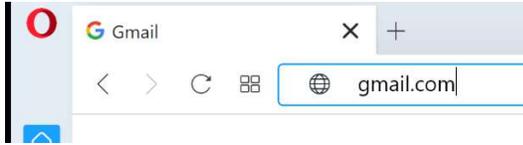
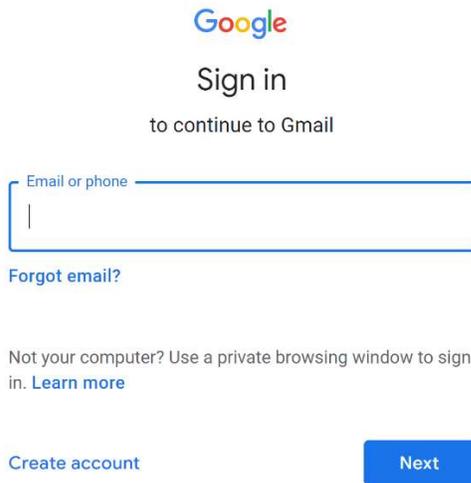


To check your email from outside of work.

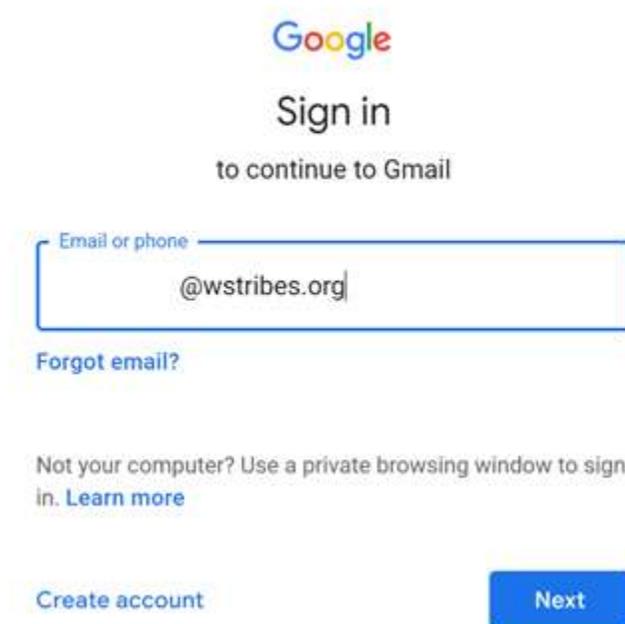
1. Goto www.gmail.com



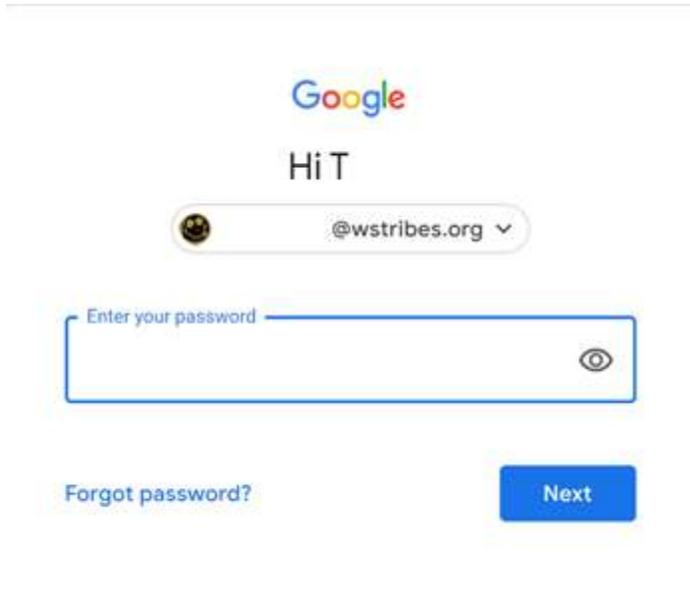
2. In the center of the screen you should see something like this.... If you use the computer you are on, you might need to switch accounts – go to page three of this document.



3. Please enter your email address, if you do not know it contact OIS for support.



4. At the next screen you will need to enter your password and press next. If you have forgotten your password, just call OIS at 541.553.3275 and we can help you reset it.



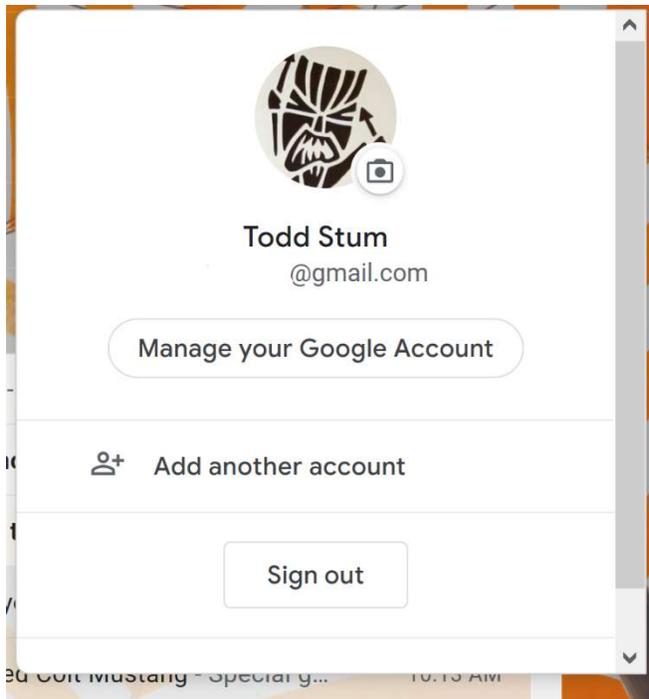
The screenshot shows a Google login interface. At the top is the Google logo. Below it, the text "Hi T" is displayed. Underneath is a search bar containing the email address "@wstribes.org" with a dropdown arrow. A large text input field is labeled "Enter your password" and has a visibility icon (an eye) on the right side. Below the input field, there is a link that says "Forgot password?" and a blue button labeled "Next".

5. If a screen pops up asking you to setup additional security just press skip and your email should load.

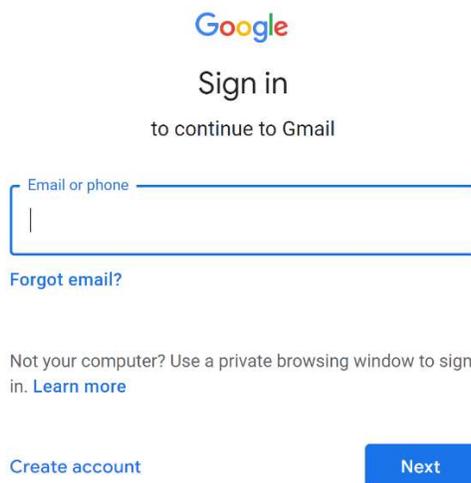
Switching accounts.

If you use this computer to check your email already, you can simply switch or add an account.

1. You will already be logged into your email account, so click on the image in the top right hand corner – this is usually a picture that you have added or the generic blue person – you should see this.



2. Click on “add another account” and you should see this.

A screenshot of the Google sign-in page. At the top is the Google logo. Below it is the text "Sign in" and "to continue to Gmail". There is a text input field with the placeholder "Email or phone" and a vertical cursor. Below the input field is a link "Forgot email?". At the bottom, there is a link "Create account" and a blue button labeled "Next".

Now continue from page one step three to continue the process. You can use these same steps to bounce back and forth between accounts.