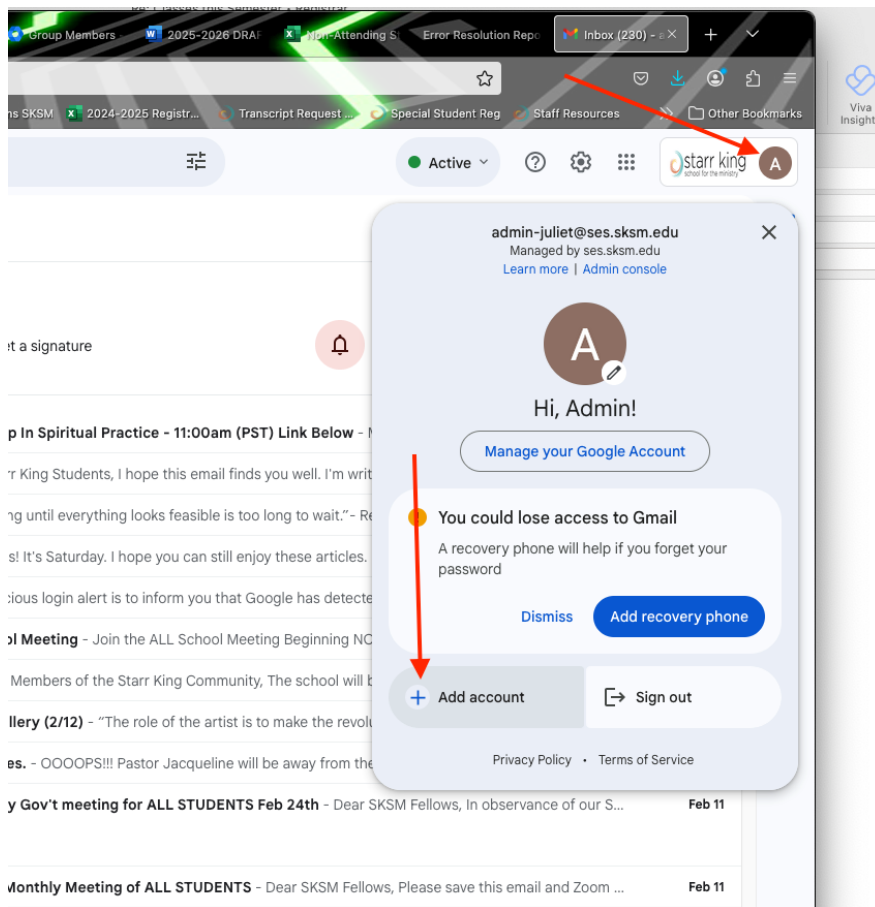
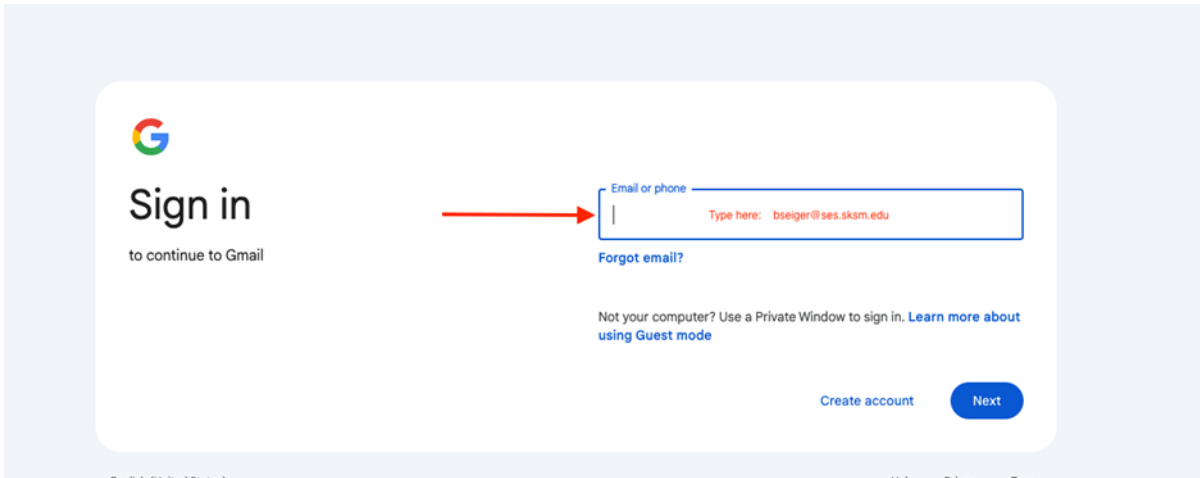


