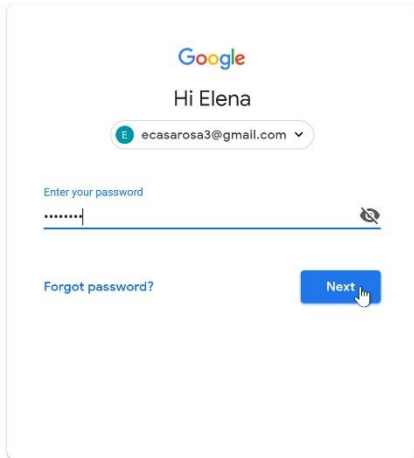


## To sign in:

1. Go to [www.gmail.com](http://www.gmail.com). Or click on the Desktop icon



2. Type your **user name** (your email address) and **password**, then click **Next**.



3. Type in your password, hen click sign in.

## To sign out:

In the top-right corner of the page, locate the circle that has your first initial (if you've already selected an avatar image, it will show the image instead).

To sign out, click the circle and select **Sign out**.

