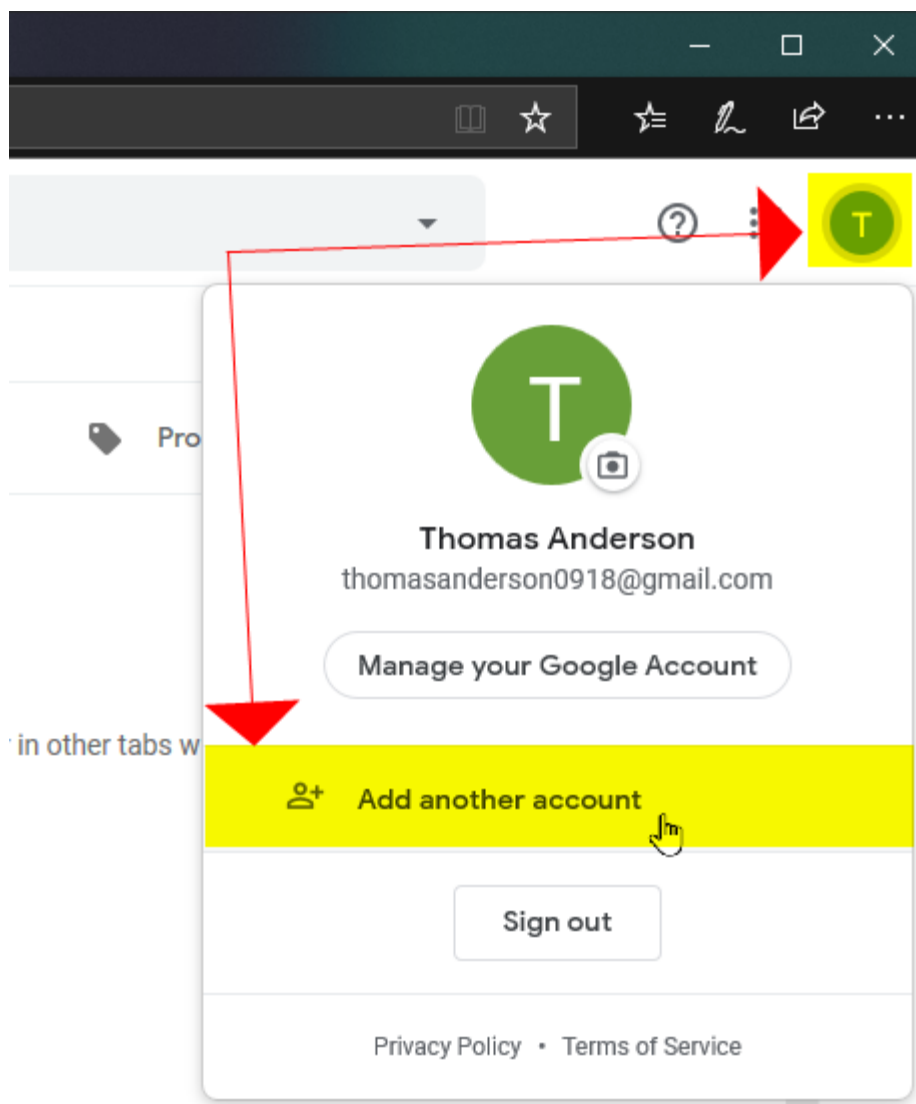


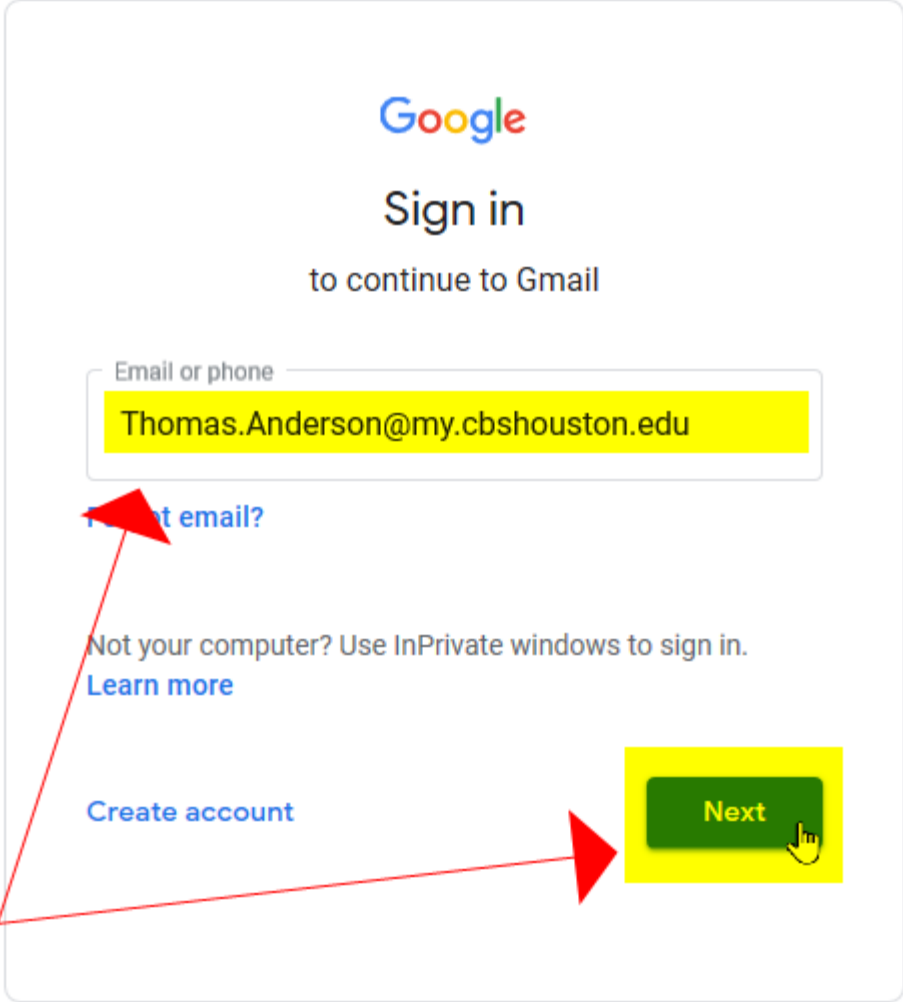
HOW TO ADD YOUR CBS EMAIL ACCOUNT IF YOU ALREADY HAVE A GMAIL ACCOUNT

Step 1) Click the account selector (the circle or image in the upper-right corner). A menu will be displayed. Click the *Add another account* link.



