



Get into Your GCC Gmail
Account for the First Time

First Steps to Enter Your New Google-Based GCC Email: A Visual Guide

All steps below shown on a computer (not a mobile device). We recommend entering your new email first on a computer, before setting up your email on a mobile device.

1. Open a browser window; we strongly recommend using Google Chrome. (You can [download Google Chrome here](#) if you don't already have it on your computer.)



2. Go to <https://www.gmail.com/> in the Chrome browser.

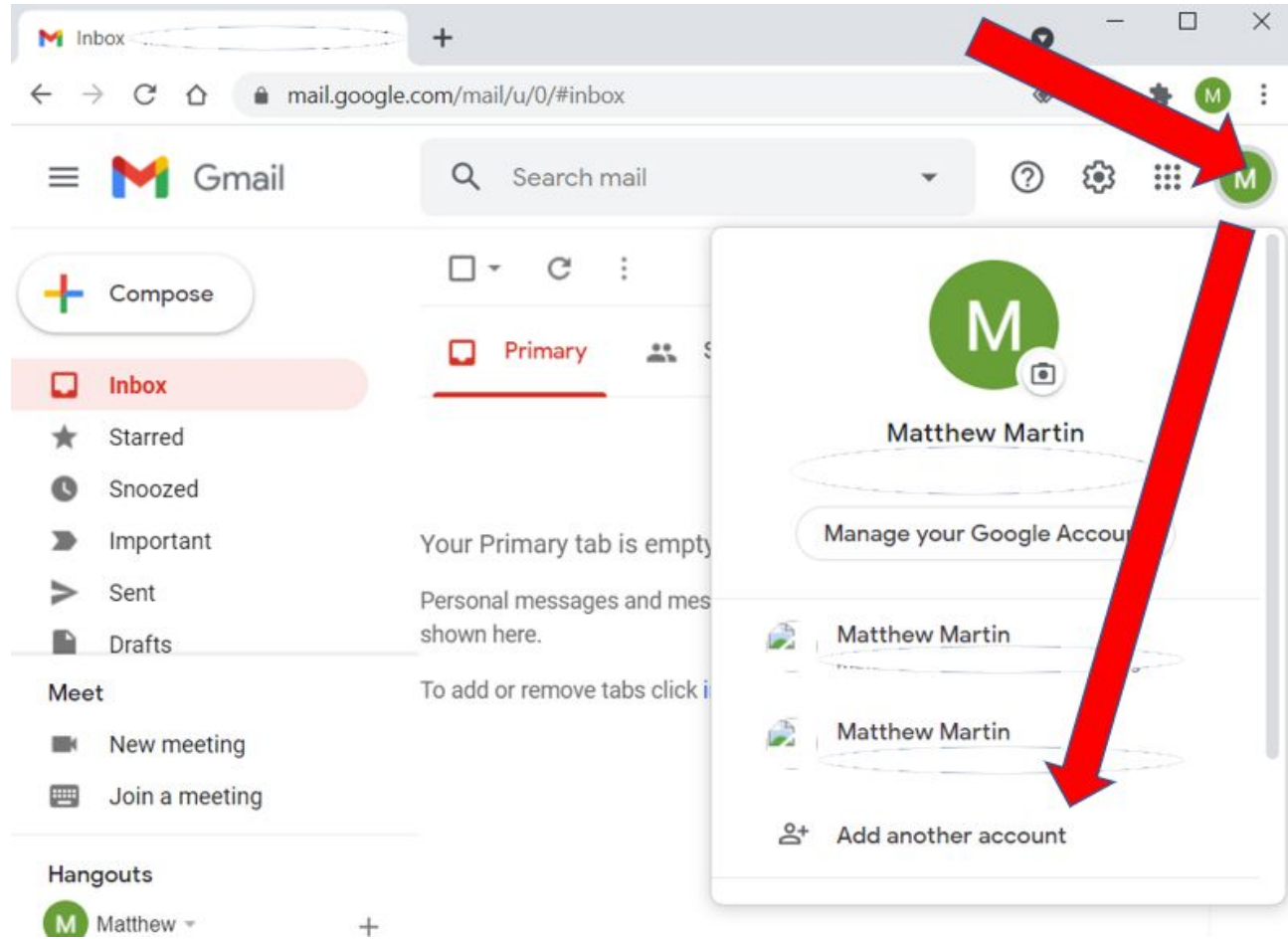


3. If you already have a Google Account, you may already be signed into a different Google-based email under that account.

