Self-Guided LVCSD Gmail Activation

Locust Valley is transitioning our email from Outlook to Gmail and will discontinue outlook service on or about May 10th. If you use a personal Gmail account, you will find that the LVCSD Gmail account has the same look and feel.

Activating your LVCSD Gmail requires that you:

- Reset your LVCSD password
- Login to Gmail by giving your LVCSD username and password

Resetting your LVCSD Password

You need to change your password to activate your google account.

Video for changing your LVCSD Password - [http://tinyurl.com/mqegv6r](http://tinyurl.com/mqegv6r)

If you prefer written instructions:

1. From any computer
   - Log into your LVCSD Outlook account, which is accessible via the school district website, click on **Faculty → Staff Email**
   - Login to Outlook, click on “Options” on the top right and then “Change Your Password”
2. Enter your current password
3. Enter your new password
4. Confirm your new password

   - **Password Requirements:** Minimum of 8 characters, with a capital letter, a lowercase letter and a number. It can not have any part of your name it. **Note:** This will be your new password for all LVCSD accounts.

Self-Guided Training/Tutorial

If you are familiar with Gmail, the new email system will be a snap. Below are two training resources that cover Gmail basics. The first link is a step by step guide of how to use Gmail. The second item contains 4 short videos on how to change your password, get to gmail and send and receive.

- Step by Step Guide from Google - [http://tinyurl.com/lzebv4b](http://tinyurl.com/lzebv4b)
- Video Guide -
  a. Signing in to Gmail - [http://tinyurl.com/m499jmp](http://tinyurl.com/m499jmp)
  b. Composing an email - [http://tinyurl.com/k6lmcfe](http://tinyurl.com/k6lmcfe)
  c. Attachments & Searching - [http://tinyurl.com/m2z4vje](http://tinyurl.com/m2z4vje)