

# MAYWOOD

## ***E-mail Switch Directions***

Hello all, I hope your summer is going well. As indicated prior to breaking for the summer, the district will be involved in the technology infrastructure overhaul this summer.

We have completed our email switch from Bergen.net to Google (gmail) servers. Your email address has **NOT** changed but to activate the switch you will need to first access your account from the Internet using the following directions. We ask that you do this over the summer.

### **DIRECTIONS:**

1. Please go to [google.com/a/maywoodschoools.org](http://google.com/a/maywoodschoools.org)
2. Enter in the first part of your email address (example - kmarie - the @[maywoodschoools.org](http://maywoodschoools.org) is already there)
3. Enter in this temporary password exactly: **Mas12345** (it is case sensitive)
4. Create a new 8 character password & enter it twice. Please remember this password, you will need it to set up Outlook.

Secondly, either Jerry Volpe or Karen Marie will have to update the settings on your classroom computer if you would like to continue to use Outlook. This will take place in the beginning of the school year.

In summary, you will be able to access your school email online using the website above (step 1) and you will also be able to continue to use Outlook from your classroom computer exactly as before once updates are made.

**Even if you decide to only use Outlook, please sign-on as directed above at least once to create a permanent password.**

Thanks