

## How To Access Your NN Activity Chair Email Account

(NOTE: the screen below is from a PC – Mac will look different and things may be in different place, but same idea.)

If you are a new activity team member and you are accessing your NN Gmail account for the first time, the easiest way to do it **will be to have the prior activity chair on the phone, in a Zoom meeting, or be sitting next to them.**

### A. IF YOU DO NOT ALREADY HAVE A GMAIL ACCOUNT (if you already have a Gmail account, see section B)

1. In a browser on your computer, navigate to **mail.google.com**
2. The form below will appear. Where it says “Email or phone”, **enter the email account for your NN Activity; for example, [nbadmission@gmail.com](mailto:nbadmission@gmail.com)**. Click “Next”.

English (United States) Help Privacy Terms

3. The form below will appear. **Enter your password.** If you don't have it, ask the former activity chair or one of the other members of your activity team, or you can request it at [landingsnewneighbors@gmail.com](mailto:landingsnewneighbors@gmail.com). Click “Next”.

Forgot password? Next

4. You might now be in your Gmail account! But... probably not . Google has a sophisticated system of keeping Gmail secure, and most likely will be doing further security screening. The good news, is that this usually only happens the first time you sign in.

Security screening varies, but might include:

- Instructions to go to a prompt on a phone or iPad. This is most likely the phone of your predecessor (who hopefully is sitting next to you or on the phone with you).
- Asking you for a phone number. This is most likely the phone number of your predecessor (who hopefully is sitting next to you or on the phone with you).
- Asking you to click on an email address that will receive a code. This is most likely the email of your predecessor (who hopefully is sitting next to you or on the phone with you).
- Using the Recovery Email. This is the Digital Director’s email who will do their best to contact you as soon as possible with the recovery code.

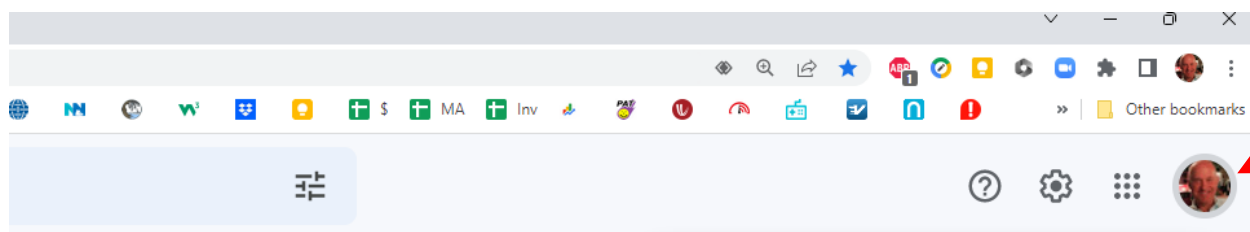
If you only see something that you can’t do, try to click on “Try Another Way” (may be hard to see) to show more options.

If you are not successful, please contact the former activity chair or one of the other members of your activity team and try again with them present or on the phone, or you can request help at [landingsnewneighbors@gmail.com](mailto:landingsnewneighbors@gmail.com)

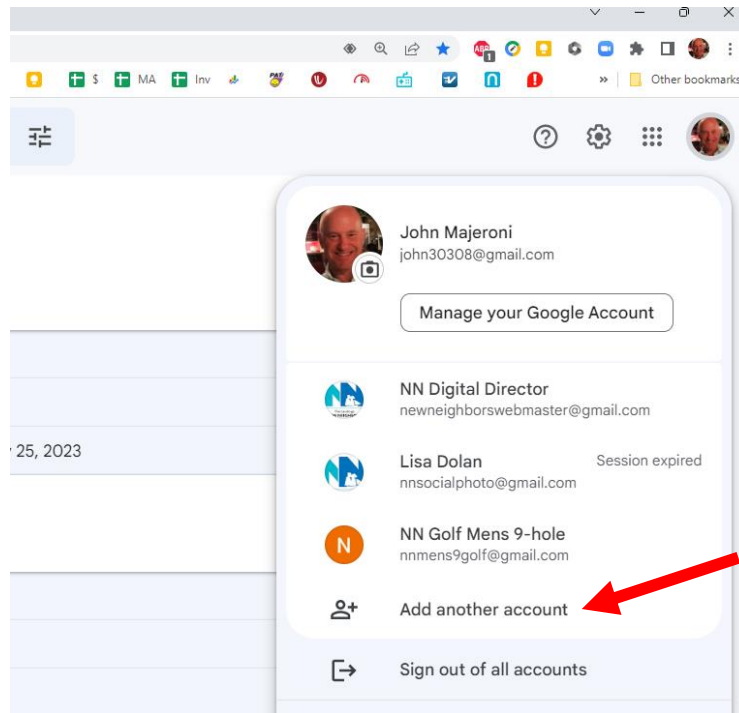
5. Your browser may ask you if you want to set up a new browser profile. We recommend that you do not do this. It can become confusing and is not necessary.

## B. IF YOU ALREADY HAVE A GMAIL 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 circular account icon (usually, your picture)



3. Click on “Add another account”



4. Follow the instructions on the previous page starting with Step 2.

5. To switch between your personal Gmail account and your NN account, click on the circular account icon (usually your picture), and select the correct account. You can easily switch back and forth between Gmail accounts.

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