

Setting up your Molloy parent email account

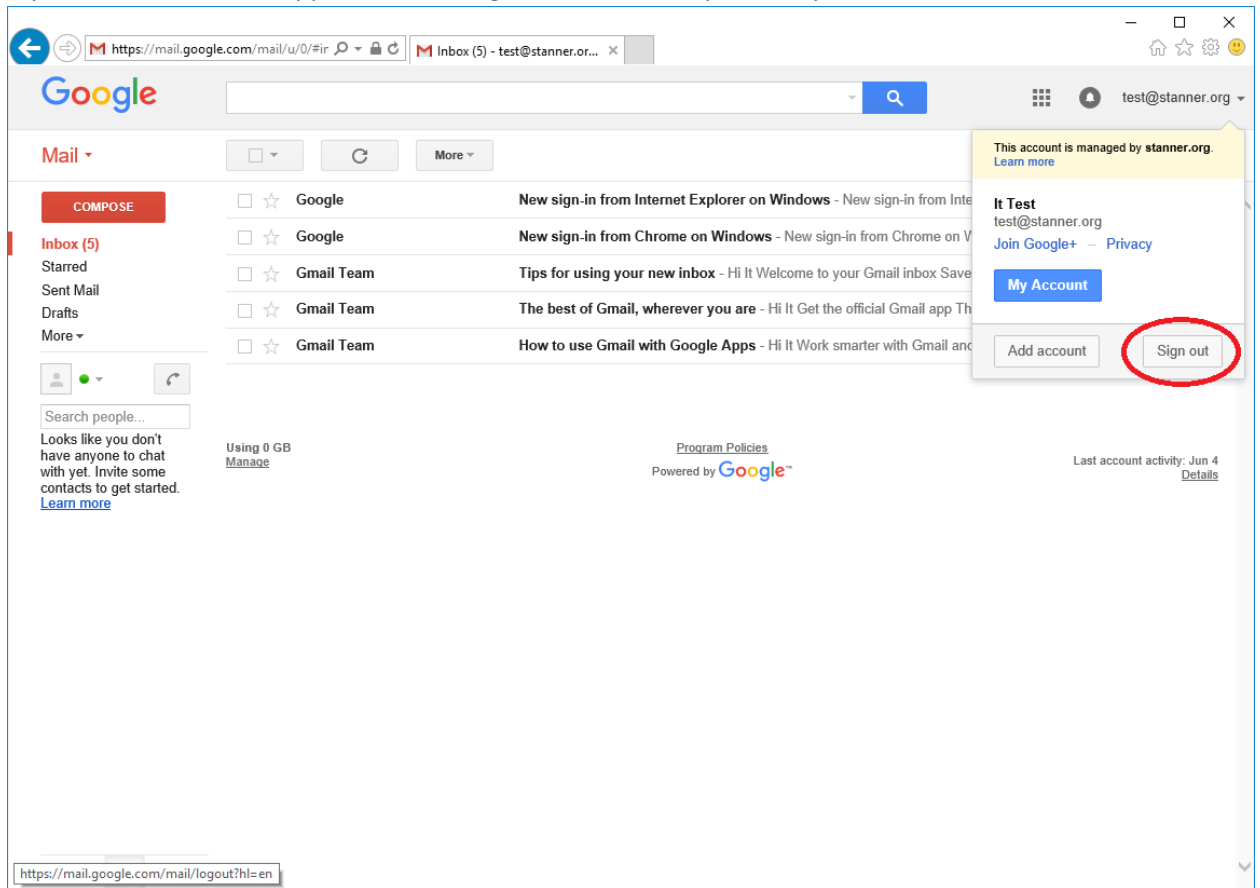
If you use Gmail for a personal email account

1. Go to <http://www.molloyhs.org>. Click on the “Parents” pull-down menu, and click Email. (You can bookmark this page if you like.)



The screenshot shows the website for Archbishop Molloy High School. The browser address bar displays <http://www.molloyhs.org/>. The website header features the school's logo on the left, the name "ARCHBISHOP MOLLOY HIGH SCHOOL" in large blue letters, and the motto "Not for school but for life" below it. A navigation menu is located below the header, with the "PARENTS" link circled in red. Other menu items include "STUDENTS", "FACULTY", and "ALUMNI". Below the navigation menu is a large banner image of students in yellow shirts participating in a "Walkathon 2014". Underneath the banner are four buttons: "Calendar & Events", "Latest News", "Athletic Events", and "The Beehive". The "Calendar & Events" section is expanded, showing a list of events: "October 22 Today is Day 2", "October 22 College Athlete Presentation", "October 23 Frosh Retreat", and "October 30 Walkathon". A link "FOR FULL CALENDAR CLICK HERE" is provided below the list. On the right side of the calendar section, there are two video thumbnails: one titled "Watch the school video!" and another titled "2015 College Representative Visit List".

