

Google Workspace Account Login Documentation

Introduction:

Welcome to your new Mississippi Wing Google Workspace account! This document provides a step-by-step guide on how to log in and access the various tools and services within your Google Workspace.

Accessing the Login Page:

1. Open your preferred web browser.
2. Navigate to the Google Workspace login page by entering the following URL:
<https://mail.google.com/> Or Gmail.com

Logging In:

3. Enter your full email address provided by the IT Department "Email" field.
4. Click on the "Next" button.
5. Enter your account password in the "Password" field.
6. Click on the "Next" button.

~~Two-Step Verification (if enabled): Skip~~

- ~~7. If your organization has set up Two-Step Verification, follow the additional prompts to complete the verification process.~~

Dashboard Overview:

8. After successful login, you will be directed to your email account.

Accessing Google Apps:

9. To access Gmail, Google Drive, Google Calendar, and other Google Apps:
 - Click on the "Google Apps" icon (usually represented by a grid of dots) in the upper-right corner.
 - Select the desired app from the menu.

Changing Password (if needed):

10. For security purposes, you may want to change your password:
 - Click on your profile picture in the upper-right corner.
 - Select "Google Account."
 - Navigate to the "Security" tab and find the "Signing in to Google" section.

Logging Out:

11. To log out of your Google Workspace account:

- Click on your profile picture in the upper-right corner.
- Select "Sign out."

Congratulations! You have successfully logged in to your new Mississippi Wing Google Workspace account.

If you encounter any issues or have further questions, please contact your IT support team by opening a help desk ticket at "Link for helpdesk".

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MSWG IT HelpDesk

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