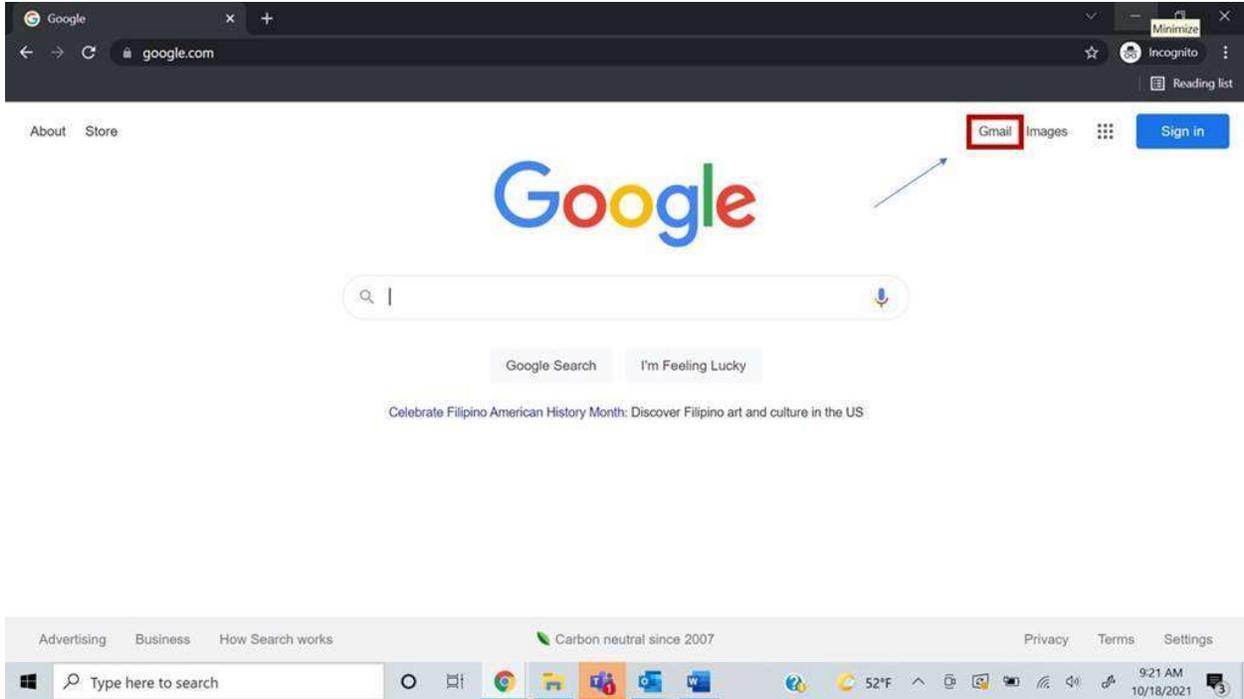
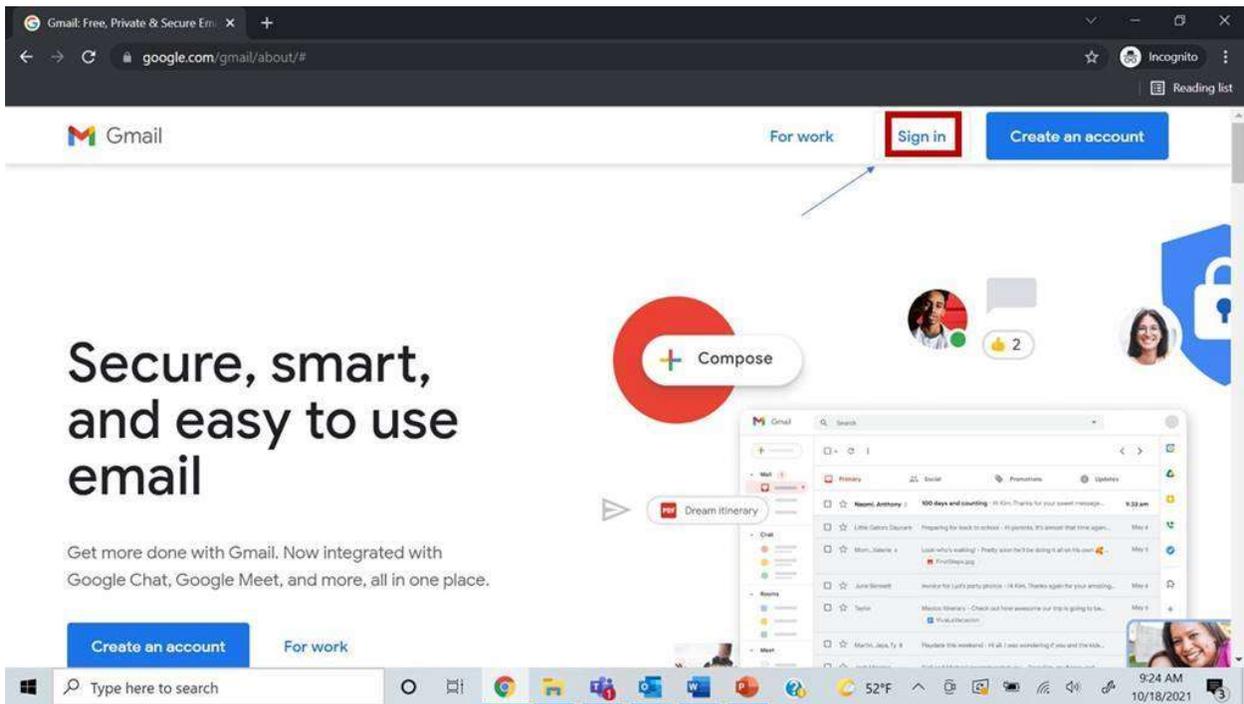


