

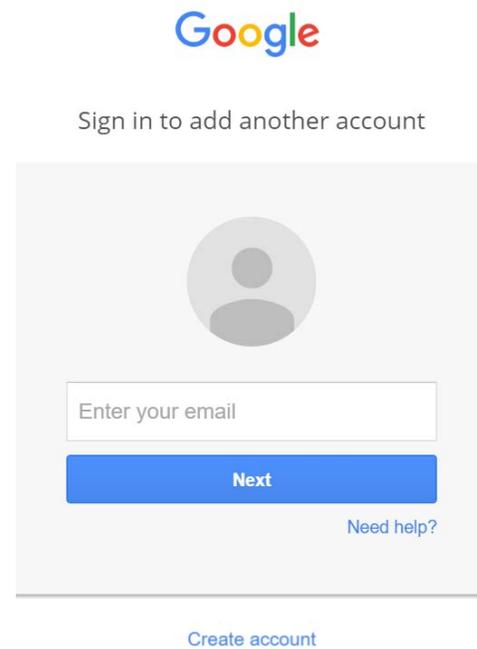
CST EMAIL LOG IN INSTRUCTIONS

Your official CST email address has been created and is ready for you to access. Please log in using the instructions provided here as soon as possible.

CST uses Google services (Gmail) for our institutional email accounts.

If you do not currently use any Google email services:

To access your email account, visit the [CST Resources webpage](#) (link is available at the top right corner of the CST website). Click the first link under “Quick Links” that says “Log in to CST Email.” You will be directed to a Google sign in page that looks like this:



Enter your full CST email address as noted in the email you received ([firstname.lastname@cst.edu](#)), and click “Next” to enter your temporary password.

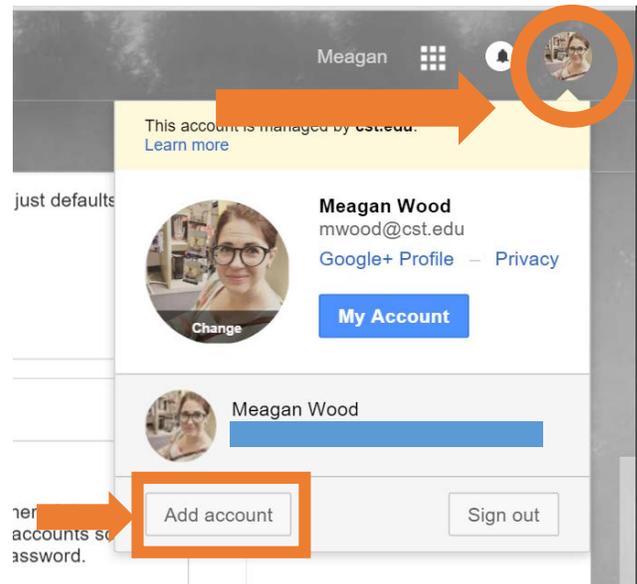
You will be prompted to change your password as soon as you log in to something you will remember.

Do not click “create account” to create your CST email account. Your CST account has already been created for you.

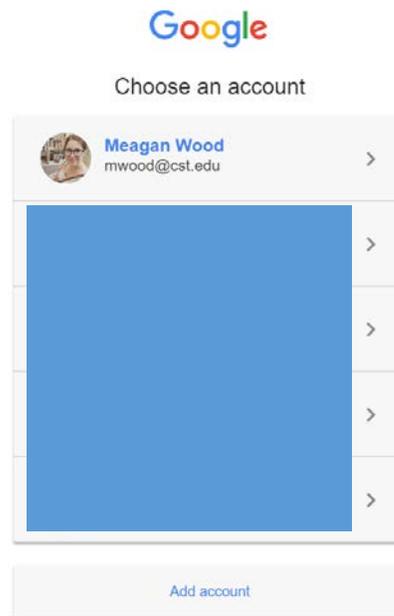
If you do currently use any Google email services:

Follow the instructions for people who do not use google email services. When you are redirected to one of your current email accounts, follow the instructions below:

Click the circle in the upper right hand corner that either features your initials or the photo associated with your email account. From the menu that pops up, click the “Add account” button.



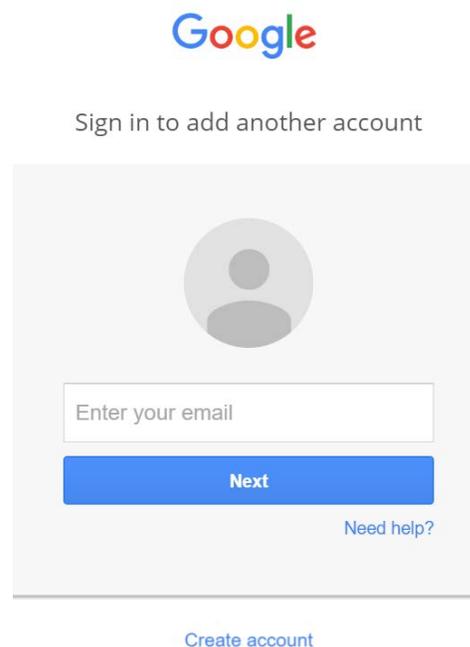
You will be redirected to another screen that lists your Google email accounts. Click the “Add account” button at the bottom of the list.



On next screen (pictured at right), enter your full CST email address as noted in the email you received (firstname.lastname@cst.edu), and click “Next” to enter your temporary password.

You will be prompted to change your password as soon as you log in to something you will remember.

Do not click “create account” to create your CST email account. Your CST account has already been created for you.



Note: This is now the official email account we will be using to send you important information. Be sure to check this account regularly, or follow the instructions below to arrange for your school email to be forwarded to your personal email account.

To set up email forwarding:

1. Log in to your CST email account.
2. In the upper-right corner click the button with a gear on it, and then click ‘Settings’.
3. On the top part of the page, click on ‘Forwarding and POP/IMAP’.
4. Click the button that says ‘Add a forwarding address’.
5. Type the email address you’d like your CST Email to be forwarded to and then click ‘Next’.
6. Verify that the email address is correct and then click ‘Proceed’ – A confirmation email will be sent to the email address you entered.
7. Click ‘Ok’.
8. Log in to the email account you specified as the forwarding address.
9. Open the email with the subject line ‘Claremont School of Theology Forwarding Confirmation’.
10. In the email click the link following the line ‘please click the link below to confirm the request’. If the URL isn’t clickable, then copy the URL and paste it into your Internet browser’s address bar.
11. You then get a ‘Confirmation Success’.
12. Return to the CST Email -> Settings -> Forwarding and POP/IMAP page (or refresh the page if you’re already on it).
13. In the section labeled ‘Forwarding:’ select ‘Forward a copy of incoming mail to [EMAIL ADDRESS] and [select “archive Claremont School of Theology Mail’s copy”], and then click ‘Save Changes’ at the bottom of the page.