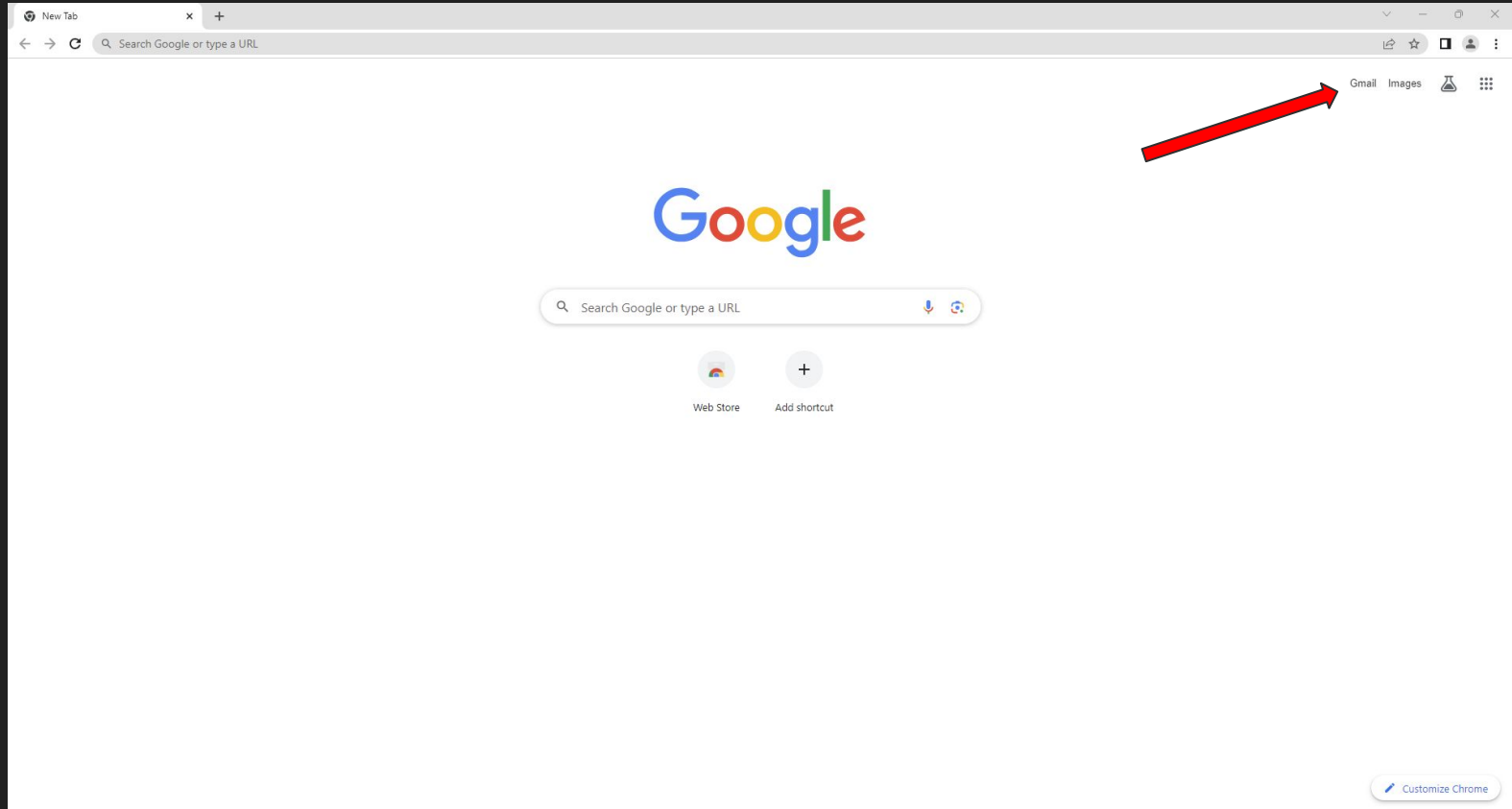
