GSuite Account Setup

To use your new GSuite Account:

- You need to change your password on your computer for GSuite to sync the password

    o Don't worry you can re-enter your current password as your new password☺
    o I have tested as low as 3 characters and had no issue*** <mark>A change of password needs to be initiated for GSuite to sync the password!</mark>

- How do we do this you might ask

    o Press (Ctrl +Alt+ Delete) then change password (can use current password as the new password) Note: You should use the same password for all three options.

- Log back in to computer
- Go to google site and click Gmail login
- Enter your email address
    o computer login name followed by **EXAMPLE BELOW:**

YourUserID@pcsdonline.ca

- Your password will be the same as the one you use to login to the network.
- Click the Apps Option: Choose which app you would like to use.
    o Drive   =   Where files will be stored
    o Docs   =   Word Processing
    o Sheets   =   Spreadsheets
    o Slides   =   Presentation application (similar to PowerPoint)
    o Drawing   =   Desktop Publishing
    o Gmail   =   Emailing