



Accessing Webmail and Calendar from a PC

1. Open Explorer and login to <http://mail.google.com>
2. Your screen may look different depending on how you have previously signed in.
3. If you have signed out of your account, you will need to click SIGN-IN in the top right corner
4. If you have multiple accounts, you may see several listed. Simply select your liberty county email by clicking on it.
5. Sign-in with Password1 *You will be prompted to change your password. (Please use current network password.)
6. You are now in your webmail account!
7. If you would like to bookmark this link for quick access, drag the address to the favorites bar and rename the link.
8. To access your Calendar, click on the Google apps grid near the top right corner
9. Select the Calendar icon to open your calendar