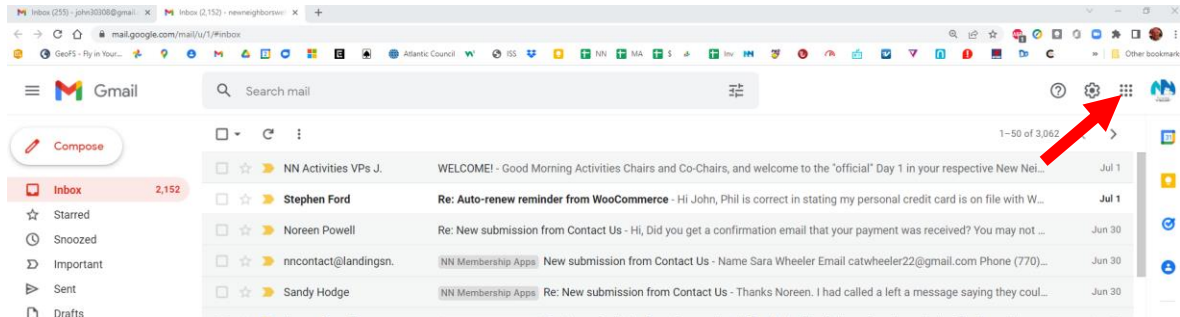


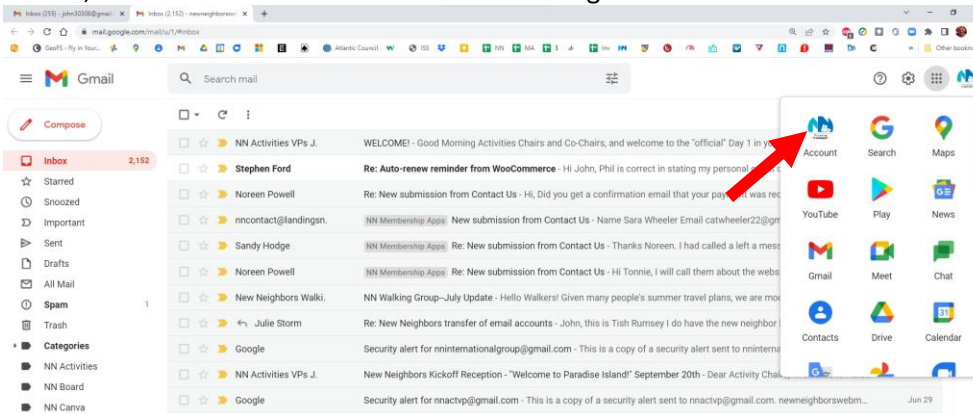
How To Change The Name Associated With Your NN Email Account

1. In a browser on your computer, open Gmail. (NOTE: the screen below is from a PC – Mac will look different and things may be in different place, but same idea.)

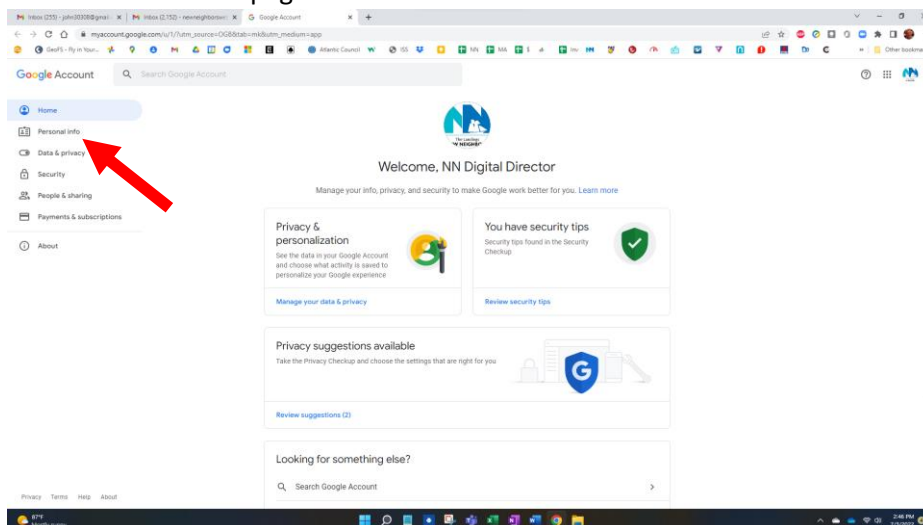
2. Click on the dots as shown below.



