Gmail
by Google BETA

Password change

nipissingu.ca Account

Change the password you use to sign in to your Nipissing University account.

Name: Loretta Martin

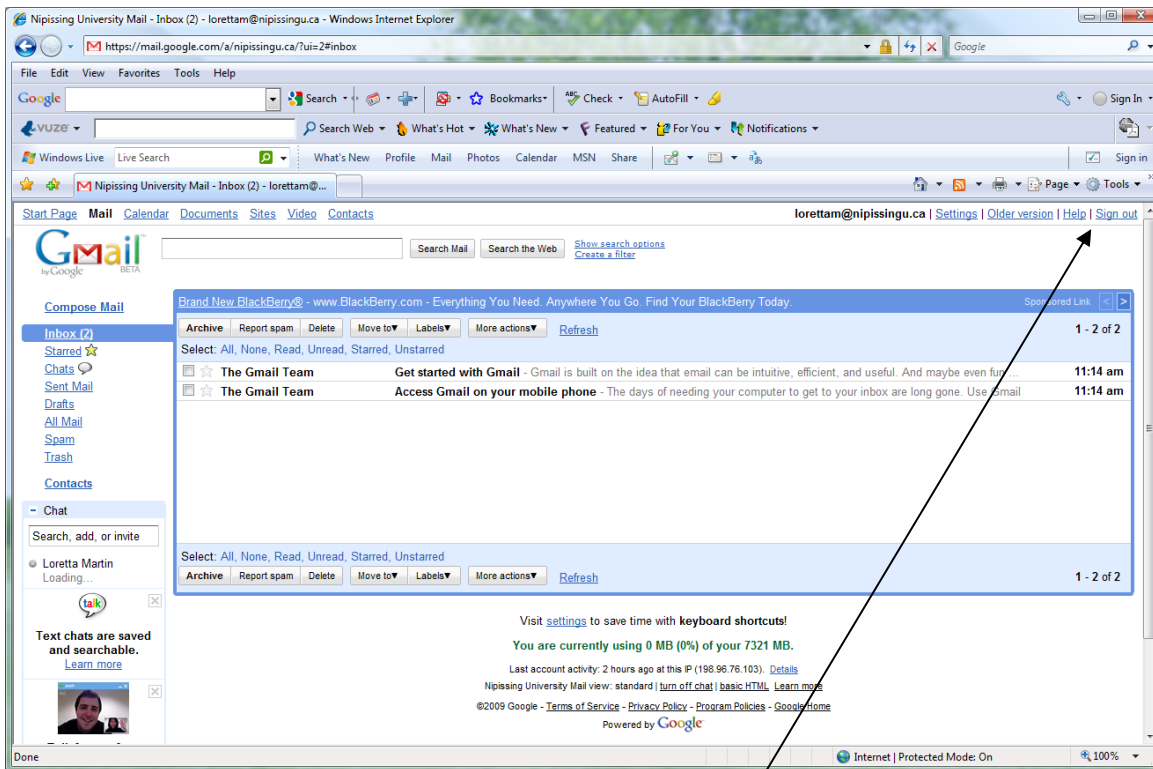
Login name: lorettam@nipissingu.ca

Your password has been changed.

[Return to email](#)

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You can now browse and learn to use Gmail. The Gmail help is a great resource for extra assistance.



If you need help with anything within Gmail click **Help** from your main Gmail page. From there you can search or select a topic.

