Logging in to CCSF Google Mail (Gmail) for the First Time (Faculty/Staff)

1. When your account has been created, you will receive an email from “googleadmin@mail.ccsf.edu” in your GroupWise email inbox.

   <googleadmin@mail.ccsf.edu> Welcome to City College of San Francisco

2. Note the link for logging in, your user name, your email address, and your temporary password. NOTE that your email address will be: firstname.lastname@mail.ccsf.edu.

3. At https://mail.google.com/a/mail.ccsf.edu, sign in as shown:

   If you use a shared machine, as in a computer lab, do NOT choose “Stay signed in”. 
4. On the next screen, you’ll be asked to choose a password and to accept the terms of use.

Setup your account for City College of San Francisco

Your City College of San Francisco account will give you access to services online, including Gmail, for your education.

Name:
Login name: [Enter name]

Choose a password: [Enter password] Minimum of 6 characters in length. Password strength:

Re-enter password: [Re-enter password]

Language: [Choose language]

Choose a password

Type the characters you see in the picture below.

[Image of characters to verify]

Type the characters you see. (They will be different for each screen view.)

5. Finally, accept the terms of use. Now you’re ready to use Gmail at CCSF.

Terms of service: Review the Terms of Service below.

including your Content, may involve (a) transmissions over various networks, including the Public Switched Telephone Network, and (b) changes to conform and adapt to technical requirements of connecting network or services.

I understand and agree that your domain administrator may have access to your account information including your email address, its content, and may suspend or terminate your account at any time, for any reason, and for any or no reason.

By clicking 'I accept' below you are agreeing to the Terms of Service above and the Privacy Policy.

Also remember that Google Apps is offered in conjunction with your domain administrator may have access to your account information including your email address, and the administrator's use of your information is governed by its privacy policy.

I accept. Create my account. Cancel