

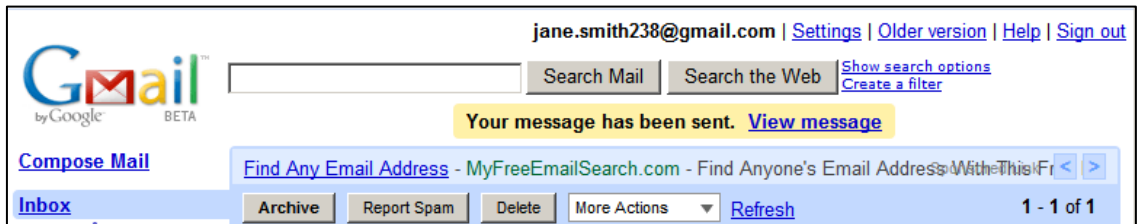
## Sign Out and Sign In

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It is very important that when you are accessing your email account at the library, you sign out of your account completely so the next person using the computer will not be able to view your inbox, read your messages, and possibly send messages using your email address.

### Sign Out

1. Click on the **Sign Out** link on the top left-hand side of the screen.
2. Close out of **Internet Explorer** by clicking on the **X** on the *title bar* in the upper right-hand corner of the screen.



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### Sign In

1. Open Internet Explorer and access the Google web site (see page 4, “Accessing Google Gmail”).
2. When the Google Web site loads, click on the **Gmail** link.
3. Click in the Username box and type your username.
4. Press the **Tab** key.
5. Type your password (remember the password displays as dots for security purposes).
  - Remember to Uncheck “**Remember me on this computer**” option if you are on a shared computer i.e. any MPL computer.
6. Click the **Sign in** button or press the **Enter** key.
  - Your Google Email account opens.

