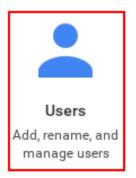
## SK591 - How to Setup a New Gmail Account

### Purpose - Ensure an employee can send and receive messages worldwide

#### Procedure

Visit https://admin.google.com and sign in with an Administrator SKS Gmail account On the Admin Console, select **Users** 





Apps

Manage apps and their settings

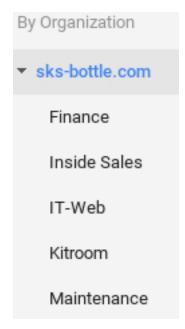


Device management Settings and security for devices



**Groups**Create groups and mailing lists

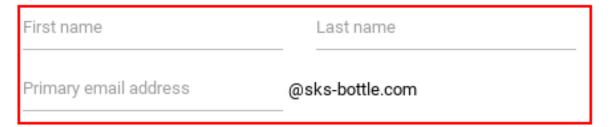
Left hand column: Select the proper sub-organization for the user





The following form will be presented

# Create a new user



Temporary password will be assigned - Set Password

### ADDITIONAL INFO

CANCEL



Print out the user credentials

## Create a new user

Your username is johndoe

Your new email address is johndoe@sks-bottle.com

Sign in to SKS Bottle & Packaging, Inc. services at

http://www.google.com/a/sks-bottle.com

Password

\*\*\*\*\*\* SHOW PASSWORD



PRINT

CREATE ANOTHER USER

