INSTRUCTIONS FOR SETTING UP GOOGLE ACCOUNT

This protocol will create a Google account allowing you to access iBME shared documents and discussion boards. This protocol will also forward all notifications from your gmail to your utk.edu account, so that you don’t miss important notifications. If you already have a Google account, skip to step 7.

1. Go to https://drive.google.com
2. Click the “Sign Up” button in the top right of the page
3. Fill in the account information and click “Next Step”
4. Click “Add Profile Photo” and upload an image that is at least 250 pixels x 250 pixels
5. Click “Next Step”

6. Click on the link to “Gmail” on the banner at the top of the page

7. Click on the image of the gear on the right side of your screen (marked with a red rectangle below) and select “Settings”.
8.  (a) Click on the “Forwarding and POP/IMAP” (highlighted with a red rectangle below) and then click on the button entitled “Add a forwarding address” and enter your utk.edu e-mail. This will send a verification code to your utk.edu e-mail address. (b) Retrieve the verification code from your utk.edu e-mail and enter it into the verification box next to the forwarding e-mail address in gmail and click the “Verify” button. (c) After the e-mail has been verified, select the radio button that says “forward a copy of incoming mail to”.

9.  Send your new gmail address to Lyndsay Bowers (lbowers@utk.edu) so that she can add you to the appropriate Google Drive Collaboration Folders and Google Group Discussion Boards.