



Welcome to Your New CSX Email

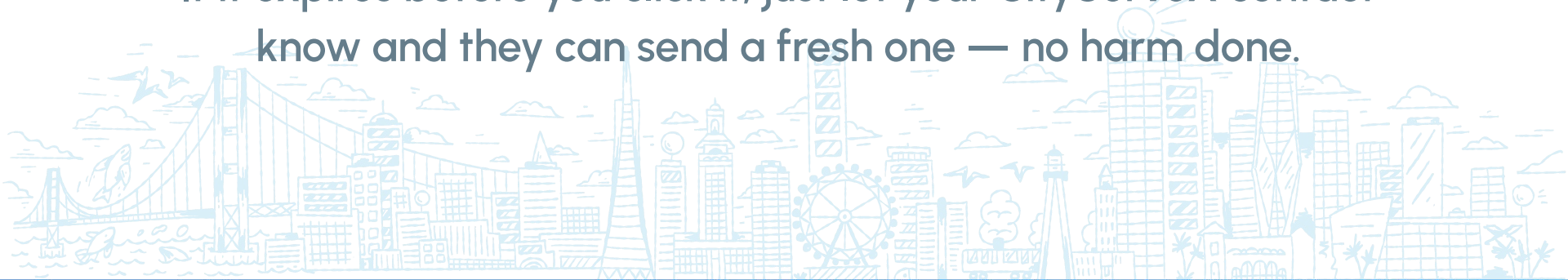
Follow these 5 quick steps to activate your account and set your password

Remember:

Do this within 24 hours

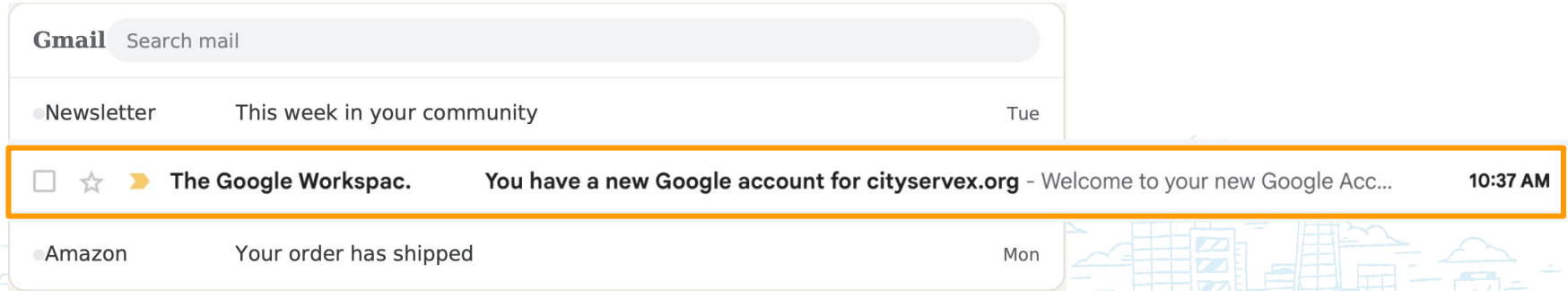
- * The setup link Google sends is **time-sensitive**.

If it expires before you click it, just let your CityServeX contact know and they can send a fresh one — no harm done.



1. Check your personal email

Look in the inbox of the personal email address you gave CityServeX. You're looking for a message from **The Google Workspace** with a subject like "**You have a new Google account for cityservex.org**".



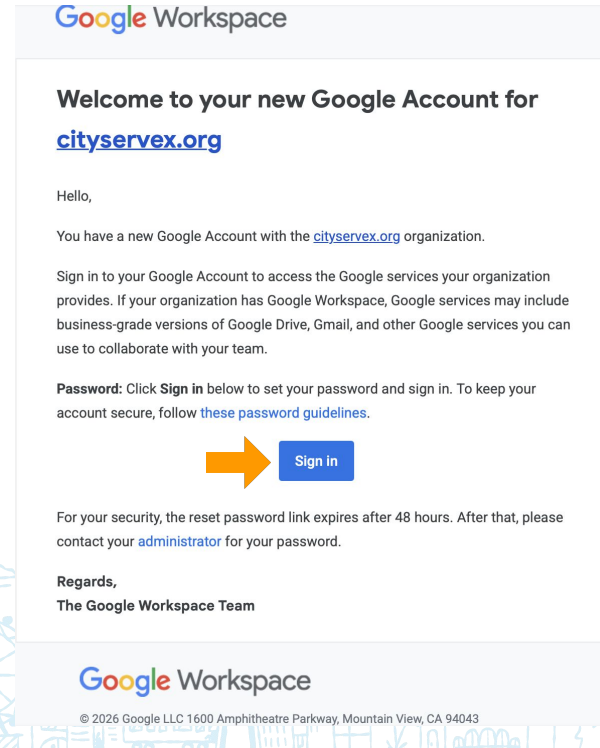
* **Not seeing it?** Check your Spam or Promotions folder — invites from Google sometimes land there.