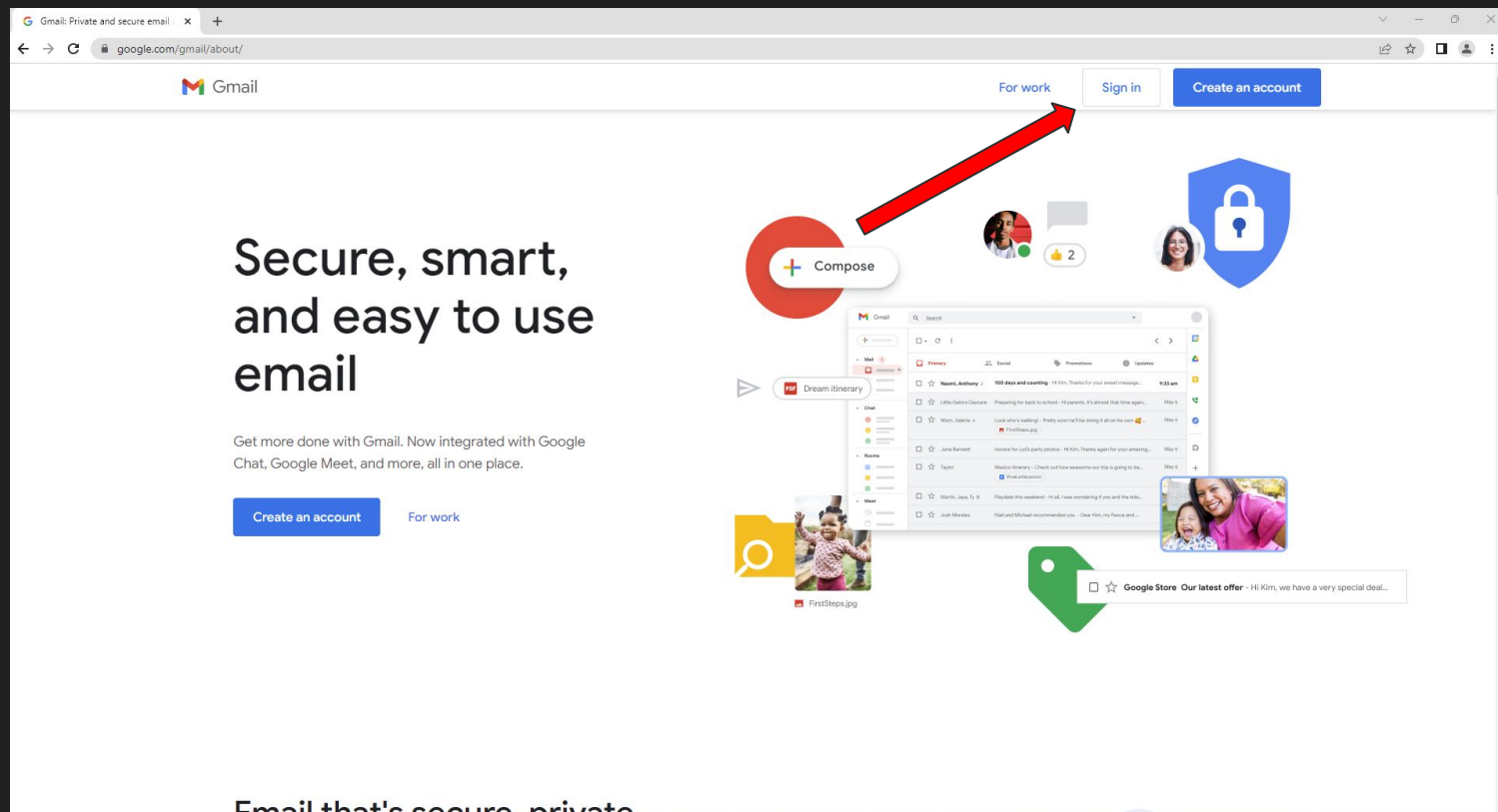


