



Getting Started With Your New Google Workspace Account

This document provides you with the necessary details to access your new emails.

To log into your email, use this link:

<https://mail.google.com>

or

<https://gmail.com/>

You can bookmark one of these links for easy access.

Joseph Cooper

Email address:

utiliies@binghamtownshipmi.com

Password:

50aftersymbol83sell

How to log into Gmail:

1. Visit: <https://mail.google.com>
2. Type your email address (copy and paste from this document)
3. Click Next
4. Type your password (copy and paste from this document)
5. Click Next



TOWN WEB

→ *If your password is not working with the copy+paste method, try to type it manually.*

→ *Make sure you tick the option “Show password”.*

💡 The “show password” option will help you see what you type so you can make sure the password was typed correctly.

→ *After you log in, please update your password (please DO NOT update your password before we notify you that the migration is completed).*

💡 Check out our step-by-step instructions on how to set a new password [HERE](#).

💡 Create a secure password:

- A minimum length of eight (8) characters.
- Include both uppercase and lowercase letters.
- Use at least one number.
- Use at least one special character (examples: ! \$ @).
- Avoid using names of children, pet names and birthdays.

💡 We have a library of online help files and resources to assist you with your email:

<https://help.townweb.com/emails/>

[INCLUDE ARCHIVING SECTION IF THEY HAVE EMAILS WITH ARCHIVING SETUP]

FOR ARCHIVING: To access your archived emails, please log in with this link:

<https://cloud.jatheon.com/>

You can bookmark this link for easy access.

Name of the person using this email

Email address:

[email]

Password to access archiving:



[password]

[REPEAT IF THEY HAVE MORE THAN ONE EMAIL ADDRESS]

[USE SOMETHING LIKE HORIZONTAL LINE TO VISUALLY SEPARATE LOGIN INFORMATION]

How to log into Jatheon Archiving Dashboard:

1. Visit: <https://cloud.jatheon.com>
2. Type your email address (copy and paste)
3. Type your password (copy and paste)
4. Click Log In

→ *If your password is not working with the copy+paste method, try to type it manually.*

→ *Make sure you click on “SHOW” in Password field to reveal your input.*

💡 The “SHOW” option will help you see what you type so you can make sure the password was typed correctly.

→ *After you log in, please update your password by going to Account Settings > Security tab > Change Password button*

For any support requests regarding email or archiving, please don't hesitate to contact Town Web Support via email or phone for assistance.

- **EMAIL:** Send us a message at support@townweb.com
- **PHONE:** Give us a ring at **920-645-2823** or **877-995-TOWN (8696)** during our business hours, 8am to 5pm Central Time, and leave a message with our receptionist
- **TEXT MESSAGE:** Send us a text at **920-645-2823** or **877-995-TOWN (8696)**



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- **DASHBOARD TICKET:** Head to your Website Dashboard and hit the red support button right in the middle of the screen to create a support ticket