Bard Lifetime Learning Institute LLI

# Getting Started with GSuite

G Suite for Education at Bard LLI

For more help, go to Google training center
[G Suite Learning Center](#)

# 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.
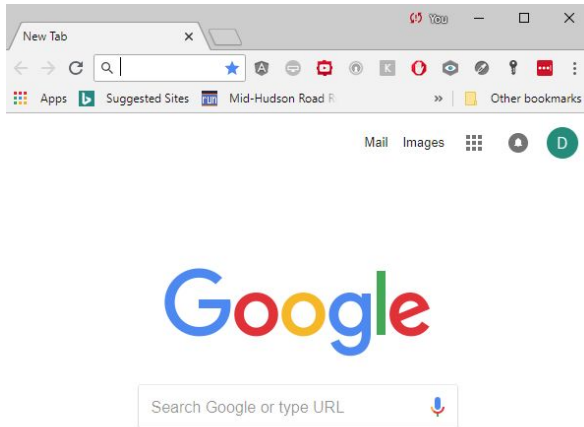
Set up your own password, something easy-to-remember. It must be at least 8
characters long and, like most passwords, caps are different from lower case letters.
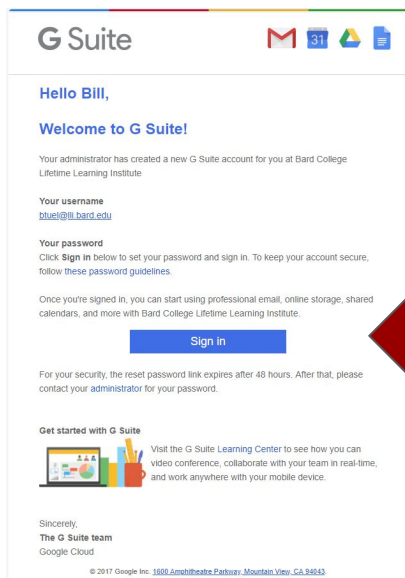
Click here and follow instructions to set up your new password and account.

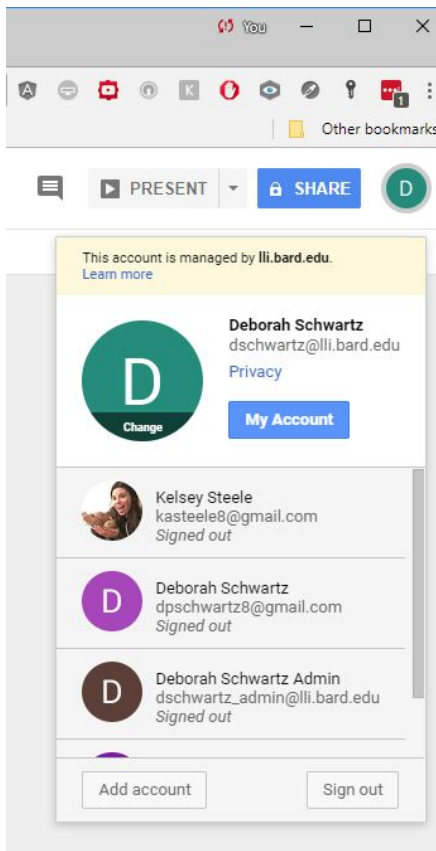# Bard LLI Lifetime Learning Institute    Log out

