Remote Email Access Instructions

We have the ability to access our Head Start emails at any location with internet service. The following instructions are step by step on how to gain access remotely.

1. Visit the following website www.google.com/a/nesdhs.org

2. Type in your user name which is your email address. You need to type the whole email.

   Example: John Doe   jdoe@nesdhs.org

3. Enter your password that was assigned to you during setup. Contact the Technology Manager if you need assistance with the password. You will need to reset your password the first time you log in.

   Note: By checking "Stay signed in" should only be used on a computer you do not share with others. If you are using a community computer, others may be able to go to our email site and be automatically signed in without the use of a password.

5. Click "Sign in"

6. To get to your mail, you need to click on ⠿ *jdoe@nesdhs.org* ▾

   ***Located on the top right side*

7. Click the Icon ✉ or ✉ it may say mail, or Gmail below the icon, depending on your version of windows.

7. You're done! Be sure to always click "sign out" when you're using a community computer.