2. Open the invitation email

Inside, you'll see:

Welcome to your new Google Account for cityservex.org.

Click the blue “Sign in” button to set up your password and sign in.



3. Welcome to your new account

You will see a welcome window explaining terms of usage.

Click the **blue oval button** that says, **"I understand"**.



Welcome

Welcome to your new account

Welcome to your new account: . Your cityservex.org administrator decides which Google Workspace and [other Google services](#) you may access using this account.

Your organization administrator manages this account and any Google data associated with this account (as further detailed [here](#)). This means that your administrator can access and process your data, including the contents of your communications, how you interact with Google services, or the privacy settings on your account. Your administrator can also delete your account, or restrict you from accessing any data associated with this account.

If your organization provides you access to administrator-managed services, like Google Workspace, your use of those services is governed by your organization's enterprise agreement. Besides these terms, we also publish a [Google Cloud Privacy Notice](#).

If your administrator enables you to use other Google services besides Google Workspace while logged in to this account, your use of those services will be governed by their respective terms, such as the [Google Terms of Service](#) and the [Google Privacy Policy](#) and other service-specific Google [terms](#). If you do not agree to these terms, or do not wish Google to handle your data in this way, do not use those other Google services with this account. You may also customize your privacy settings at [myaccount.google.com](#).

Your use of Google services with this account is also governed by your organization's internal policies.

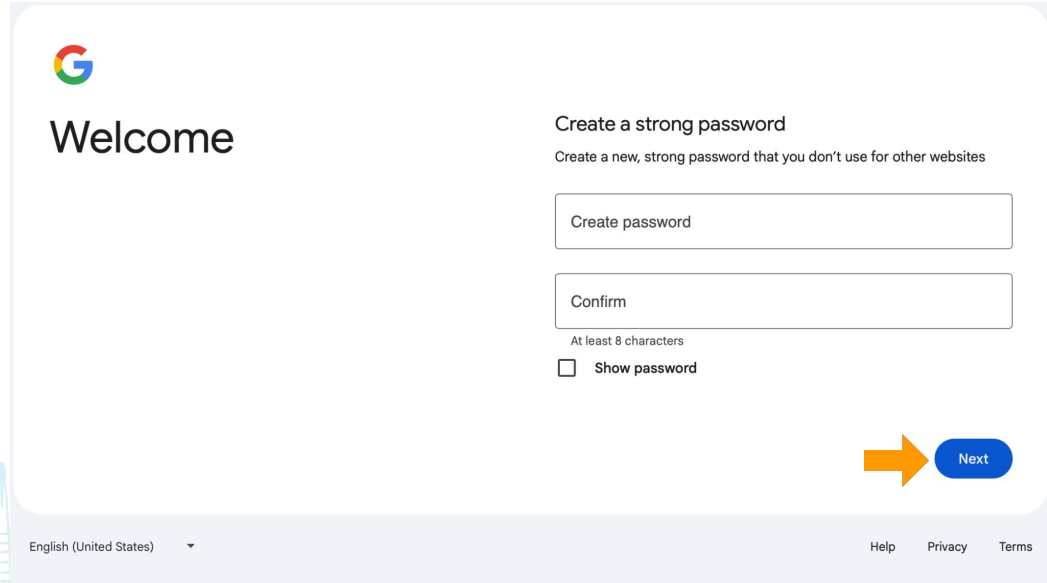


I understand

4. Create your password

Choose a strong password for your CityServeX email. Pick something you don't use anywhere else, and enter it twice to confirm. Click the **blue oval button** that says, "Next" to continue.

★ Use at least 8 characters with a mix of letters, numbers, and a symbol. Write it down somewhere safe until it's memorized.