HOW TO ADD ADDITIONAL GMAIL ACCOUNT

1. Go to Gmail - Either click the link: <https://mail.google.com/mail>.
You may already be signed in to another Gmail account. If so, you don't need to sign out.
2. **Write down** your school email address and temporary password.
3. Be ready to **change your password for your school email to something you will remember (or write down)**.
4. Once you are in your regular personal Gmail account (either from clicking the link in step 1 above or if you are already logged in to your personal account, click in the **upper right-hand circle** to: **+ add another account or + add account**:

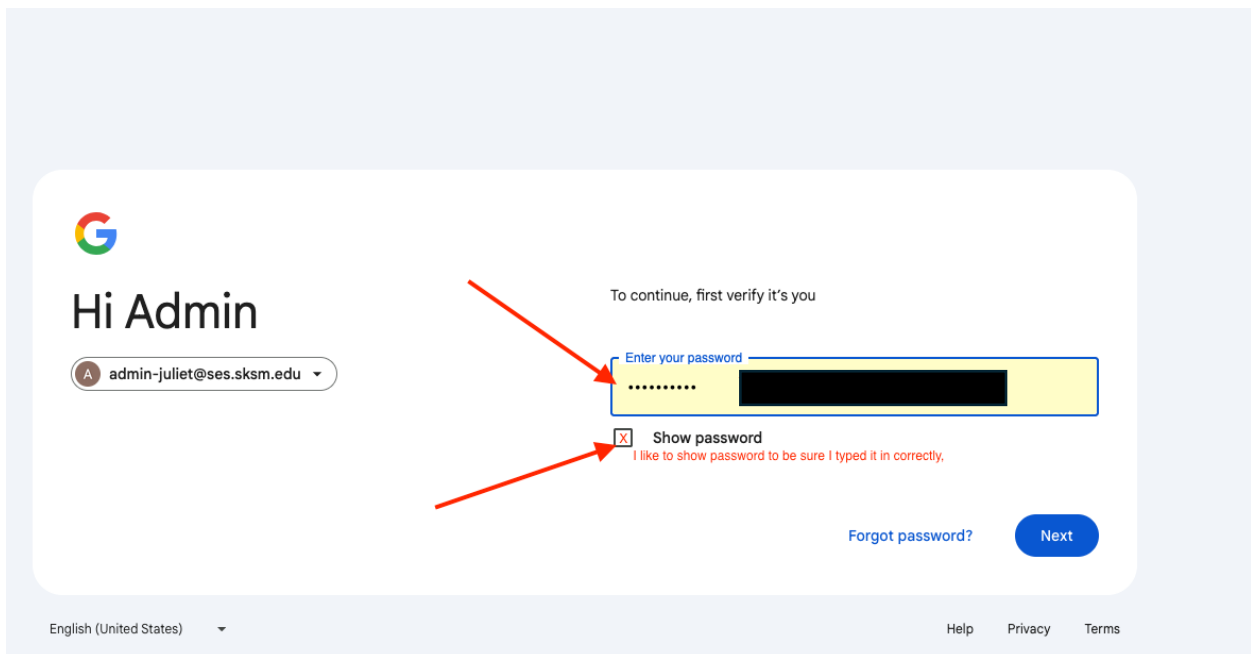


5. It will give you options of all Gmail accounts you already have, and at the bottom says **"Use another account"** (click to add account):



6. **Type in your school email address**, then **click Next** in bottom right.

7. It will ask for a password. **Type in your temporary password**. **Click “Next”**.



8. It should then prompt you to **change your password to a password of your own choosing** (below is Google’s recommendations for creating passwords):.

Your password can be any combination of letters, numbers, and symbols (ASCII-standard characters only). Accents and accented characters aren't supported.

You can't use a password that:

- *Is particularly weak. Example: "password123"*
- *You've used before on your account*
- *Starts or ends with a blank space*

Long passwords are stronger, so make your password at least 12 characters long. These tips can help you create longer passwords that are easier to remember. Try to use:

- *A lyric from a song or poem*
- *A meaningful quote from a movie or speech*
- *A passage from a book*
- *A series of words that are meaningful to you*
- *An abbreviation: Make a password from the first letter of each word in a sentence*

Avoid choosing passwords that could be guessed by:

- *People who know you*
- *People looking at easily accessible info (like your social media profile)*

Don't use personal info

Avoid creating passwords from info that others might know or could easily find out. Examples:

- *Your nickname or initials*
- *The name of your child or pet*
- *Important birthdays or years*
- *The name of your street*
- *Numbers from your address*
- *Your phone number*

Don't use common words & patterns

Avoid simple words, phrases, and patterns that are easy to guess. Examples:

- *Obvious words and phrases like "password" or "letmein"*
- *Sequences like "abcd" or "1234"*
- *Keyboard patterns like "qwerty" or "qazwsx"*

The password you choose will now be used to access your school email. If you are logged in to your personal Gmail and want to get back to the school email, click the circle in the upper right for a dropdown list of all your Gmail accounts, including your school/ses.sksm.edu email. You can toggle back and forth or open each in a separate window.