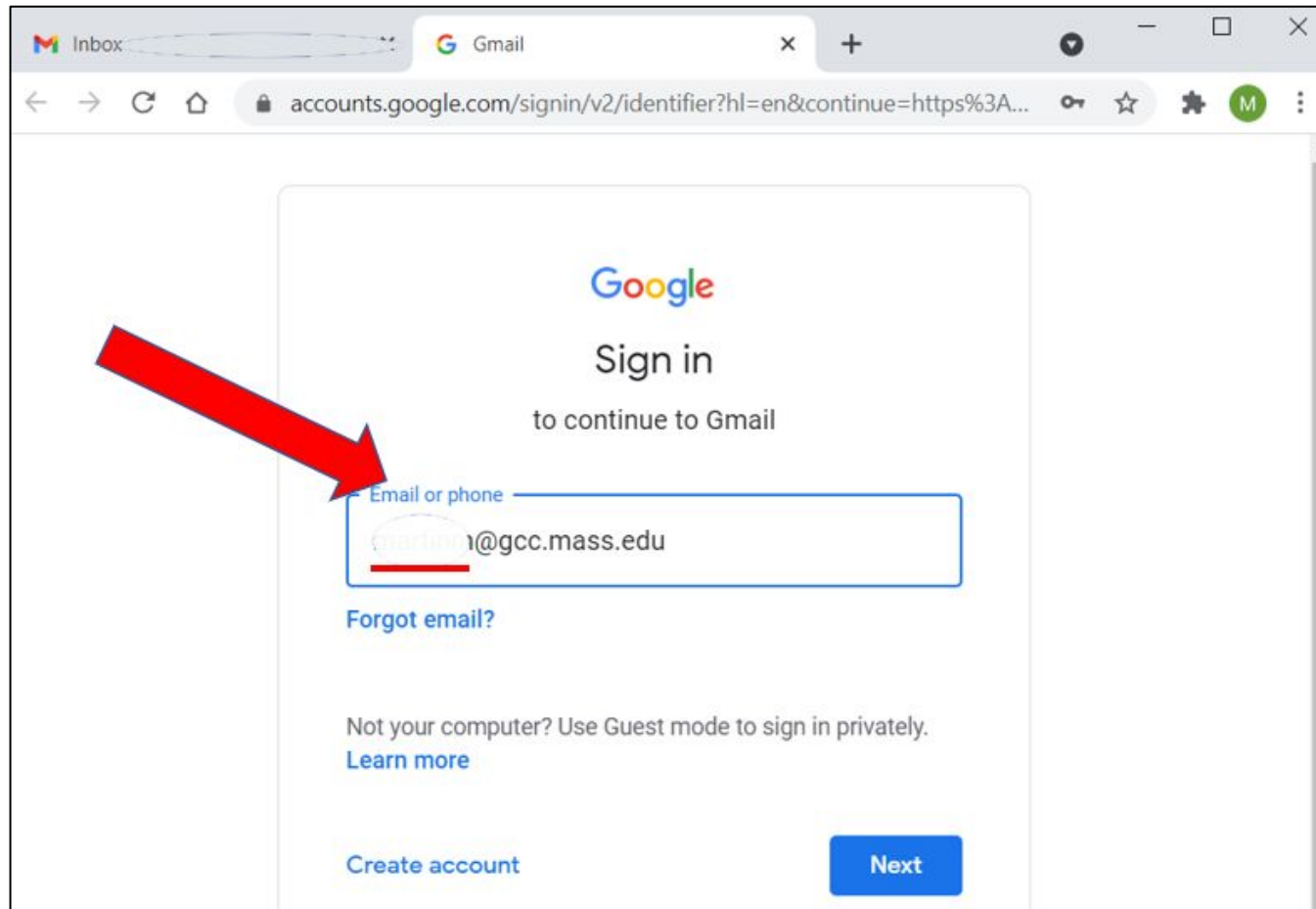
If so, click on the profile icon at the right, just next to the “nine-squares” Google Apps icon.

Then choose “Add another account”.

(If you have not previously used a Gmail based email account, you can skip this step.)

