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.

**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/](http://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](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.

**Faculty and Staff**

1. Visit [email.uconn.edu/g-suite/](http://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](http://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

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**Note**

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

**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](http://email.uconn.edu/g-suite/).