

Guide to assist students in activating their UW G Suite Account

- 1) Navigate to "<https://uwnetid.washington.edu/manage>"
- 2) Authenticate to UW system
- 3) In left column click on "UW G Suite"
- 4) In the page that opens (see below) - select the checkbox to agree in Step 1.

Under Step 3 - select "No, do not change delivery setting"

Under Step 4 - enter your first and last names and hit the "Sign up" button at the bottom.

Sign up for **UW G Suite**

UW G Suite provides a UW gateway to Google's online services, allowing you to take advantage of Google's email, productivity, and collaboration tools.

Step 1: Agree to Appropriate Use Guidelines

To use this service you must agree to:

- Follow [UW computing rules](#).
- Be aware of special restrictions in those guidelines on use of UW [Confidential Data](#), such as Protected Health Information (PHI), Personally Identifiable Information (PII), or Export-controlled data.
- Report any inappropriate use upon discovery.
- Acknowledge that [UW data](#) is the property of the University and that you will return, upon request, any UW data that you place in a cloud service or other external repository.
- Be aware that UW G Suite accounts **may not be ready to receive email for up to 24 hours** after creation.

I agree to and understand the UW G Suite appropriate use guidelines.

Step 2: Set UW G Suite Password (optional)

To access UW G Suite:	Use:
Via a web browser <small>(e.g. Firefox, Internet Explorer)</small>	Your UW NetID and Password
Via desktop email program <small>(e.g. Thunderbird, Outlook)</small>	Separate Password Set separate password

Step 3: Configure Email Forwarding

ah290@u.washington.edu and **ah290@uw.edu** Delivered to your **UW Deskmail Inbox**

Change **ah290@u.washington.edu** and **ah290@uw.edu** email delivery to Gmail?

Yes, deliver to *UW G Suite Inbox*.
 No, do not change delivery setting.

Note: Your UW G Suite account may not be ready to receive incoming email for up to 24 hours after creation. You may wish to come back here tomorrow to set your forwarding to UW G Suite in order to not lose any email.

Step 4: Configure Name/Email Settings

How should your name be displayed in UW G Suite?

From: "your first name your last name" <**ah290@uw.edu**>

First Name:

Last Name:

UW G Suite Includes:

Email

 Ad-free email with unlimited storage that is based on the familiar Gmail interface but with a unique UW look!

Google Calendar

 Use calendaring to schedule meetings, create events, and share calendars with others.

Google Drive

 Create and store documents, spreadsheets, and presentations online, then share them with a group and make changes in real time.

Google Sites

 Create Web sites and incorporate photos, videos, calendars, and more. Share them with small groups or the world.

5) That completes the activation of the account.

6) Now open a new browser and return to the after hours sign up page <https://art.washington.edu/building-policies> - be sure to use your full UW G Suite account name to login - ie., yourUWNetID@uw.edu - this will direct you to the UW Authentication screen which will then allow you to access the after hours sign up form.