

Getting Started with GSuite

G Suite for Education at Bard LLI

Get a LLI GSuite Account

1. Get a lli.bard.edu account

All LLI GSuite accounts are set up by user administrators. Email dschwartz@lli.bard.edu or cmishaan@lli.bard.edu to start the process.

Send your name and the secondary email account you want to use to receive your credentials and for Google's two-factor authentication.

2. Account naming conventions

LLI accounts start first initial of your first name + your last name @lli.bard.edu.

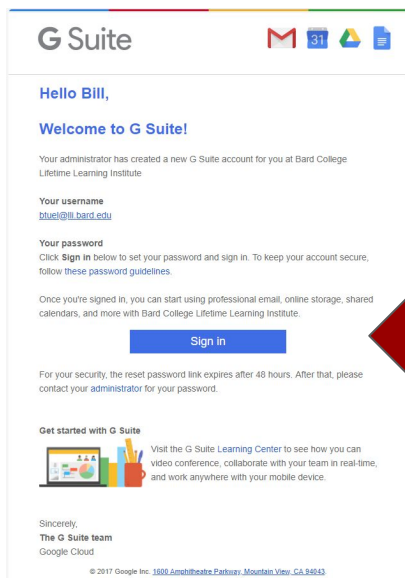
For duplicate first initial/last name, first two initials are used.

3. Look for email from Google; activate within 48 hours

The email will show your initial password and a link to logon. Recommendation: **use Chrome as your browser**, PC or Mac.

Copy the password to your clipboard and then paste it into the Google login area.

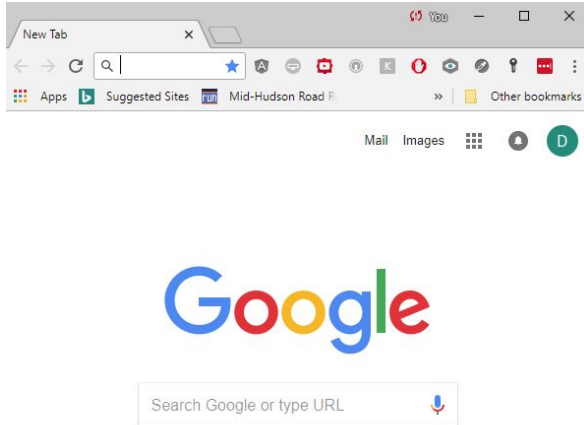
Set up your own password, something easy-to-remember. It must be at least 8 characters long and, like most passwords, caps are different from lower case letters.



Click here and follow instructions to set up your new password and account.

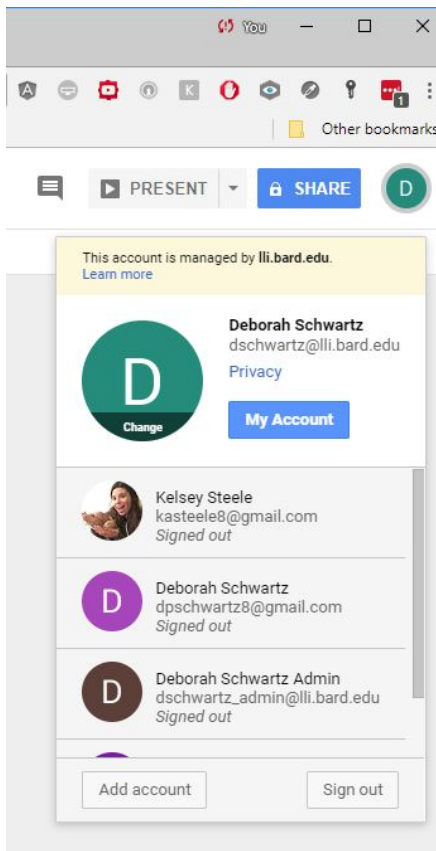
4. Logout

You may have to log out first (since you logged in at step 3)



Click the circle in the upper right of your Chrome browser (with your first initial) to see dropdown list.

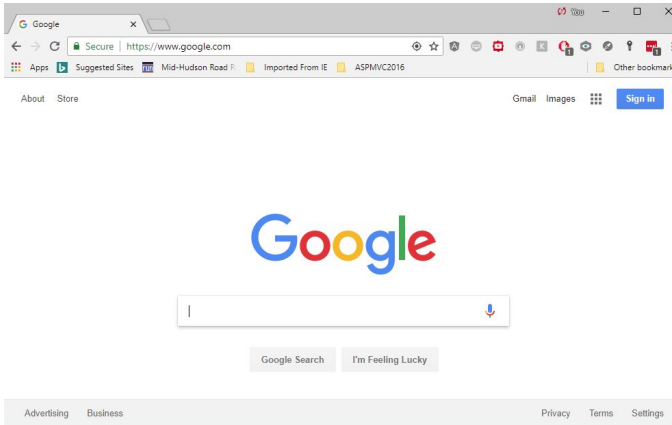
Then, click “sign out” to log out of your account



Click “Sign out” button to log out.

