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](http://google.tamu.edu) **as shown below.**

   ![Google Apps at Texas A&M](image)

   **Click here**

   ![Go to Google!](image)

   Claim Your Texas A&M Google account

   ![Texas A&M Gmail](image)

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.

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 Apps 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.