

# Google Apps

Martin Luther College utilizes [Google Apps for Education](#) for email, calendaring, and some document sharing. All faculty, staff, and students have access to a personal account for their use. These pages contain information on using your MLC Google Apps account.

## Google Apps Links

- [Email Access](#)
- [Calendar Access](#)
- [Drive Access](#)
  
- [How do I setup a forwarding address within my Gmail account?](#)
- [How can I create and use filters in Gmail?](#)
- [How do I setup my MLC Google Account on my iOS device?](#)
- [How do I make multiple calendars from my MLC Google Account show up on my iOS device?](#)
- [Gmail as Default](#)
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# Gmail as Default

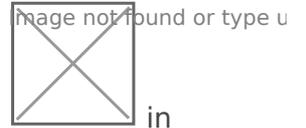
In many instances, you will need to setup your MLC Google Account as your default email account in whatever operating system you are using. However, in Chrome, another option is available by installing the [Send from Gmail](#) extension.

This extension is maintained by Google so it is safe to use.

- [Send from Gmail Chrome Extension Page](#)

# Default Gmail in Chrome

Follow these steps to setup Gmail as the default email handler in Google Chrome.



1. Visit <http://gmail.com> in Google Chrome and click the protocol handler icon in your browser's address bar
2. Make sure  is selected and then click

That's it! Now and in the future when you click on a *mailto:* link, it will automatically open in Gmail.

**[You can also view a video on how to do this on YouTube.](#)**

# Getting Started

As a student, you will have access to private web pages on the [MLC Portal](#) through your personal MLC Account login. Throughout your enrollment as a student at MLC you will use the Portal to view grades and transcripts, as well as many other functions that will be necessary for you as a student.

Please treat your Portal password as a valuable resource. Do not share it with anyone, as it gives access to your private records. No one at MLC will ever ask for your password, so if you get email requests or requests by any other means for your password, do not supply it. This is a phishing attempt by someone to gain access to your account. You should NEVER supply your password to ANYONE, EVER! Legitimate entities do not request passwords.

## Your MLC Account

Your [MLC Account](#) is used for many web properties at Martin Luther College including [Portal](#) and [Moodle](#). Follow the instructions below to get logged in and setup.

## Initial MLC Account Credentials

You should have received an email upon creation of your MLC Account. Follow the instructions in that email to retrieve your MLC Account username and set your password. If you run into issues or did not receive the setup email, please [contact Network Services](#).

## I Have Forgotten My Username and/or Password

If you have a current MLC Account but do not know your username and password, you will need to have access to the personal email address you supplied when you applied to Martin Luther College. With that account, you can visit <https://sspr.mlc-wels.edu> and use that email to retrieve your username and reset your password.

**You can attempt the retrieval/reset multiple times using different email addresses.**

If you continue to have issues, please [contact Network Services](#).

# Logging into your MLC Account

You will need to visit the MLC Portal at <http://portal.mlc-wels.edu> to login. You will need to click the *Login* link/button found near the upper-right portion of the page under the main navigation area. You can input your credentials on the resulting login page.

Once you have successfully logged in, you may be required to change your password. Your new password will need to have as a minimum 8 characters. You should get in the habit of creating strong passwords that include a combination of upper case, lower case, numbers, and symbols.

You will also be required to read and agree to the [MLC Acceptable Use Policy](#) the first time you log in.

**If you are having troubles logging in the first time, please [contact Network Services](#) to receive help.**

# Your MLC G Suite Account

## Initial MLC G Suite Account Credentials

Your MLC G Suite Account password is different than your MLC Account password. To retrieve your initial credentials, follow these steps:

1. Log in on the MLC Portal at <http://portal.mlc-wels.edu>
2. Navigate to **Directory > By Person** using the top navigation bar
3. Click on the **Me** tab to view your directory entry
4. Take note of your Campus E-mail address (that will be the username for your MLC G Suite Account)
5. Click on the key to display your initial password, write it down

You should now have your MLC G Suite Account username and password.

# Logging into your MLC G Suite Account

MLC has created **G Suite** accounts for all students, which included Gmail accounts. Your MLC G Suite Account username is formed with your MLC Account username followed by @mlc-wels.edu, (i.e. smithjr@mlc-wels.edu). This MLC G Suite Account username will also serve as your MLC campus email address.

**Note: Before you begin, it is recommended to log out of any other Gmail accounts on your computer.**

To access your MLC G Suite Account (specifically Gmail), follow these instructions:

1. Navigate to <http://mail.mlc-wels.edu> or <http://gmail.com> either directly or by using one of the many **Webmail** links found on various MLC web properties.
2. A screen requesting your MLC G Suite Account username should appear. Provide the MLC email address you wrote and then click . Next enter the password you recorded from above and click  again.
3. Follow the instructions provided by Google for setting up your account (changing the password, accepting the terms, etc.).
4. You should be good to go! Please not your new MLC G Suite Account password that you just set for future use.

While it is possible to use a different email account for your online course work than your MLC Gmail account, **it is strongly recommended that you use your MLC G Suite Account** since it is a “G Suite for Education” account which allows you to make use of Google Drive (including Google Docs, Sheets, Slides, Forms, etc.) which might be needed for work in some courses. Also, some MLC instructors and administrative personnel will only contact you via your MLC email address and the default email address in your Moodle profile is automatically set to your MLC email address.

If you are insistent on using your traditional email address for your online coursework, instead of your new MLC Gmail address, then please setup your MLC Gmail account so it will automatically forward any messages sent to it on to your traditional email address. [Please follow these instructions from Google to setup your forward address.](#)

**If you are having issues logging into your MLC G Suite Account, please [contact Network Services](#) for assistance.**

# Leaving MLC

At this time, **Network Services does not have any plans to remove your MLC Google Account**. This policy may change in the future, but you should continue to have access to your MLC Google Account even when you leave campus after graduation.

However, there are reasons why you might want to move your information to a personal account in the future. Below you will find some general information on how you might do that.

## Moving Your Data

- <https://support.google.com/a/answer/100458?hl=en>
- <http://lifehacker.com/5934343/how-can-i-migrate-my-google-data-from-one-account-to-another>

# Forgotten Password

If you cannot retrieve your password through Google's options, you can always [send a support request to MLC Network Services](#) so that they can help you.