Below are instructions on logging into your e-mail for the first time and steps to changing your password for your own security:

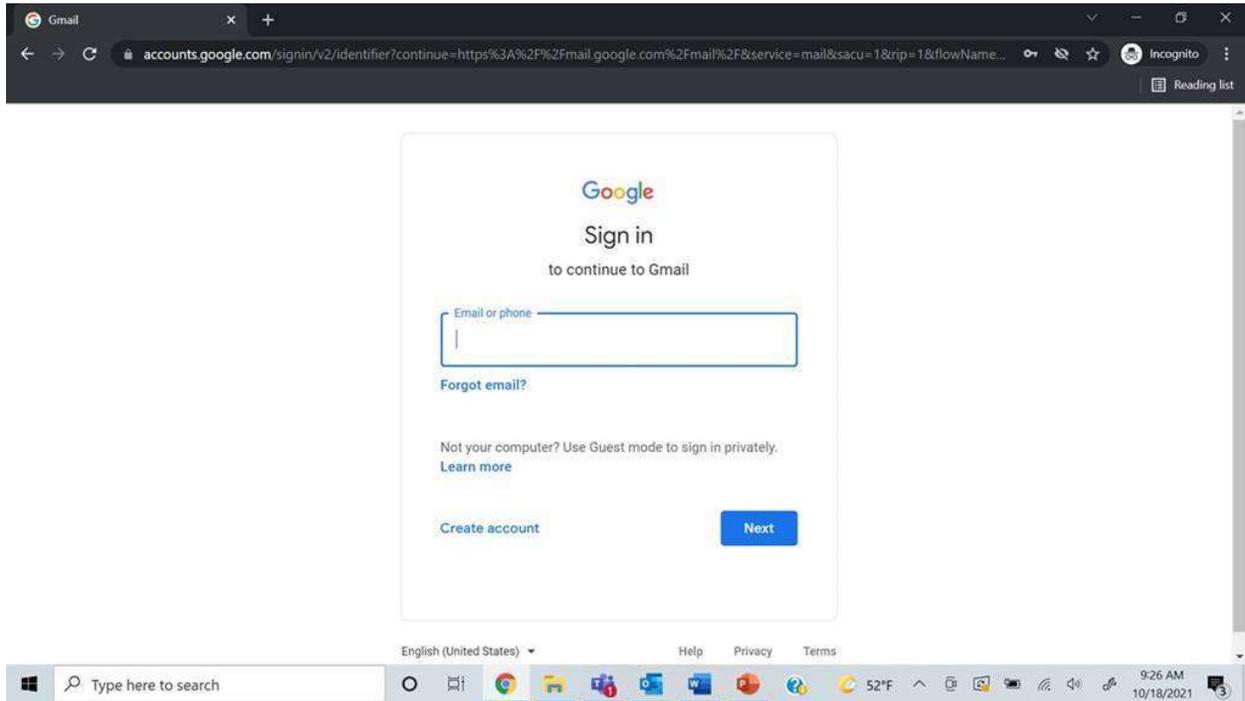
1. Open an internet browser and go to [www.google.com](http://www.google.com)