2. If you are logged in with your email account, click on your account name on the top-right corner. A pull-down menu will appear; select "Sign Out". If not, skip this step.



3. On the following page, click "Sign in with a different account".

https://accounts.googl... Gmail

Google

One account. All of Google.

Sign in to continue to Gmail

It Test
test@stanner.org

Password

Sign in

Need help?

Sign in with a different account

One Google Account for everything Google

About Google Privacy Terms Help English (United States)

4. Click "Add account".

https://accounts.google... Sign in - Google Accounts

Google

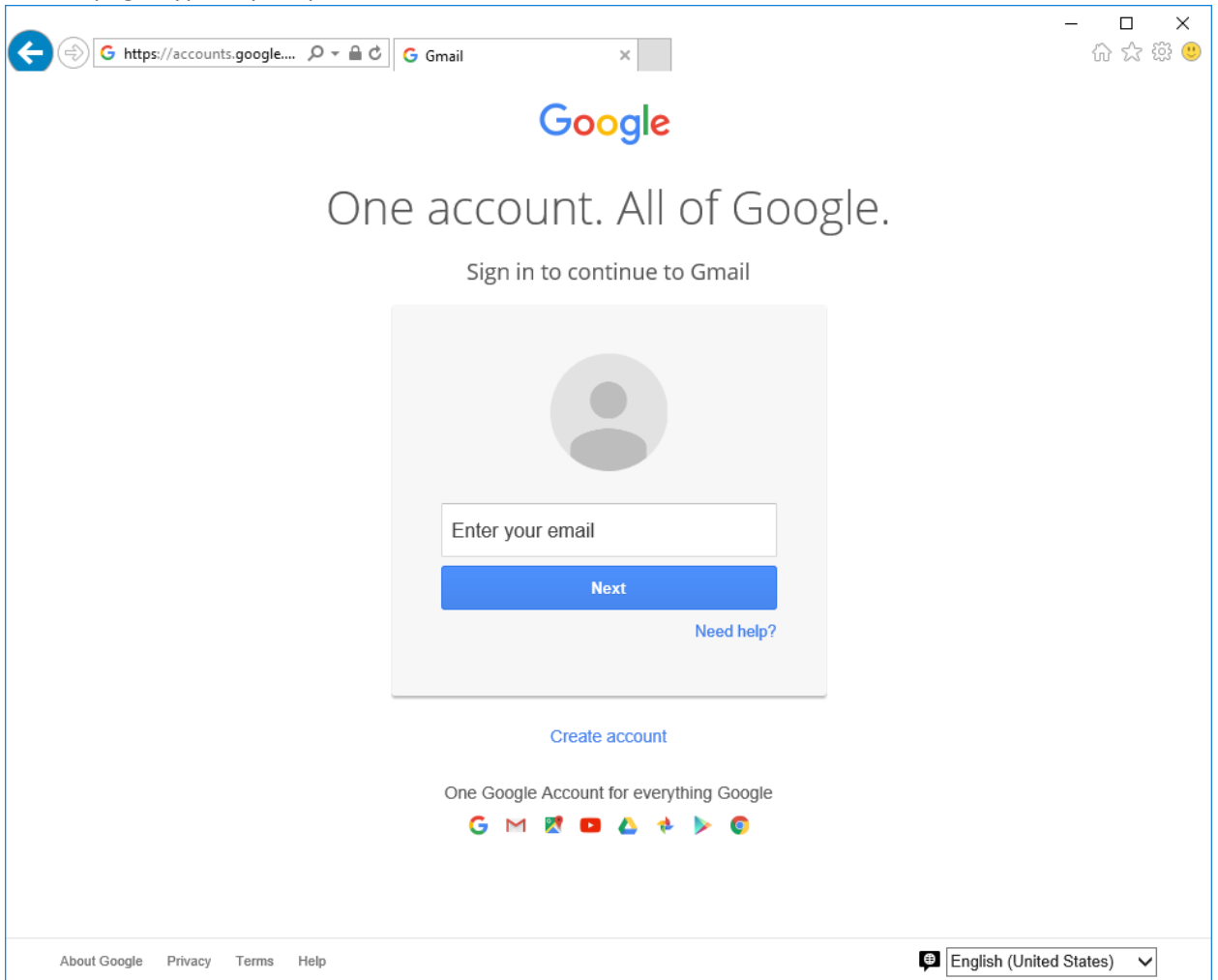
Choose an account

It Test
test@stanner.org

Add account Remove

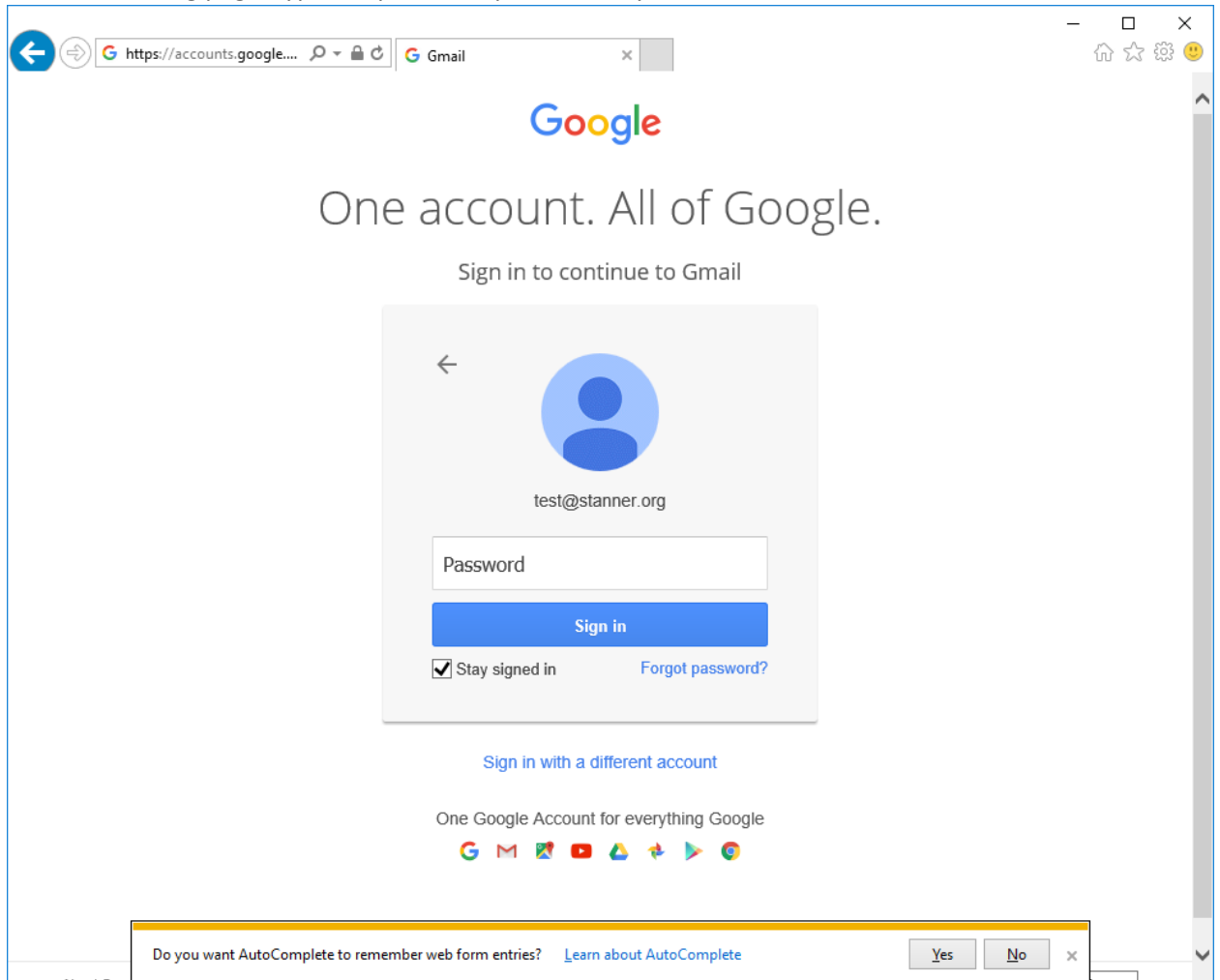
About Google Privacy Terms Help English (United States)

