Your Saint Mary's College E-mail and Network Account

Checking your Saint Mary's College Google Workspace for Education account:

1. Visit www.google.com using a web browser (Google Chrome, Mozilla Firefox, and Apple Safari are recommended). Click the blue *Sign in* button.

   If you are already signed into another Google account (including Gmail), please sign out of that account before signing into your Saint Mary's account to prevent problems. You could also use one web browser to access your Saint Mary's account and a different web browser to access a personal Google account.

2. Type in your Saint Mary's e-mail address and password as prompted.

3. When you are finished using your account (which includes Mail, Drive, Calendar, and Meet), click on your initial or picture in the upper right corner of the window. Select *Sign out* to prevent others from accessing your account.

4. Google 2-Step Verification must be enabled within 30 days of your account being created. You can verify that you have enabled Google 2-Step Verification on your account by visiting myaccount.google.com, clicking on Security, and scrolling down to the "How you sign in to Google" section.

Important things to know about your Saint Mary's College account:

- Saint Mary's recommends using Google Chrome, Mozilla Firefox, or Apple Safari web browsers to access e-mail and other online resources on campus. You can download a free copy of Chrome at www.google.com/chrome or Firefox at www.firefox.com to install on your personal Mac or Windows computer. Safari is included on all current Apple computers (including iPhones and iPads).

- Your user name is the name you use to access networked systems on campus, including the portal, Blackboard, and the computer clusters. User names for students are typically the first letter of your first name, up to seventeen letters in your last name, and two numbers (e.g., msmith01).

- Your e-mail address consists of your user name followed by "@saintmarys.edu" (e.g., msmith01@saintmarys.edu).

- E-mail is the official form of communication at Saint Mary's College. Students must use their Saint Mary's e-mail account for all electronic correspondence with Saint Mary's faculty, staff, and departments.

- **Saint Mary's College will NEVER request your password via e-mail or Google Forms.** If you are asked for your password over e-mail for any reason, delete the message and do not respond. *You are the only person who should know your password.*

- Saint Mary's e-mail accounts have unlimited quota. Any message you receive saying that you have exceeded your quota will be fraudulent.

- Please visit the Saint Mary's Google Workspace for Education website at www.saintmarys.edu/googleapps for information about accessing your account and instructions on how to set up e-mail on devices such as iPhones and iPads.