INTRODUCTION

You, as an enrolled student, are provided with a Grace School of Theology email that you should use when communicating with staff and faculty. Populi, the school's Student Information System (SIS), creates your Grace email but the interface, features, and functionalities are powered by Google Mail (Gmail) even though it does not end in @gmail.com.
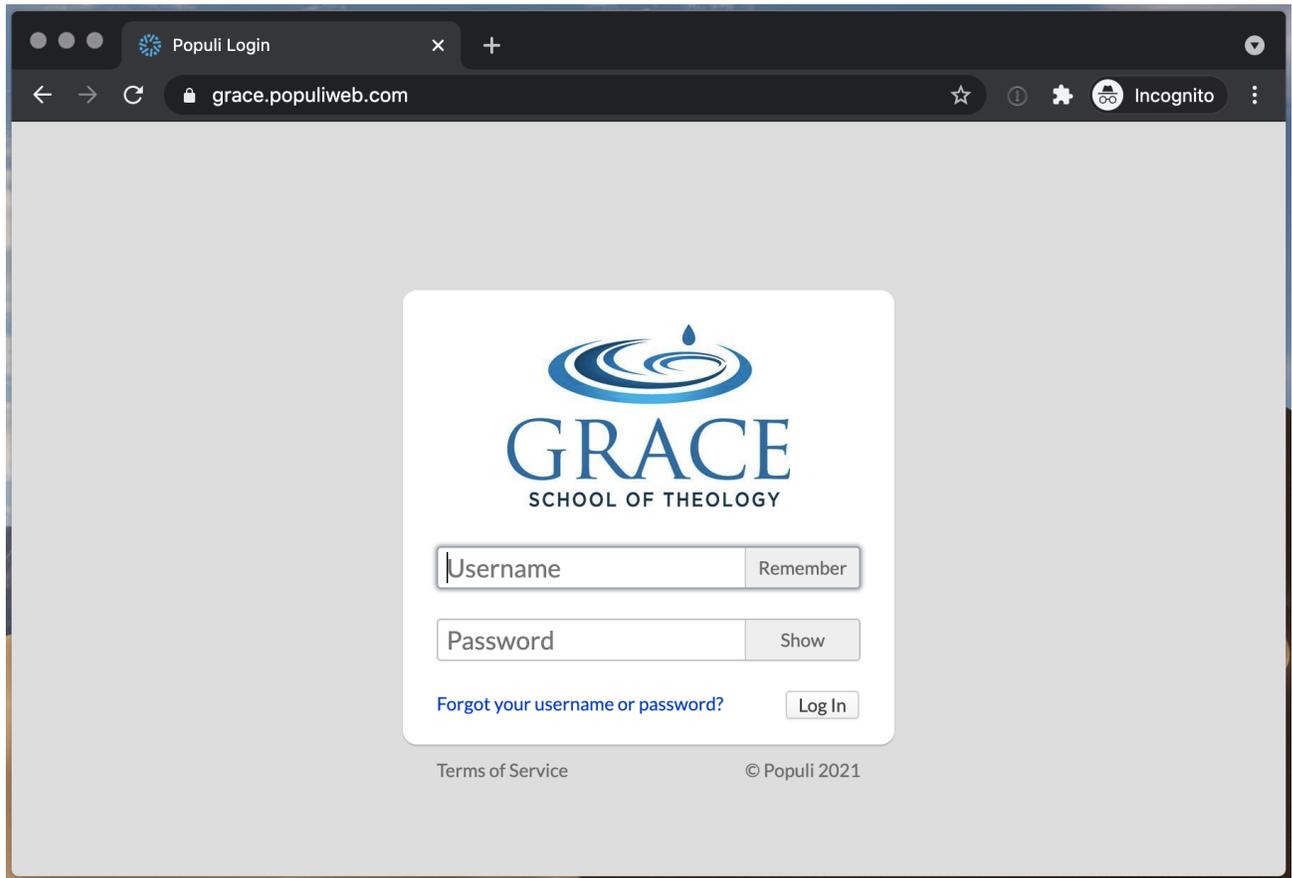
Your Grace email uses the following format:
[initial of first name][full last name].st[student number]@gsot.edu (*ex. **jdoe.st01@gsot.edu***)

