## Log in to the G-Suite for Education for the first time

CNU uses Google's G-Suite for Education as its e-mail, calendar, and cloud storage provider. Due to the way that G-Suite is set up, you will need to sign in directly to Google and accept the license agreement before you are able to use the e-mail, calendar, and drive links on the CNU Connect page.

To do so, visit gmail.com (or any other Google site).

If you already are signed in to your personal Google account, you'll either need to sign out or add the account to your signin. You do either by clicking your e-mail address at the top of any Google page and clicking the appropriate button.

## blocked URL

Once you see the Google sign-in page, sign in with your CNU e-mail address (NOT your ID number). You should have received this on the paperwork that you got with your initial password. The usual conventions are:

- For students: firstname.lastname.startyear@cnu.edu (ex: joe.student.17@cnu.edu)
- For faculty/staff: firstname.lastname@cnu.edu (ex: joe.faculty@cnu.edu)

After you sign in, you'll see a license agreement. Click Accept.

## blocked URL

Once you do that, you'll be able to access all Google services through CNU connect from now on.