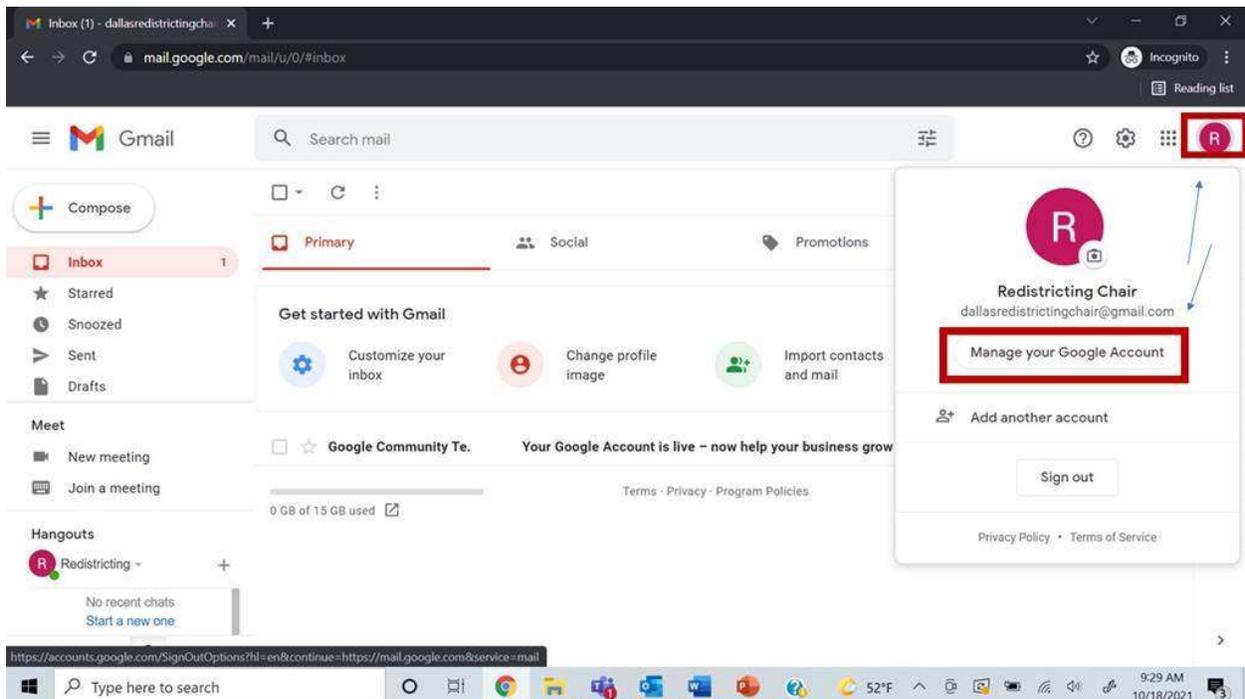
2. Click the "Gmail" button toward the top right corner of the window.



