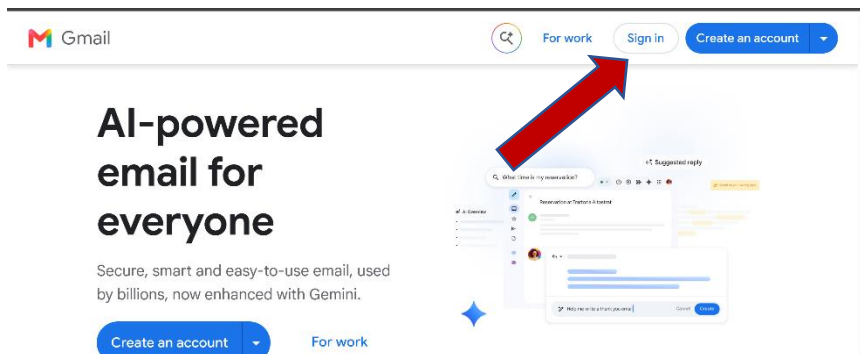
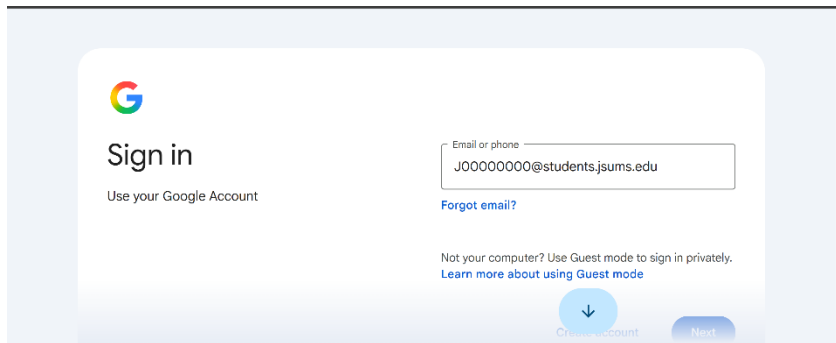


How to access your JSU Gmail (email) account.



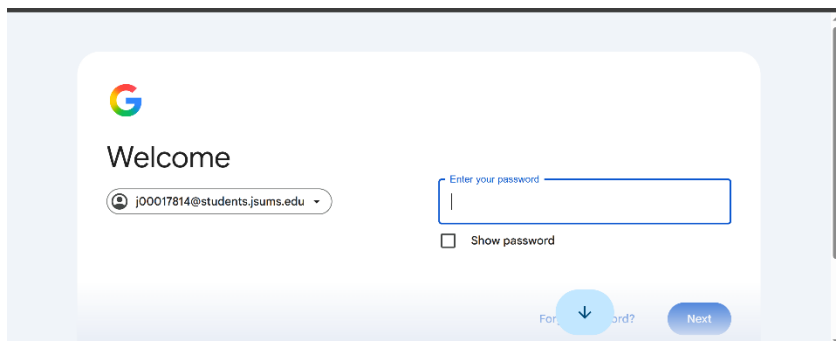
Open your browser (Google Chrome) and navigate to [www.gmail.com](https://www.gmail.com)

Click **Sign in** at the top.



Type your [JNumber@students.jsu.edu](mailto:JNumber@students.jsu.edu) then press Enter.

**NOTE:** Faculty/Staff will type [JNumber@jsu.edu](mailto:JNumber@jsu.edu)



Your **default password** is your date of birth **mmddyyyy**

**NOTE:** Do not type slashes or dashes.

You will be prompted to set a custom email password and configure your password recovery options (cell and alternate email account) during the next few prompts.

**NOTE:** Password requirement (**DO NOT** use your personal identifiable information)

- At least (15) characters
- Include upper case letters
- Include lower case letters
- Include numbers
- Include special character (~!@#\$\$%^&\*())