

Howdy,

In order to access the "You Asked. We Answered." Google document, you will first need to claim your TAMU Google Account if you have not done so already. Although students perform this action during their onboarding, many faculty and staff have not claimed their account. Please follow the directions below to claim your account and access the "Answers" Google doc.

1. Browse to google.tamu.edu as shown below.

Google Apps at Texas A&M

Apps Resources Get Started

Log in to Gmail Log in to Google Groups Log in to Google Drive Go to more Apps

Click here **Go to Google!**
Claim Your Texas A&M Google account

Texas A&M Gmail on your phone

Texas A&M Gmail on your desktop

2. Click on the "Go to Google" link near the bottom left corner.

3. Login to SSO with your NetID (not UIN) and password and you will see the Email Settings screen below.

HOME | PASSWORD SETTINGS | EMAIL SETTINGS | DIRECTORY ENTRY | EMAIL SUBSCRIPTION | HELP | LOGOUT

Published Email Address: Details

Select a primary alias below:

[redacted]@tamu.edu

Forwarding Settings for Your Published Email Address ([redacted]@tamu.edu): Details

I want email sent to [redacted]@tamu.edu to be:

Returned to sender

Sent to and stored in my Texas A&M Exchange mailbox

Forwarded to [redacted]@exchange.tam Details

Texas A&M Exchange Sending Address: Details

Caution

If you change this setting, you may not be able to send to listserv or other mailing lists until you update your subscriptions. [Learn More](#)

Send Email as:

[redacted]@tamu.edu

[redacted]@exchange.tamu.edu

Texas A&M Gmail Account Status: Details

I would like to claim a Texas A&M Google Apps account. I understand that email sent to [redacted]@email.tamu.edu will deliver to Texas A&M Gmail.

I would like to delete my Texas A&M Google Apps account. I understand that any email or documents in Texas A&M Gmail will be deleted and I will no longer receive email at [redacted]@email.tamu.edu.

Save Cancel

4. In the “Forward Settings for Your Published . . .” section, select “Sent to and stored in my Texas A&M Exchange Mailbox.” This setting will ensure that any email sent to your @tamu.edu address will be automatically forwarded to your normal @law.tamu.edu address.
5. In the “Send Email as:” section, select your @tamu.edu email address. This will prevent others from seeing your @exchange.tamu.edu address in their inboxes.
6. In the “Texas A&M Gmail Account Status” section, select “I would like to claim a Texas A&M Google Aps account.”
7. Go to the "Answers" document link again at <https://law.tamu.edu/diversity-inclusion/you-asked-we-answered> and enter your new NetID@tamu.edu address.

- 8. You should be taken to SSO to login. Once logged in to SSO, you should be able to access the documents.**

NOTE: if your browser is already logged in to any other Google account, it may suggest you request permission to access using the non TAMU account. Please note these requests will be denied. Access must be obtained through your TAMU Google Apps account.