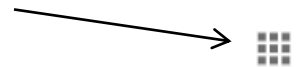




ACCESSING YOUR POQUOSON.ORG GMAIL ACCOUNT

1. Go to <https://myaccount.google.com>
2. In the upper right hand corner, select SIGN IN
3. Select the Google account you wish to access or enter the username of your PCPS account
 - Your username is firstname.lastname@poquoson.org (ex: jane.smith@poquoson.org)
4. Enter your password (this would be a password you have changed if you have previously accessed this Google account)
 - If you need help in resetting this password or do not know your password, you can choose the *Forgot Password* link and select a personal email account to use to change the password, or
 - You can reach out to one of our ITRTs using your personal email and ask them to reset it for you
 - scott.bumbaugh@poquoson.org
 - jennifer.cannella@poquoson.org
 - joseph.coccimiglio@poquoson.org
 - kimberly.montalvo@poquoson.org
5. Once you are into your Account, select your gmail account (one way is to click on the Google Apps “waffle” in the upper right hand corner) – looks like this



ACCESSING YOUR GMAIL ACCOUNT FROM YOUR CELL PHONE

Download the Gmail app from you app store or add your Gmail as an email account using the Settings feature on your phone.

