

## Linking a Google Account to a Non-Google Email Address

This is how it works:

- 1) Go to this link address: <https://accounts.google.com/signup>
- 2) You will see the following:

Google

Create your Google Account

First name  Last name

Username  @gmail.com

You can use letters, numbers & periods

[Use my current email address instead](#)

Password  Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

Sign in instead

One account. All of Google working for you.

- 3) If you already have a Google Account AND you want to link your organization's email address to it: (otherwise, skip to step 4)
  - a. Click "Sign in instead;"
  - b. Sign in using your Google credentials
  - c. Click on the "Personal info" link (upper left)
  - d. Scroll down to "Contact info" section and expand the "Email" section by clicking on the right arrow (>).
    - i. You may have to click on "Advanced" if that is visible.
  - e. Click on "ADD ALTERNATE EMAIL" and add your organization's email address.
  - f. You will be required to verify the email address via a link in an email message sent to it.
- 4) **Otherwise:** Click on the "Use my current email address instead" link and fill out the information. Click "Next."
- 5) You will be asked to enter a verification code Google sent to that email address.