Setting up a G-Suite Account for the First Time

This article covers how faculty, staff, and students can set up their UConn G-Suite account for the first time.

Note
G-Suite is the collective name for a group of Google apps such as Gmail, Docs, Drive and Calendar available to the University.

Students

As a student, you will be notified that you have a G-Suite account once you confirm your acceptance to the university. Once you have been notified of your G-Suite account and have received your NetID, follow the instructions below:

1. To set your password, navigate to email.uconn.edu/g-suite/ and click the Activate/Reset Password button on the right-hand side.
2. Enter your NetID and NetID password and click Login.
3. Create a password for your UConn Google account. This will be used when you log into any Google application with your UConn credentials. Click Submit.
4. Now you can access your University email account from home and when you are at school using your firstname.lastname@uconn.edu as the username and the password you just set. Visit http://gmail.uconn.edu to test your account.
5. If you have issues accessing your account, first verify your UConn email address in the UConn Phone book.
   a. Enter your name and click the Search button.

Warning
For faculty and staff to use the G-Suite apps, they must opt-in to Public Services. See Opting-in to Public Services for G-Suite

Faculty and Staff

1. Visit email.uconn.edu/g-suite/.
2. Click the Create Faculty/Staff Account button.
3. Login with your NetID and NetID password.
4. Click the I want to opt in! button to create your account.
5. Review the terms of service, scroll to the bottom of the page, and click the Accept button.
6. Create a password for your UConn Google account. This will be used when you log into any Google application with your UConn credentials. Click the Submit Password button.
7. Upon completion, a message displays: “Congratulations, Your new gmail account has been created.”
8. Try logging into your account for the first time at drive.google.com using firstname.lastname@uconn.edu as the username and the password you just set.

Related articles

- Setting up Your UConn Student Gmail Account
- Forwarding UConn G-Suite Emails
- What is the Difference Between G-Suite Core and Public Services?
- Setting Up Gmail on a Mac
- Setting Up Gmail in Thunderbird