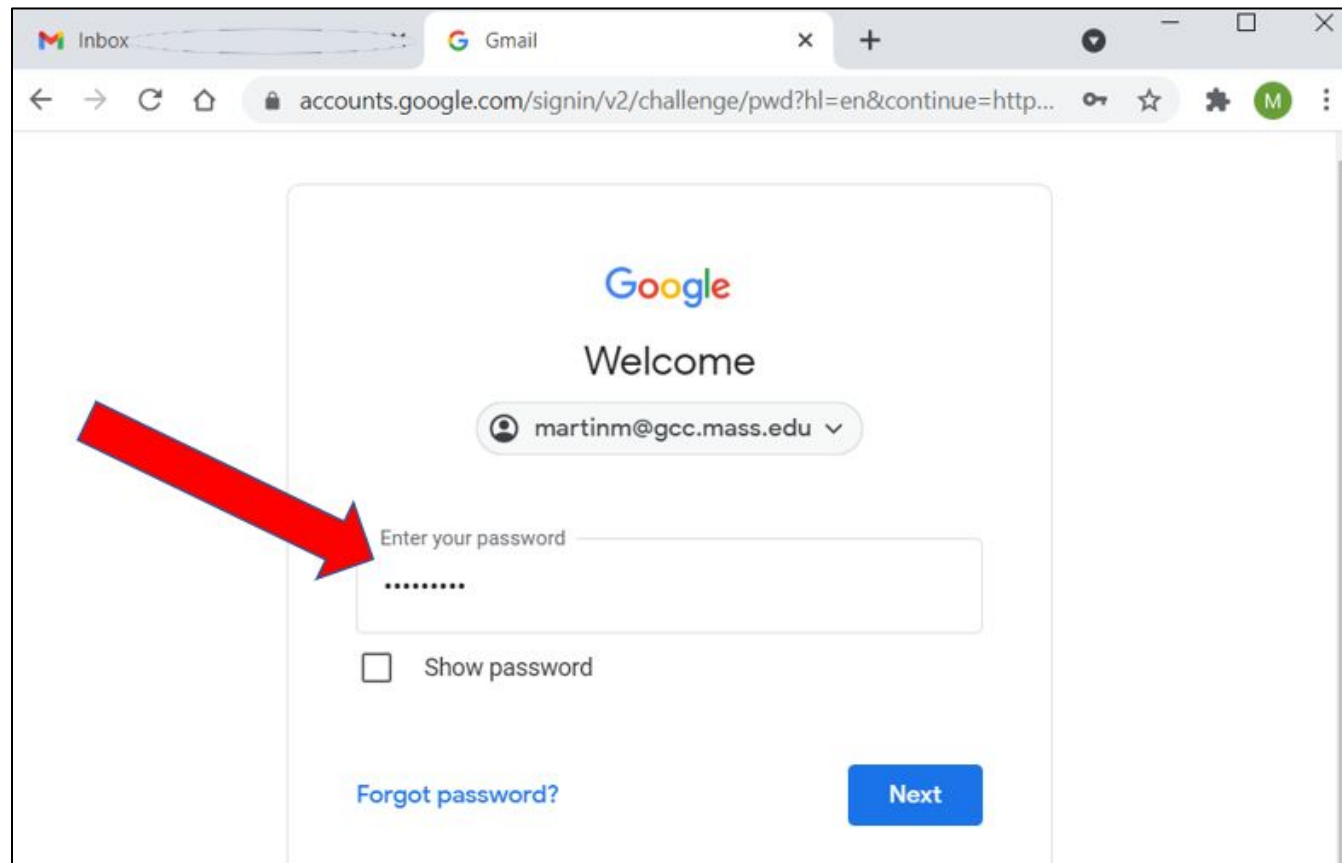


**4. Enter your existing
GCC email address in the
Email field:**



The screenshot shows a web browser window with the URL `accounts.google.com/signin/v2/identifier?hl=en&continue=https%3A...`. The page displays the Google logo and the text "Sign in to continue to Gmail". Below this is a text input field labeled "Email or phone" containing the email address "martin@gcc.mass.edu". A large red arrow points to this input field. Below the input field are links for "Forgot email?", "Not your computer? Use Guest mode to sign in privately. Learn more", and "Create account". A blue "Next" button is located at the bottom right of the sign-in area.

5. Next, enter your existing password for your GCC email account.



The screenshot shows a web browser window with the Google sign-in page. The address bar displays the URL: `accounts.google.com/signin/v2/challenge/pwd?hl=en&continue=http...`. The page features the Google logo and the word "Welcome". Below this, a user selection dropdown shows the email `martinm@gcc.mass.edu` with a downward arrow. A large red arrow points to the password input field, which is labeled "Enter your password" and contains a series of dots. Below the password field is a checkbox labeled "Show password". At the bottom left, there is a link for "Forgot password?". At the bottom right, there is a blue button labeled "Next".

6. If you are prompted to enter a recovery email address or phone numbers, click “Never.”

You can update your Google Workspace password by logging on to MyGCC, and changing the password there.

The screenshot shows a web browser window with two tabs: "Inbox" and "Account Recovery Options". The address bar displays the URL `myaccount.google.com/u/3/signinoptions/recovery-options-collection...`. The main content area shows the Google logo and the heading "Protect your account" for the user `martinm@gcc.mass.edu`. A modal dialog box titled "Save password?" is overlaid on the page. It contains a "Username" field with `martinm@gcc.mass.edu` and a "Password" field with masked characters. A large green arrow points from the "Never" button in the dialog to the "Recovery phone number" and "Recovery email" options on the background page. These options are each circled in red. The "Recovery phone number" option includes a sub-option "No phone number". The "Recovery email" option includes a sub-option "No recovery email".

