



Activating your account

- Click **Activate My Account** and fill in requested information - this is necessary only once for your first log in.
- Create a strong password with at least one number and capital letter (make sure Caps Lock key is not active).
- Your username will appear on the screen along with your email address. **Your username will be “firstname[dot]lastname”**. (If you have a more common name you may have a number after your name; i.e., firstname.lastname2)

Now that you have activated your account you may log in.

Activate My Account

All Long Island University students are provided with a MyLIU account to both of these accounts. To activate your account, you must provide your Social Security Number (SSN), and your birthday in the MyLIU system. This activates your account and confirms your user information.

For example: If your LIUID is 123456789 (or your SSN is 123456789)

- 123456789
- 03251979

Please be sure to remove dashes, slashes and spaces.

Social Security Number or Student ID:

Date of Birth (MMDDYYYY format):

Enter the code shown:

Logging into your account

- After activating your account for the first time only, you can access your email and Google apps by going directly to <http://mail.my.liu.edu>
- You can also access your email and your entire student portal, with all your academic information, by going to <http://my.liu.edu>

Sign in

User ID:

Password:

[Can't access your account?](#)

Multiple Google Accounts

If you are already signed into Google with another account you may see this message.

Click the second radio button to sign out of the other account.

Google accounts

You are trying to access Gmail with the following Google Account:
john.smith@my.liu.edu

However, you are already signed in as:
johnsmith@gmail.com

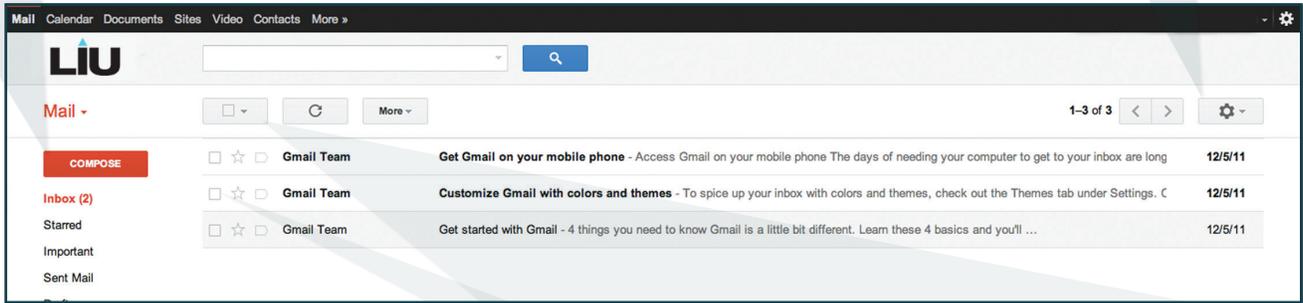
Select how to proceed.

- Turn on multiple sign-in for johnsmith@gmail.com and john.smith@my.liu.edu.
This will allow you to stay signed in to both accounts at once. [Learn more](#) about multiple sign-in.
- Sign in as johnsmith@gmail.com. Sign out of the other account.

Email interface overview

COMPOSE click compose to create a new email

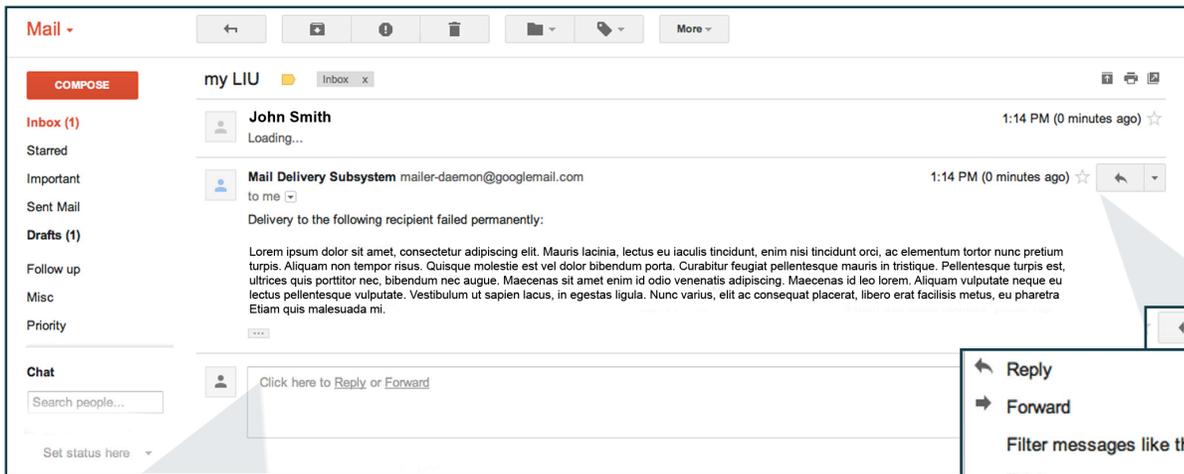
click settings to adjust display preferences



- Archive
- Report Spam
- Delete
- Move To
- Labels

Click the check box in order to view a new menu. This menu gives you more options for the email you have selected.

New Email



Click here to Reply or Forward

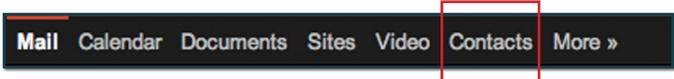
- Reply
- Forward
- Filter messages like this
- Print
- Add Mail Delivery Subsystem to Contacts list
- Delete this message
- Report phishing
- Show original
- Message text garbled?
- Mark unread from here

Google will automatically group emails with the same subject and recipient together so you can easily view the email exchange. This creates a conversation thread.

Contacts is a way to store phone numbers and addresses. Contacts also makes sharing, chatting, and calling even easier.

Contacts

1 To open, click “Contacts” on the main menu located at the top of your window.



4 Adding pre-existing Contacts to a Group.

Click the square next to the contact you would like to add to a group.

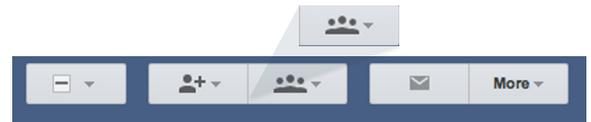


2 To add contacts either click:



- Fill in content
- Click Save

Click the groups icon on the menu above your contacts.



On the dropdown click the check next to the group you want you contact added to.

3 Creating groups is convenient for sending a single message to multiple people.

To **Create a Contact Group** click on “New Group” and name it. This group will be empty at first. To add contacts to a specific group just click on



Repeat step 2.

