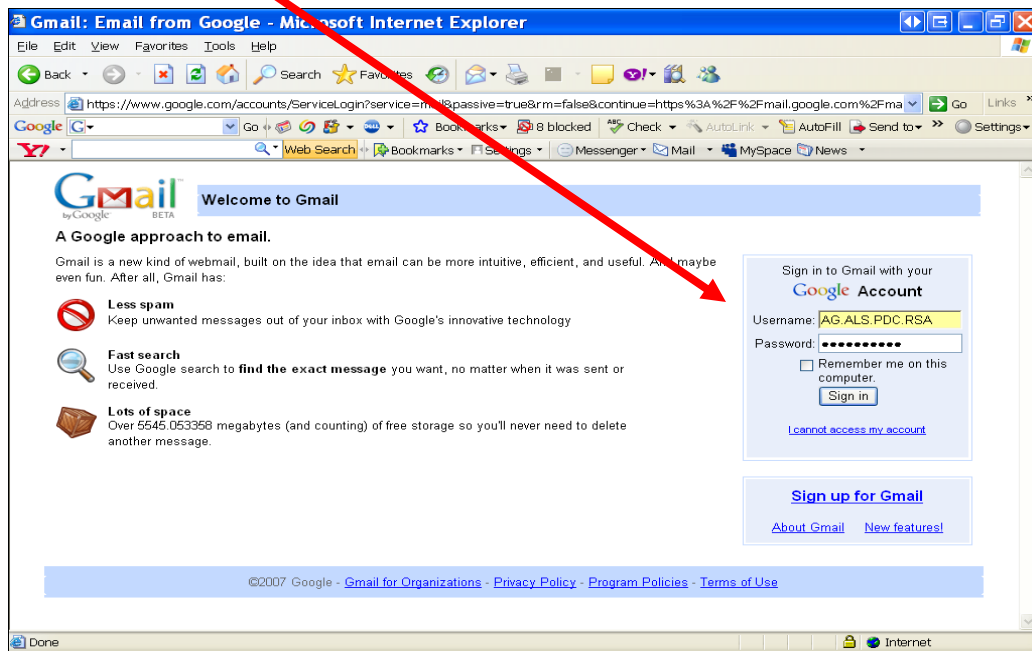


How to Login to Your Library's Gmail Account

This cheat sheet is also available on the RSA web page.

Go to <http://alsi.sdp.sirsi.net/client/search/asset/276>

1. Open your internet browser and type <http://mail.google.com> into the URL line. The Gmail login page appears. You will see a light blue box on the right side of the screen:



2. For the Username, enter your library's 10-digit WorkFlows code, plus "RSA" (without quotes) at the end of that 10-digit code. **Replace** all hyphens and underscores with periods.
Example: The WorkFlows code for the ALS Professional Development collection is AG_ALS-PDQ
Following the instructions above, its Gmail username is AG.ALS.PDQ.RSA
This username makes the ALS Gmail email address AG.ALS.PDQ.RSA@gmail.com
3. For the Password, contact RSA support at help@rsanfp.org.
4. Hit <ENTER> on your keyboard or click the "Sign in" button. Your library's Gmail inbox will appear.

If you have questions about Gmail, please contact JT Emert, RSA System Administrator, at jon.emert@railslibraries.info or 309-694-9200 x2136.