Google

Protect your account

M martinm@gcc.mass.edu

Save password?

Username martinm@gcc.mass.edu

Password

Never

Google can use these if you forget your password or if we notice suspicious activity.

Recovery phone number

No phone number

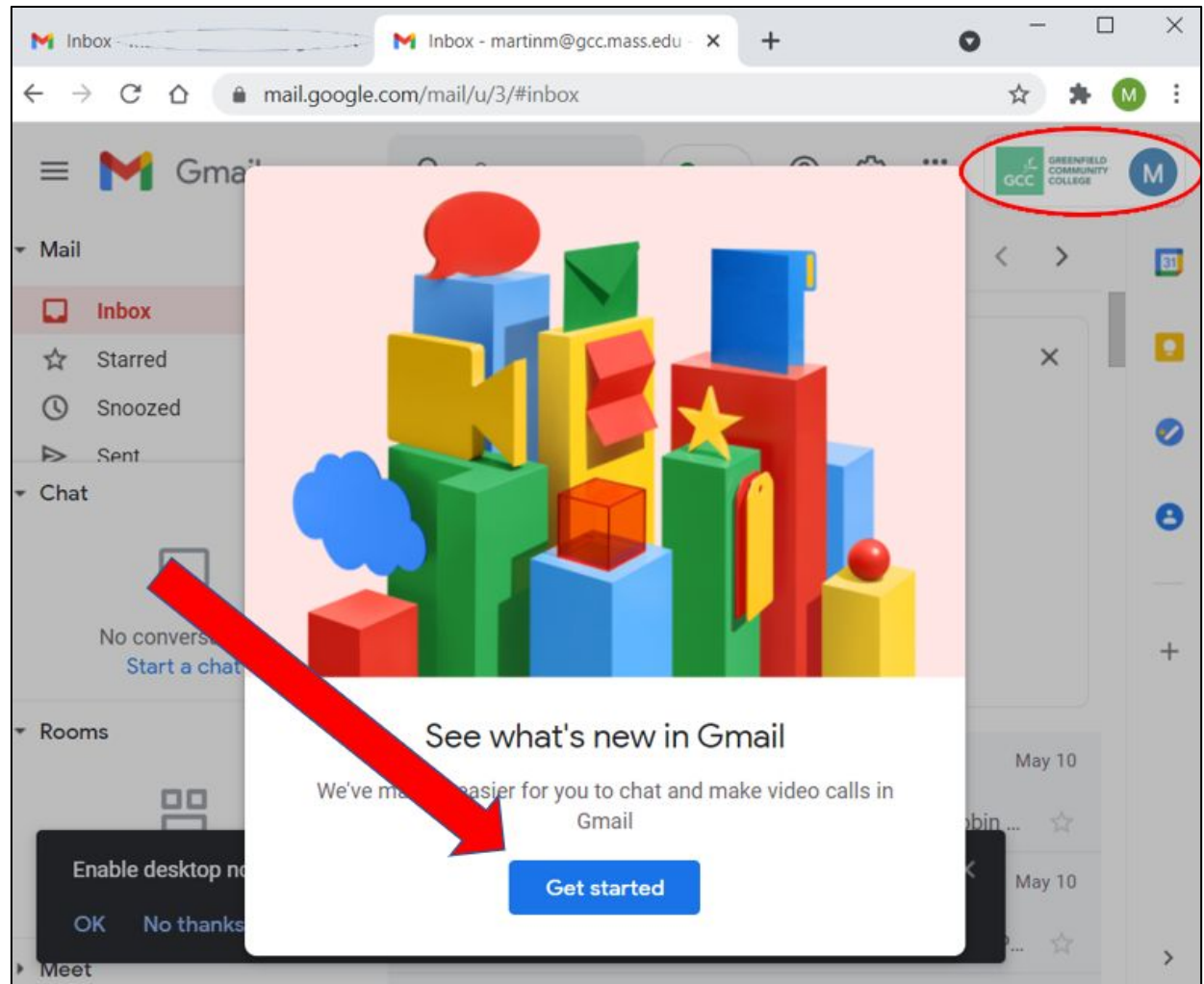
Recovery email

No recovery email

7. You are now in your new GCC Google-based email!

(You will know when you are in this account by the GCC logo appearing in the top-right.)

Follow the tips to begin setting up your account.



Need more help? Reach out to IT for troubleshooting at:
helpdesk@gcc.mass.edu, or by phone at **413-775-1350**.

For additional tips and tricks for getting started with Gmail and Google Tools, plan to join Gary, John, or Matt at a tutoring session via the [Google Workspace Moodle page](#).