How to sign into work email

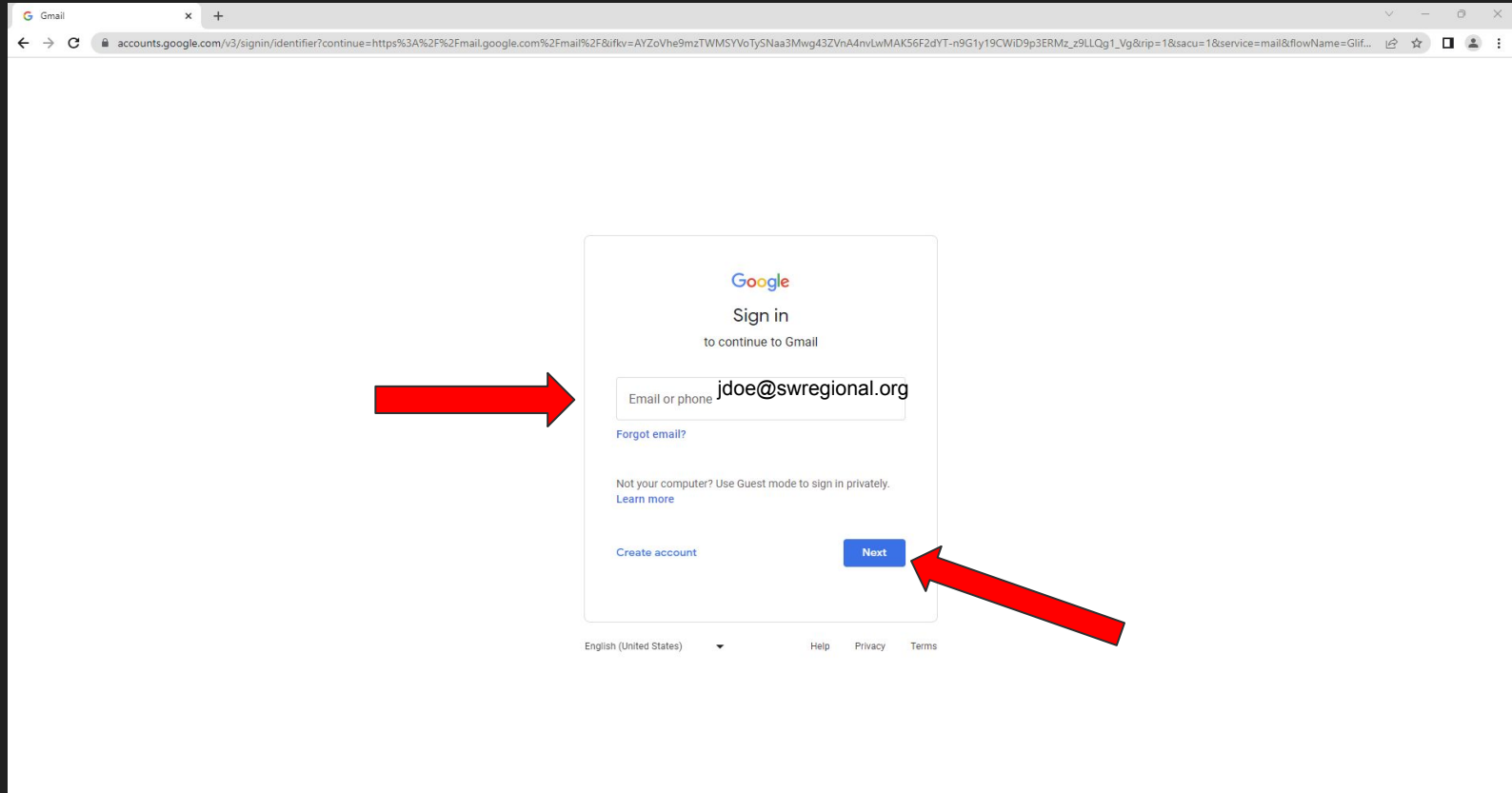
Select Gmail



Select “Sign in”



Enter your district email address ending in @swregional.org



The screenshot shows the Google Sign-in page in a web browser. The address bar displays a URL from accounts.google.com. The main content area features the Google logo, the text "Sign in to continue to Gmail", and an input field for "Email or phone" containing the text "jdoe@swregional.org". Below the input field are links for "Forgot email?", "Not your computer? Use Guest mode to sign in privately. Learn more", and "Create account". A blue "Next" button is located at the bottom right of the sign-in box. Two red arrows are overlaid on the image: one points horizontally to the email input field, and the other points diagonally to the "Next" button.

Google

Sign in
to continue to Gmail

Email or phone jdoe@swregional.org

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#)

[Next](#)

English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

Please enter your password that you received from the central office

Google

Welcome
jdoe@swinsglobal.org

Enter your password jdoe8642

☐ Show password

[Forgot password?](#) [Next](#)

English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

Please change your password upon logging in for the first time

It is important to always have a secure password on any account you are using. Short, non-complicated passwords can easily be breached. To prevent any attacks/hacks on your account it is important that your password meets the following criteria:

1. At least 8 characters—the more characters, the better
2. A mixture of both uppercase and lowercase letters
3. A mixture of letters and numbers
4. Inclusion of at least one special character, e.g., ! @ # ?]

This criteria is a strong recommendation

Passwords such as “1234”, “password” or anything less than 8 characters and common are NOT recommended