Activating Your Email Account on the Google Apps Email Server

Step 1 -- Register on e-Campus

- Go to the URI web page, **www.uri.edu**.
- In the upper right hand corner, click on the <u>You</u> drop down arrow and select your designation (Faculty or Staff).
- Scroll down to **New Staff Members** and click on *e-Campus Registration*.
- Walk through the steps to create your User ID and Password.
- One business day after you have registered on e-Campus, you will be able to activate your email account.

Step 2 -- Activate your email account (note: you will not be able to activate your email account until one business day after registering on e-Campus)

- To get to your Google Apps account login page, type the following URL into your browser address field and hit Enter: **google.com**

  You will be on the Google page; the Sign In icon is located in the right upper corner. Click on it to login.

- Enter your e-Campus ID followed by @uri.edu; i.e., ecampusid@uri.edu.
- Enter your email password. Your initial password is your birthday in the format mmddyyyy; you will be immediately asked to change it. Then click log in.

For more information, please visit http://web.uri.edu/urigoogle/. If you have any questions, please contact the Help Desk at 874-4357 or helpdesk@uri.edu.