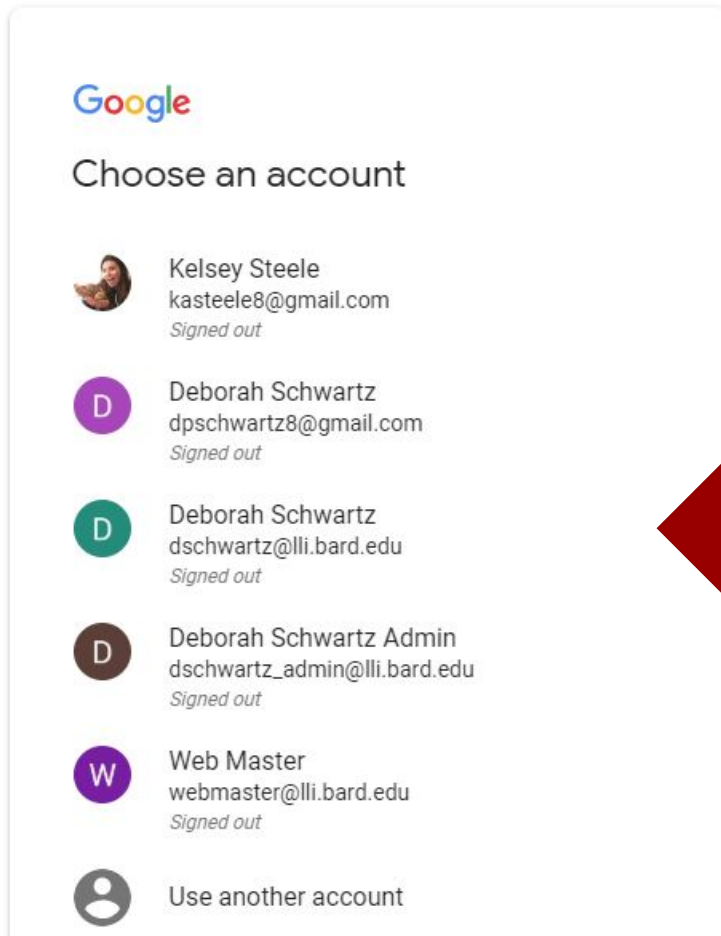
5. Log in

Go to www.google.com and click “Sign in”



Click to sign in.

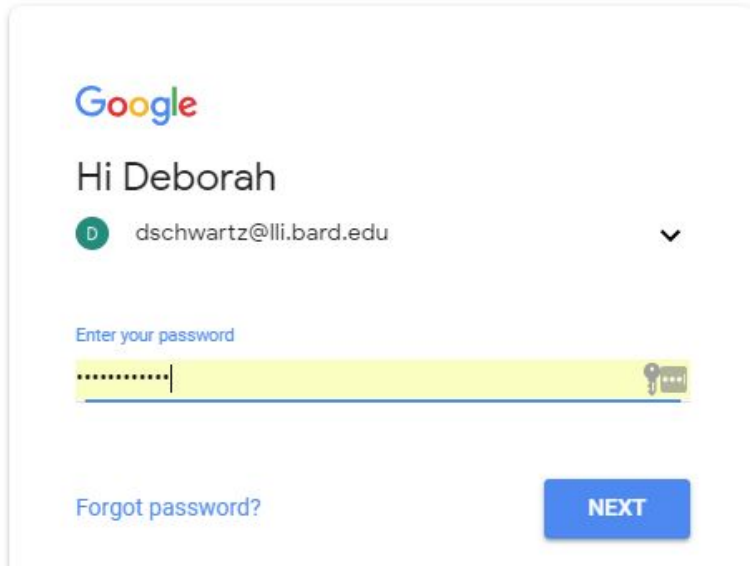
Choose your account (if you may have more than one Google account)



Click on your lli.bard.edu account

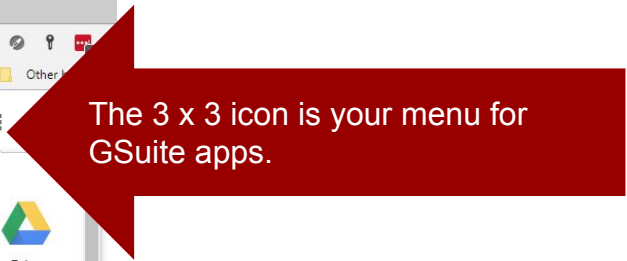
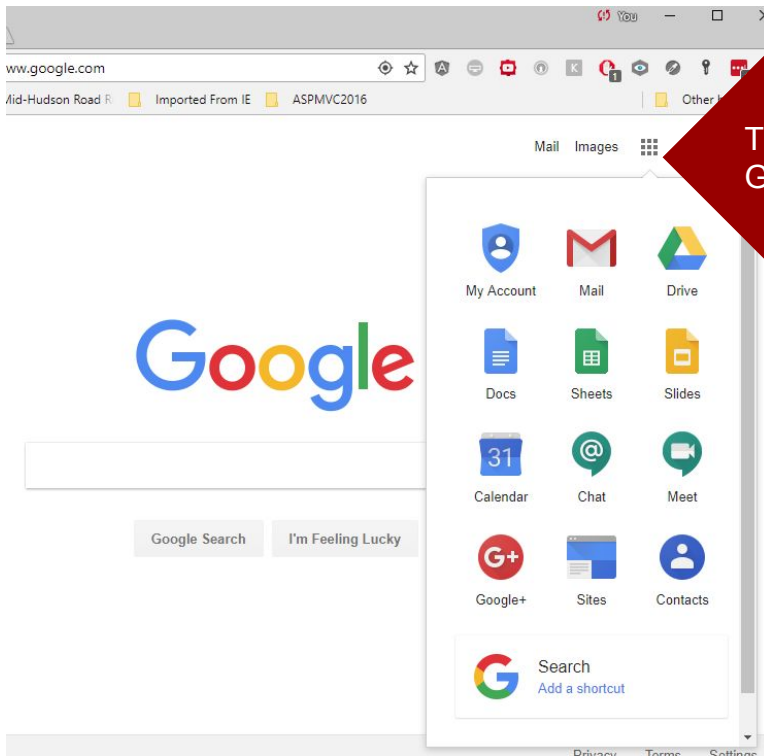
Log In

Enter your password



Note you can recover your password here, too.

Once you are logged in, click the 3 x 3 box to have access to GSuite apps!



The 3 x 3 icon is your menu for GSuite apps.