## 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.
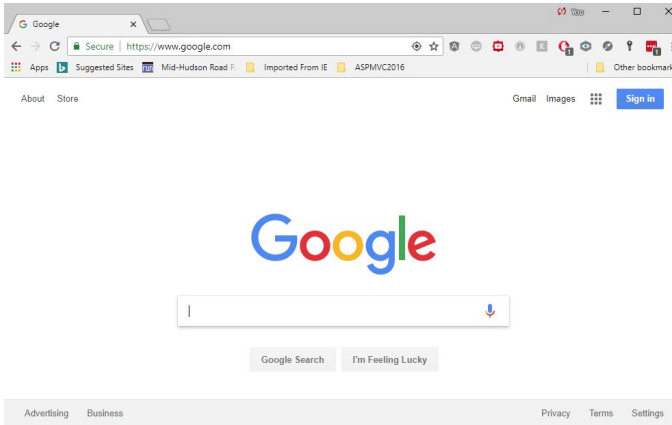
# Google

Search Google or type URL

Then, click "sign out" to log out of your account

This account is managed by **lli.bard.edu**.
Learn more

**Deborah Schwartz**
dschwartz@lli.bard.edu
Privacy

**My Account**

Change

Kelsey Steele
kasteele8@gmail.com
*Signed out*

Deborah Schwartz
dpschwartz8@gmail.com
*Signed out*

Deborah Schwartz Admin
dschwartz_admin@lli.bard.edu
*Signed out*
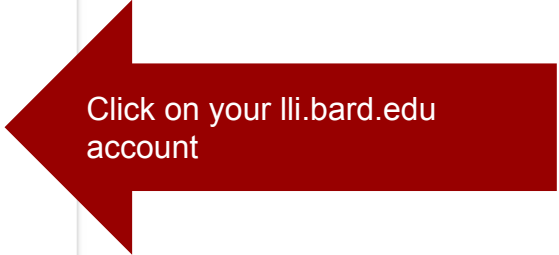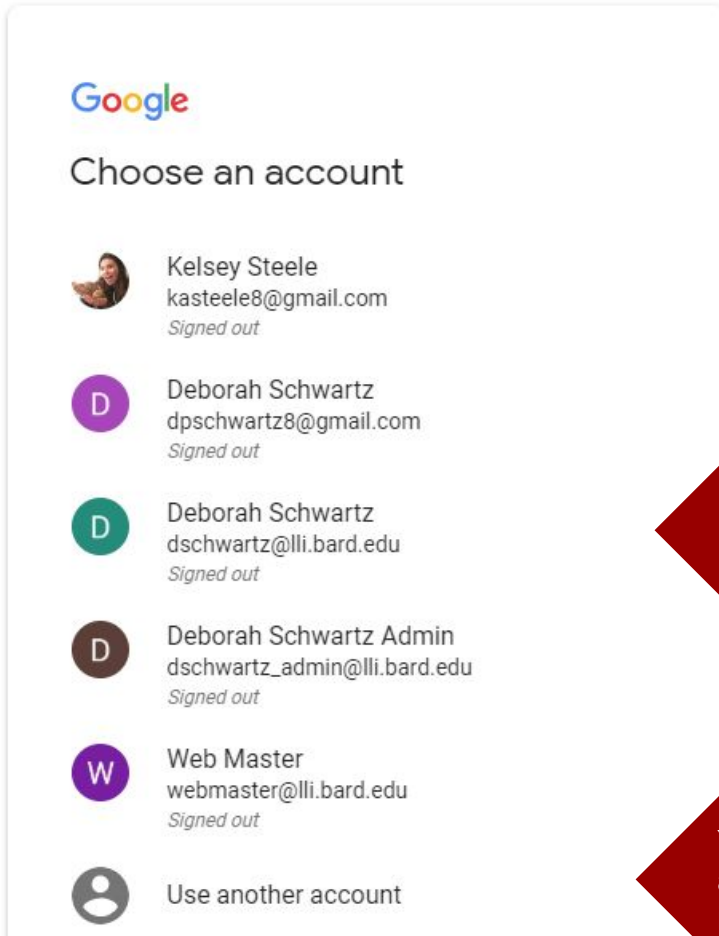
Add account       Sign out

Click "Sign out" button to log out.

# Log In

## 5. Log in

Go to www.google.com and click "Sign in"



Click to sign in.

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



Google

Choose an account
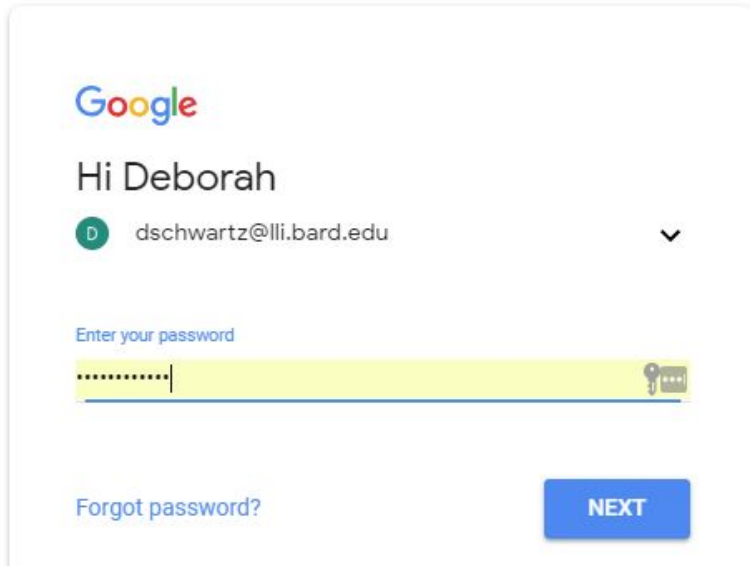
Kelsey Steele
kasteele8@gmail.com
*Signed out*

