Preparing Your GoogleApps@UMaryland Email Account for Client Access (Verify/Set an Apps Password)

NOTE: This document assumes that you have already created your GoogleApps@UMaryland account.

1. You must reset your myUM password AFTER creating your GoogleApps@UMaryland account. Go to https://directory.umaryland.edu and enter your myUMid, then click on the Submit button.
2. Enter your password and click on the Submit button.
3. Click on Google Apps @UMaryland.
4. Click on Manage your Google Apps @UMaryland Account.
5. If you see **Set**, you do not need to reset your password, and you can skip to step 11.
If you see **Not Set** [Click here to change] then you have not yet reset your myUMB Password after creating your GoogleApps@UMaryland account. Click [Click here to change].
6. Click on myUM Password.
7. Enter and confirm your desired password, then click on the Submit button.
8. Click on the Continue button.
9. Click on Google Apps @UMaryland.
10. Click on Manage your Google Apps @UMaryland Account.
11. Your password has been reset, and your account is ready to use. Close this window.

12. Log off the myUM Account Management Site.

13. You can now configure your preferred email client (MAC Mail, Outlook, Outlook Express, Thunderbird, iPod, Blackberry, etc.) to access your Google Apps @UMaryland email account.

Questions?

For questions about the Preparing Your GoogleApps@UMaryland Email Account for Client Access, call the IT Help Desk at 410-706-HELP (4357) or send an e-mail to: help@umaryland.edu.