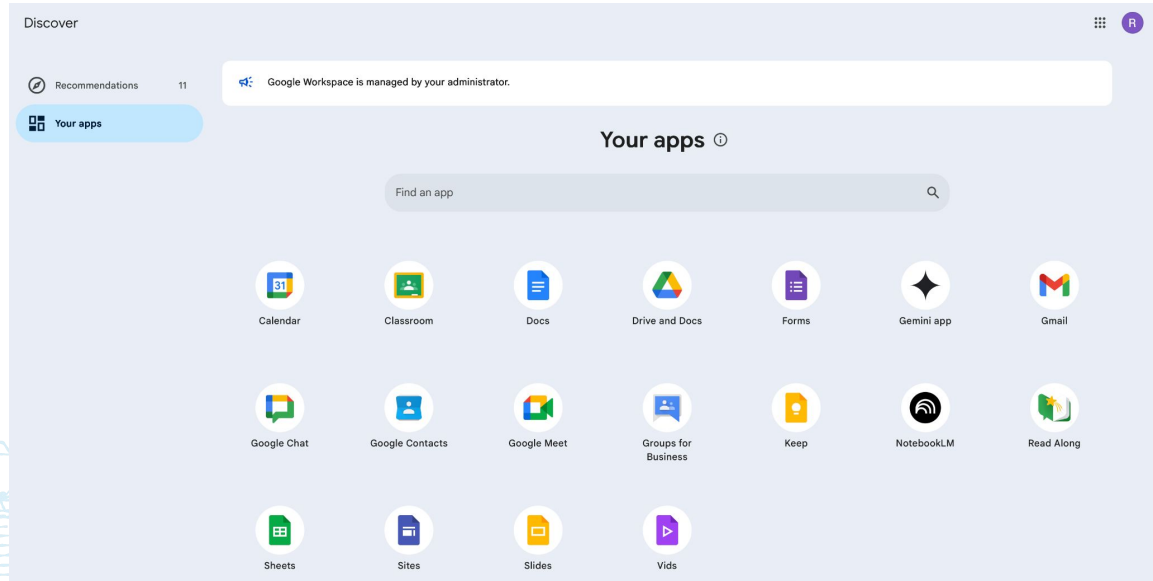


The screenshot shows a web interface for creating a password. At the top left is the Google logo and the word "Welcome". On the right, the heading "Create a strong password" is followed by the instruction "Create a new, strong password that you don't use for other websites". Below this are two input fields: "Create password" and "Confirm". Under the "Confirm" field, it says "At least 8 characters" and there is a checkbox labeled "Show password". A large orange arrow points to a blue oval button labeled "Next". At the bottom left, there is a language dropdown menu set to "English (United States)". At the bottom right, there are links for "Help", "Privacy", and "Terms".

5. You're in!

You now have access to the full suite of apps from Google. The ones most used in CityServeX are:

- Gmail
- Drive and Docs
- Docs
- Sheets
- Slides
- Google Meet





Questions or trouble along the way?

Reach out to your CityServeX contact — happy to help get you set up.



Password Reset for CityServeX email

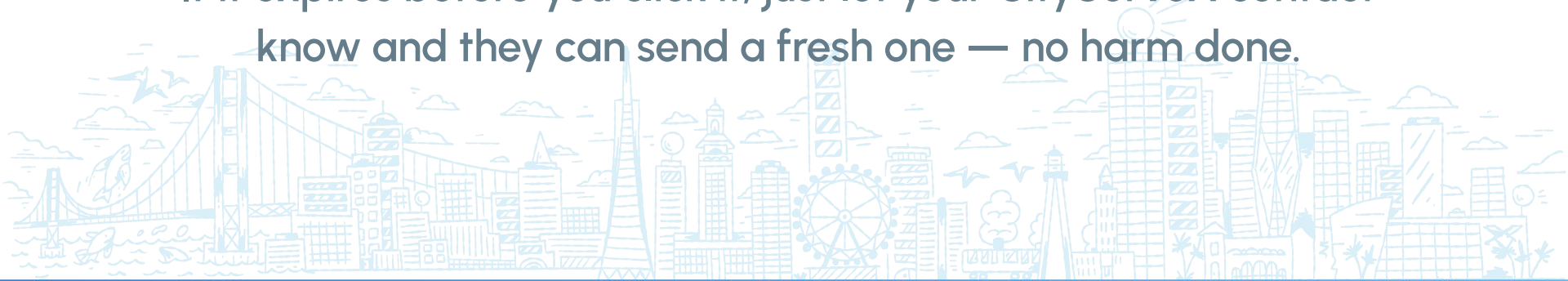
Follow these 5 quick steps to reset your password