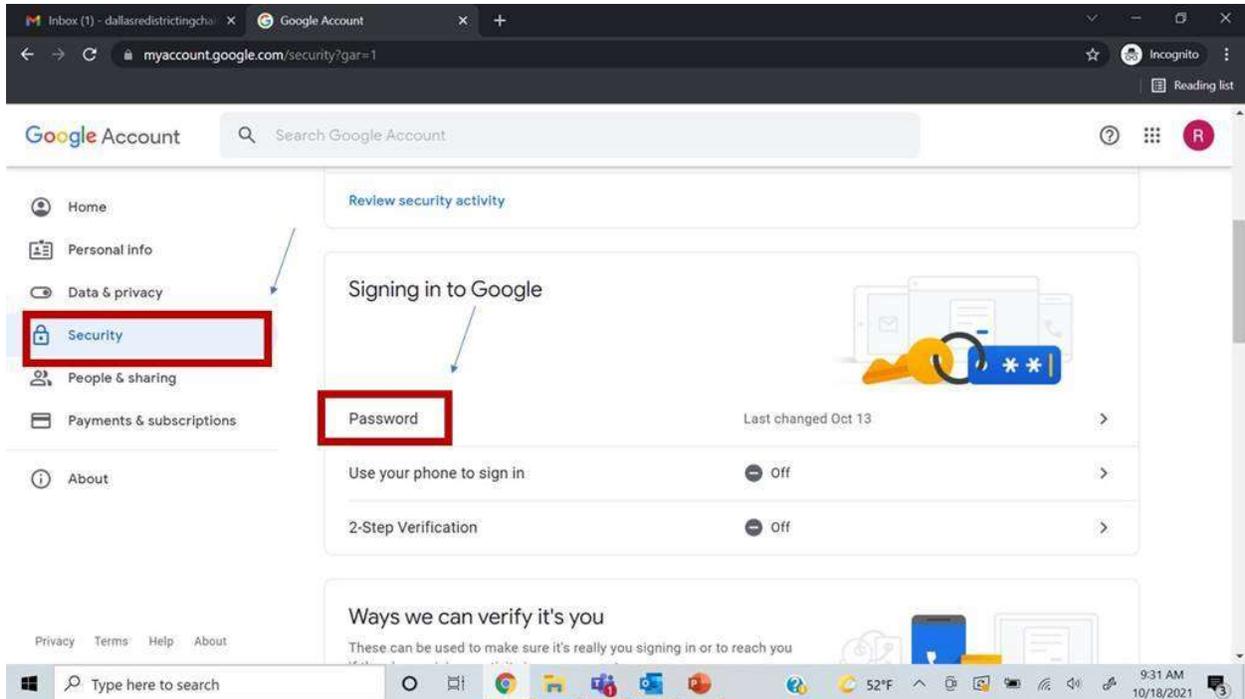
3. Click the "Sign In" button along the top of the window.



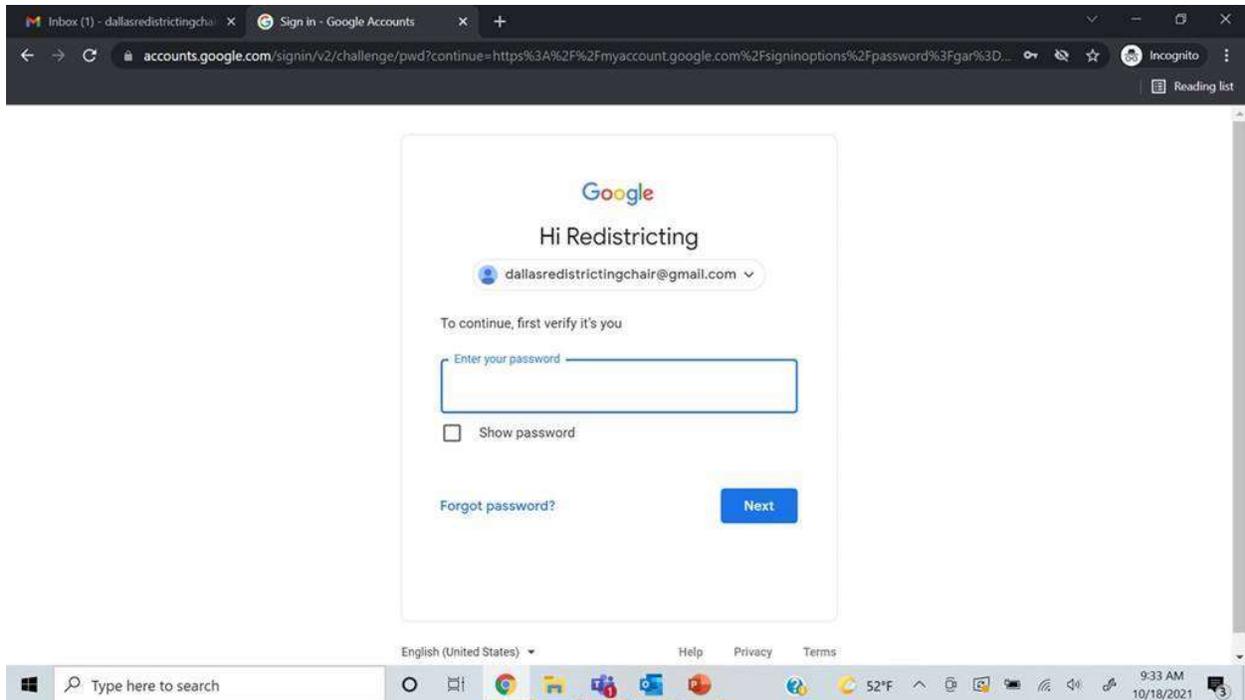
4. Enter your log in credentials provided at the top of this email.



