CAP Community Ambassador Email Account

All community ambassadors will create and use a CAP "gmail" email account for work related communications & purposes. The account will follow the format of:

firstname.lastnameCAP@gmail.com

Example: jane.martinezCAP@gmail.com

This process will occur during new ambassadors' orientation week, or as soon as possible for new ambassadors. Ambassadors are advised to save their work "gmail" account information & password onto their personal phone/notepad/etc. and keep track of this information. Ambassadors will communicate to administrative staff once this task has been completed.

To create a work "gmail" account:

1. On a computer, open an internet browser (i.e. google chrome, internet explorer, firefox)
2. Type in "Gmail" on internet search engine
3. Click on link "Gmail Google"
4. Click on "Create Account" link on the bottom left side of the box on the webpage
5. Type in username with the format given above: firstname.lastnameCAP@gmail.com with your personal information substituted in place (see example above)
6. Choose a password
7. Write down your username and chosen password on personal phone/notepad/etc.
8. Confirmation page will confirm you've successfully created an account!
   - If there's an error; fix the error and continue until you receive a confirmation