Deborah Schwartz
dpschwartz8@gmail.com
*Signed out*

Deborah Schwartz
dschwartz@lli.bard.edu
*Signed out*

Click on your lli.bard.edu account

Deborah Schwartz Admin
dschwartz_admin@lli.bard.edu
*Signed out*

Web Master
webmaster@lli.bard.edu
*Signed out*

Use another account
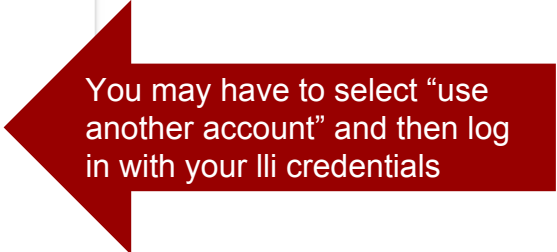
You may have to select "use another account" and then log in with your lli credentials

# Bard LLI Lifetime Learning Institute    Log In

Enter your password

Google

## Hi Deborah

D   dschwartz@lli.bard.edu
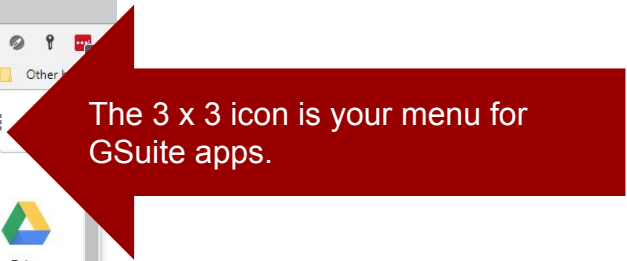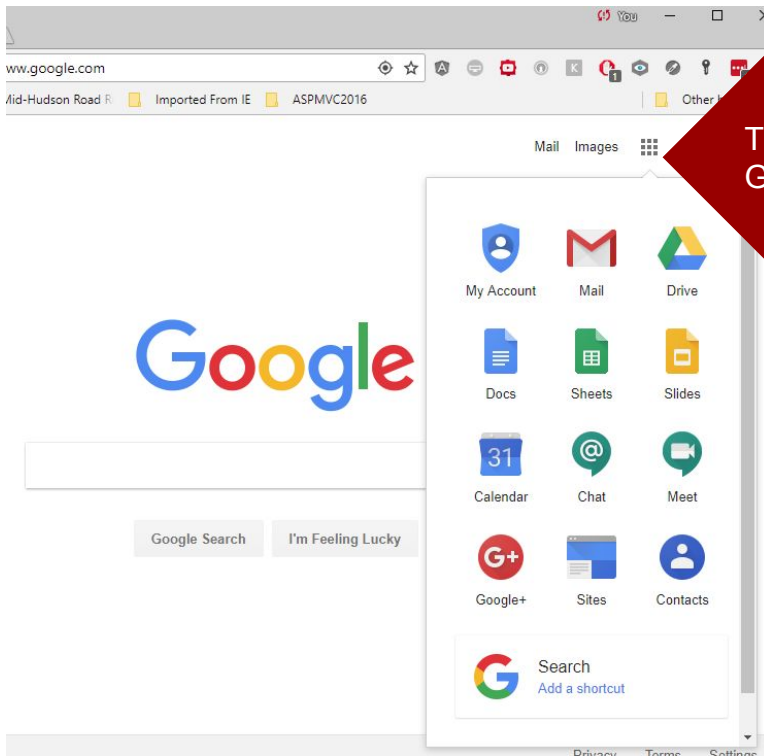
Enter your password

............|

Forgot password?                    **NEXT**

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!

ww.google.com

Mid-Hudson Road R   Imported From IE   ASPMVC2016                    Other

Mail  Images  :::

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

Google

My Account   Mail   Drive

Docs   Sheets   Slides

Calendar   Chat   Meet

Google+   Sites   Contacts

G   Search
Add a shortcut

Google Search   I'm Feeling Lucky

Privacy   Terms   Settings