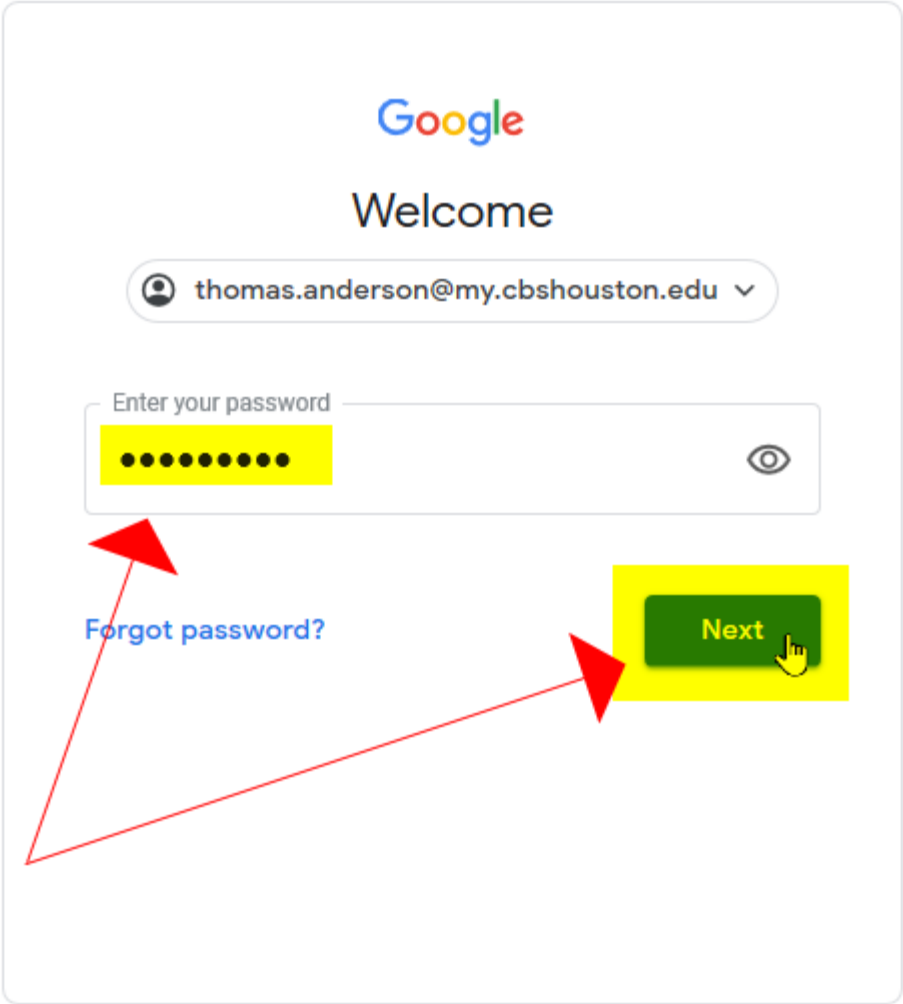
HOW TO ADD YOUR CBS EMAIL ACCOUNT IF YOU ALREADY HAVE A GMAIL ACCOUNT

Step 2) Enter your CBS email address and click the *Next* button.



HOW TO ADD YOUR CBS EMAIL ACCOUNT IF YOU ALREADY HAVE A GMAIL ACCOUNT

Step 3) Enter the account password and click the *Next* button.



HOW TO ADD YOUR CBS EMAIL ACCOUNT IF YOU ALREADY HAVE A GMAIL ACCOUNT

Step 4) Click the *Accept* button after reading the terms and conditions.



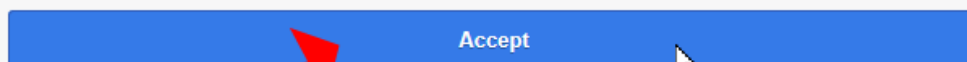
Welcome to your new account

Welcome to your new account: thomas.anderson@my.cbshouston.edu. Your account is compatible with many [Google services](#), but your my.cbshouston.edu administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your thomas.anderson@my.cbshouston.edu account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the G Suite [core services](#), your use of those services is governed by your organization's G Suite agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your thomas.anderson@my.cbshouston.edu account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).



HOW TO ADD YOUR CBS EMAIL ACCOUNT IF YOU ALREADY HAVE A GMAIL ACCOUNT

Step 5) Enter a new password if prompted. The password must be at least eight-characters long and not be one that you have used before on this account. Click the *Change password* button.



Change password for
thomas.anderson@my.cbshouston.edu

[Learn more about choosing a smart password](#)

Create a new, strong password that you don't use for other websites.

Create password

Confirm password

Change password

HOW TO ADD YOUR CBS EMAIL ACCOUNT IF YOU ALREADY HAVE A GMAIL ACCOUNT

Step 6) At this point you should be able to access your CBS student email account. You can switch between the accounts by clicking the account selector (the circle or image in the upper-right corner) and clicking the account you wish to access from the menu.