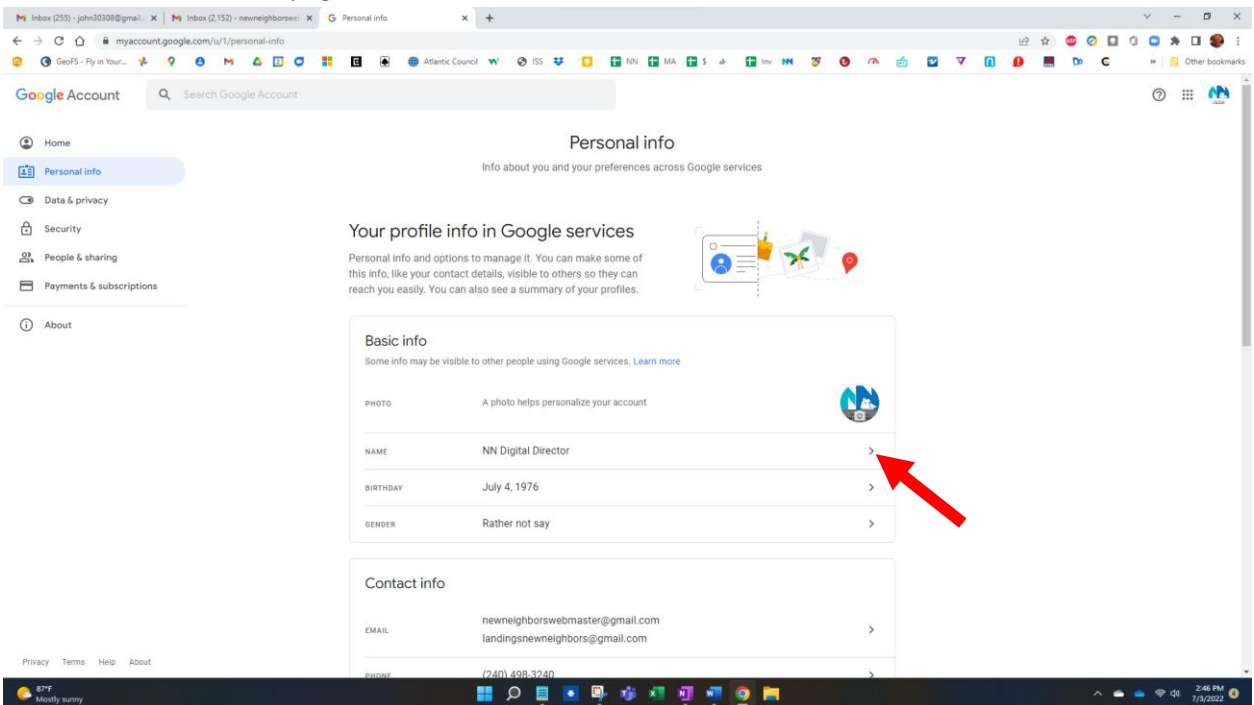
3. In box menu that opens, find and select “Account”. It may not be in the top left corner or even visible, so scroll down or select “More From Google” to find it.



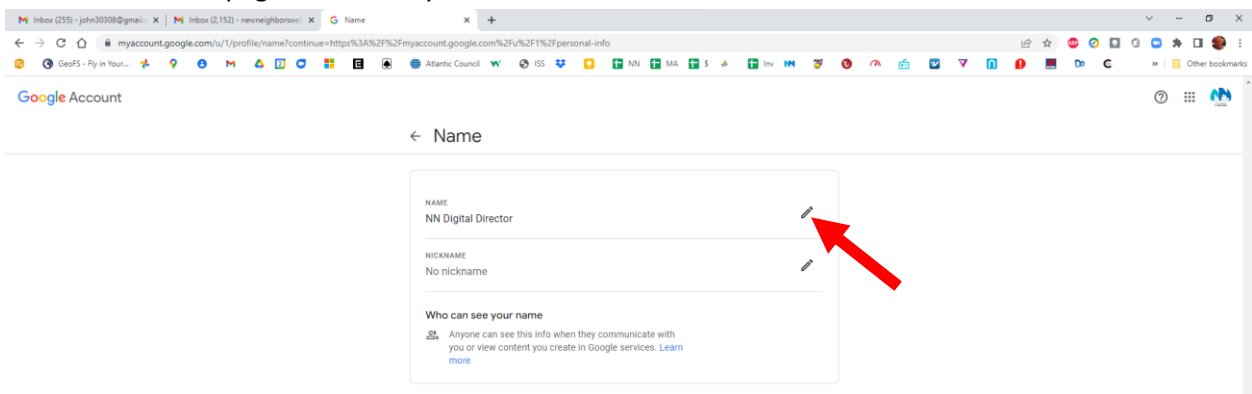
4. On the Welcome page select “Personal Info”.



5. On the Personal Info page select the > on the Name line.



6. On the Name page select the symbol to edit the name.



7. It is recommended that you complete the 'First Name' line with your NN title, i.e. 'NN Walking Group' and leave the 'Last Name' blank. However, if you want to use your personal name, that's fine. Click Save when complete. That's it!

