## 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 <u>http://mail.google.com</u> into the URL line. The Gmail login page appears. You will see a light blue box on the right side of the screen:

🛿 Gmail: Email from Google - Mic. soft Internet Explorer	◆ C _ C X
Eile Edit View Favorites Tools Help	an 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 19
😋 Back 🔹 💿 🕆 🖹 🛃 🏠 🔎 Search 🤺 Failbales 🤣 😥 = 🌺 🕋 🕒 💽 🖤 🕌 🖄	
Address 🗃 https://www.google.com/accounts/ServiceLogin?service=nt_l2passive=true2rm=false8.continue=https:%3A%2F%2Fmail.google.com%2Fma 💙 🛃 Go 🛛 Links 🎽	
Google 🕞 🗸 🐨 🐨 Go 🕫 🏈 🌮 🐨 🗸 😫 🖉 Book arks 🛛 🖓 8 blocked 🛛 🍄 Check 👻 🖏 Autob	ink 👻 📔 AutoFill 🍺 Send to 🕶 🌺 🔘 Settings 🕶
🗙 🗸 💘 Web Search 🖗 🖗 Bookmarks * 🖓 Savings * 🗇 Messenger * 🖄 Mail 🔹 📽 MySpace 🖏 News 🔹	
Generation Welcome to Gmail	<u>~</u>
A Google approach to email.	
Gmail is a new kind of webmail, built on the idea that email can be more intuitive, efficient, and useful. An maybe	Sign in to Gmail with your
	Google Account
Keep unwanted messages out of your inbox with Google's innovative technology	Username: AG.ALS.PDC.RSA
	Password:
Fast search Use Google search to find the exact message you want, no matter when it was sent or received.	Remember me on this computer.
Lots of space Over 5545.053358 megabytes (and counting) of free storage so you'll never need to delete another message.	Leannot access my account
	Sign up for Gmail
	About Gmail New features!
©2007 Google - Gmail for Organizations - Privacy Policy - Program Policies - Terms of Use	
Done	A PInternet

- 2. For the Username, enter your library's 10-digit WorkFlows code, plus "RSA" (without quotes) at the end of that 10-digit code. <u>Replace</u> 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 <u>help@rsanfp.org</u>.
- 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.