5. On this page, type in your provided email address.



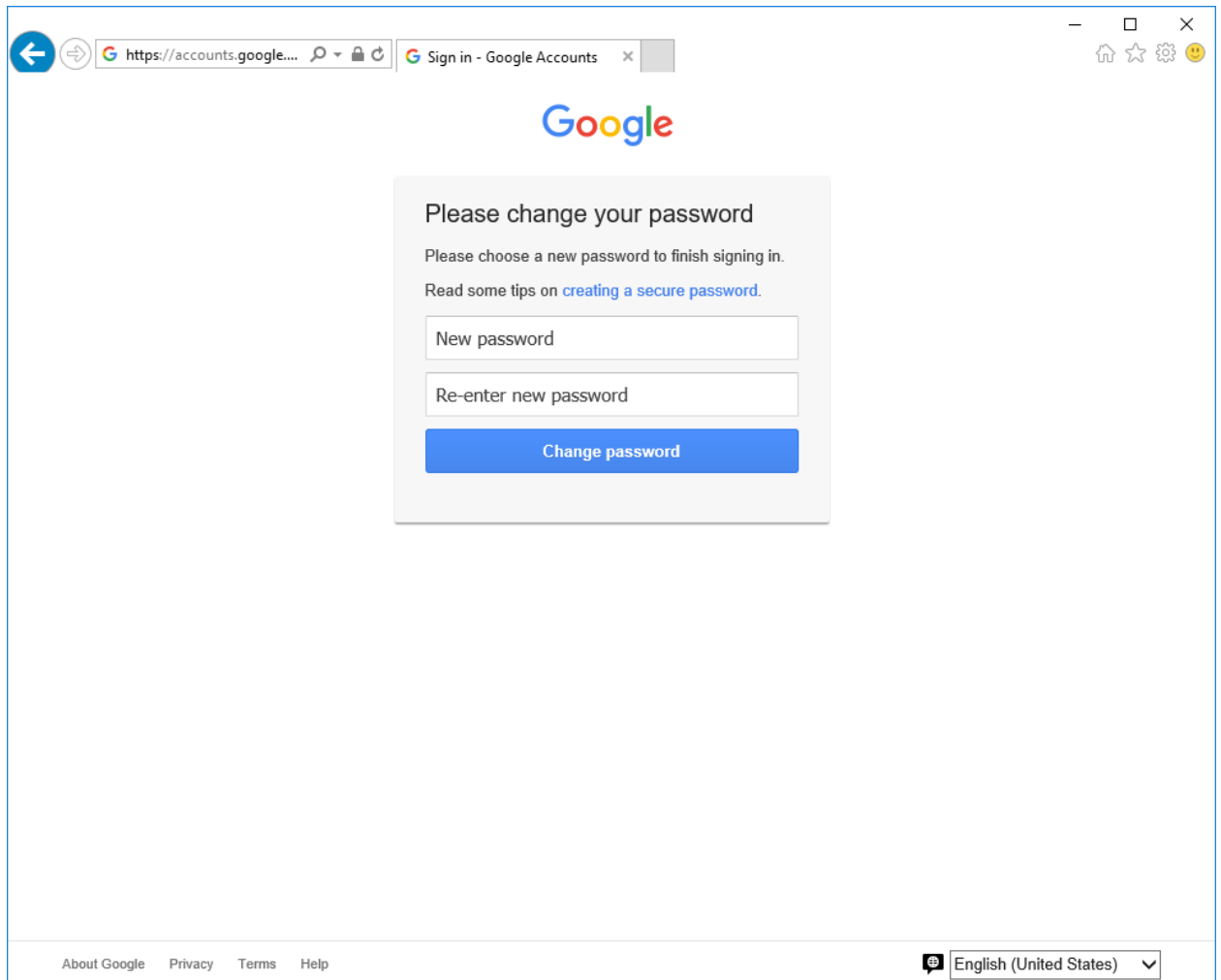
The image shows a browser window displaying the Google account sign-in page. The address bar shows the URL <https://accounts.google...> and the page title is "Gmail". The main heading is "Google" in its multi-colored logo, followed by the text "One account. All of Google." and "Sign in to continue to Gmail". A central grey box contains a placeholder profile picture, a text input field with the placeholder text "Enter your email", a blue "Next" button, and a "Need help?" link. Below this box is a "Create account" link. At the bottom of the main content area, it says "One Google Account for everything Google" with icons for Google, Gmail, Photos, YouTube, Drive, Maps, and Chrome. The footer includes links for "About Google", "Privacy", "Terms", and "Help", and a language selector set to "English (United States)".

6. On the following page, type the password provided to you.



7. You will see a terms of use page; please accept the terms of use.

8. You will be prompted for a new password. Passwords need to be a minimum of 8 characters with at least 1 letter and at least 1 number.



The screenshot shows a web browser window with the URL `https://accounts.google...` and the page title "Sign in - Google Accounts". The Google logo is centered at the top. Below it, a grey box contains the heading "Please change your password" and the instruction "Please choose a new password to finish signing in." A link for "creating a secure password" is provided. There are two input fields: "New password" and "Re-enter new password". A blue "Change password" button is at the bottom of the form. The footer includes "About Google", "Privacy", "Terms", "Help", and a language selector set to "English (United States)".

With completion of this step, you will be in your account's inbox.