Remember:

Do this within 48 hours

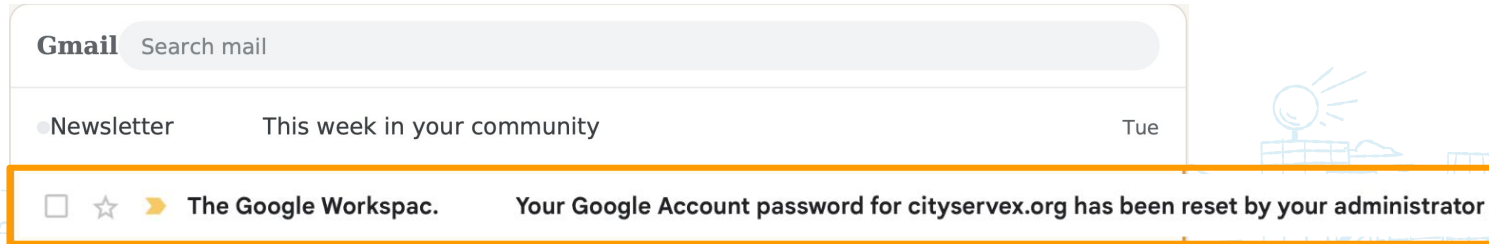
- * The setup link Google sends is **time-sensitive**.

If it expires before you click it, just let your CityServeX contact know and they can send a fresh one — no harm done.



1. Check your personal email

Look in the inbox of the personal email address you gave CityServeX. You're looking for a message from **The Google Workspace** with a subject like **"Your Google Account password for cityservex.org has been reset by your administrator"**.



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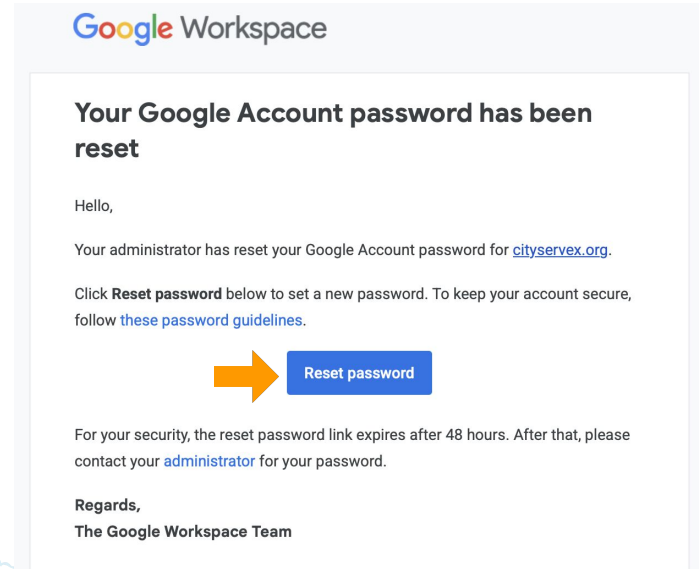
2. Open the invitation email

Inside, you'll see:

Your Google Account password has been reset

Click the blue "Reset password" button to set up your password and sign in.

Note: You have 48 hours to set a new password before the link expires.



Google Workspace

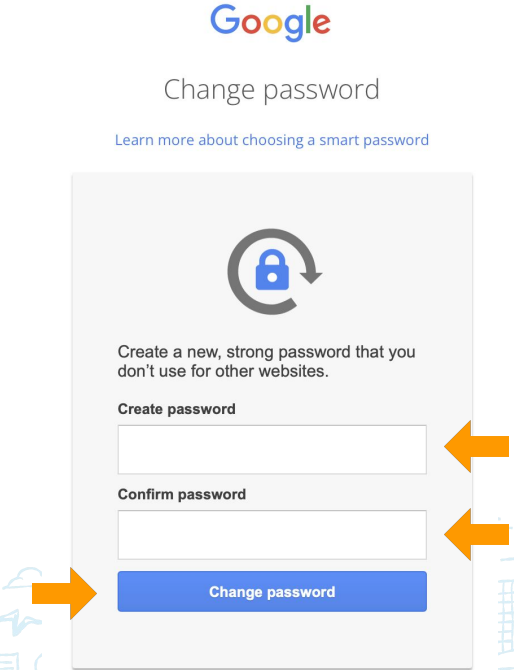
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You're receiving this mandatory email service announcement to update you about important changes to your Google Workspace product or account.