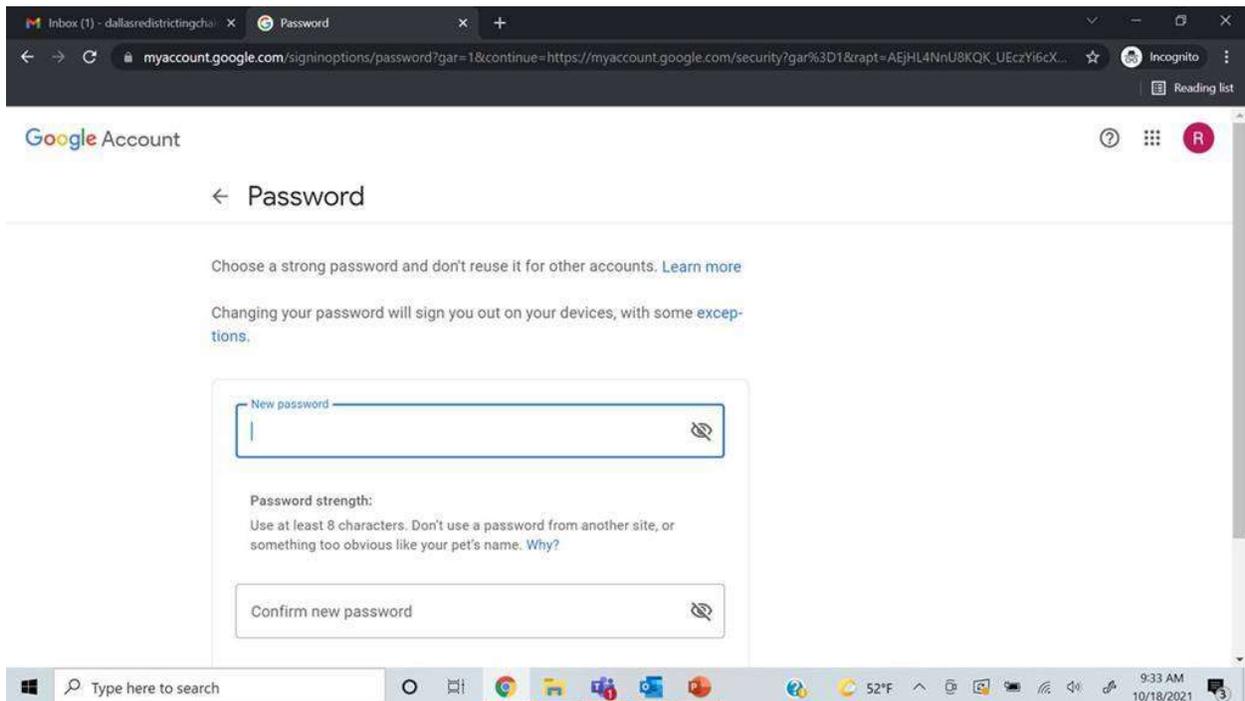
5. Click the account symbol in the top right corner, which will bring up a small drop down with the basic information of your account. You will also be able to use this to log out of your account if necessary.
6. Click “Manage your Google Account” from the small drop down menu.



7. Click on the “Security” Tab on the left side of the window and scroll down until you see the “Signing in to Google” section.
8. Click “Password” under the “Signing in to Google” section.



9. You will be asked to enter your password again for security purposes.



Change your password to something that is secure, and that you will be able to remember. If you lose your password, it will not be able to be recovered, so it is important to keep your login credentials somewhere that is safe and accessible if necessary.