3. Change your password

You will be asked to create a strong password - one not used on other websites.

Create that password and confirm it with in the boxes provided. Then click the blue "Change password" box.

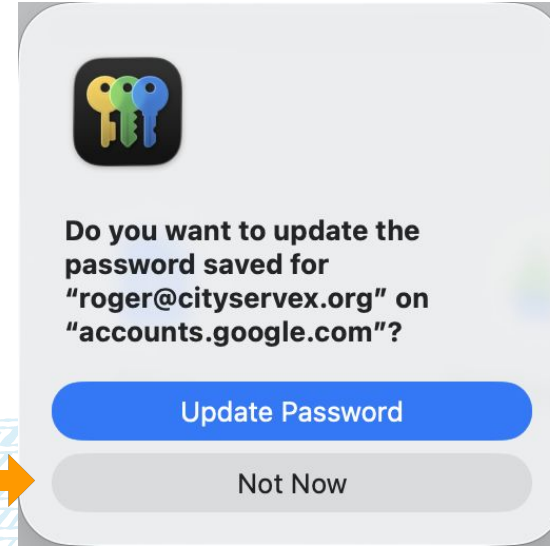


The screenshot shows the Google 'Change password' page. At the top is the Google logo, followed by the text 'Change password' and a link 'Learn more about choosing a smart password'. Below this is a grey box containing a circular icon with a blue padlock and a refresh arrow. The text inside the box says 'Create a new, strong password that you don't use for other websites.' There are two input fields: 'Create password' and 'Confirm password'. A blue button labeled 'Change password' is at the bottom. Three orange arrows are overlaid on the image: one points to the 'Create password' field, one points to the 'Confirm password' field, and one points to the 'Change password' button.

4. Update Password

Depending on your operating system, you may see a box like this. This box is part of Mac OS.

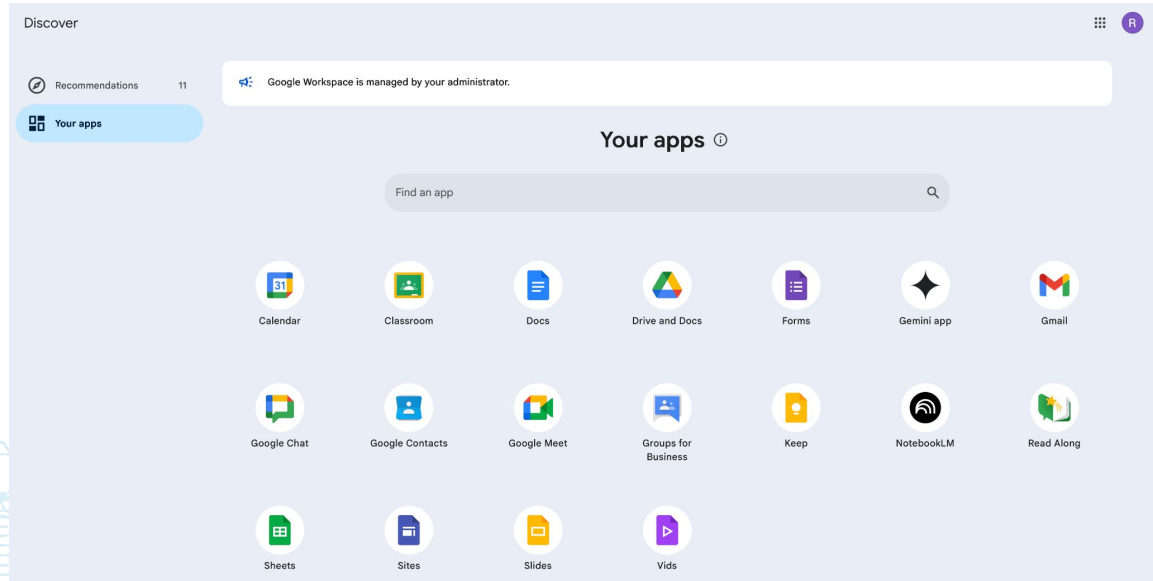
You can click **"Not Now"** if you are not sure what to do. No harm done.



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