You may access your Grace email through the following ways:
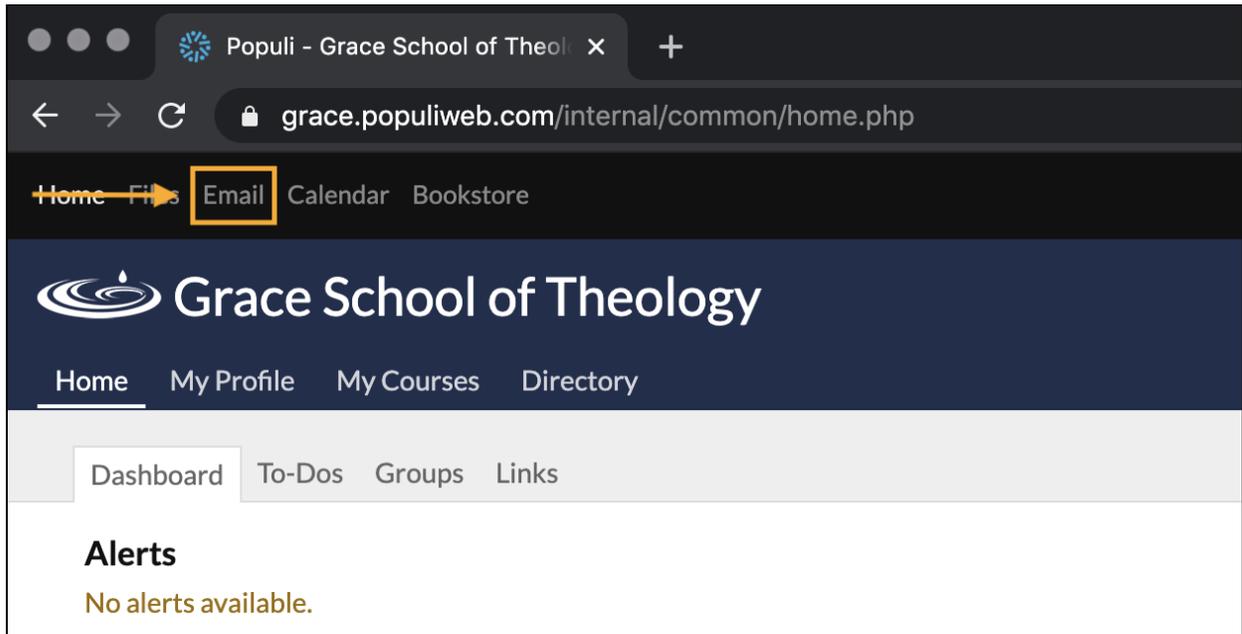
1. THROUGH POPULI (using a browser)

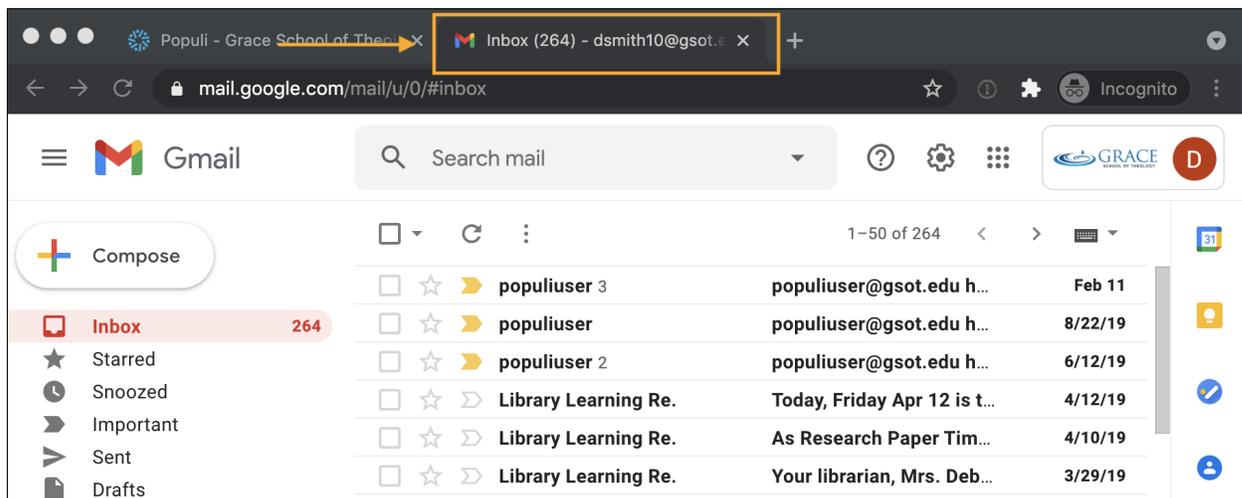   a. Go to **Grace Populi portal**: www.grace.populiweb.com.

    b. Input your **username** and **password**.
Your username is your complete Grace email and by default, your password is the first half of your email or the one before the "@gsot.edu". Upon successful login, please change your password to make it more secure.

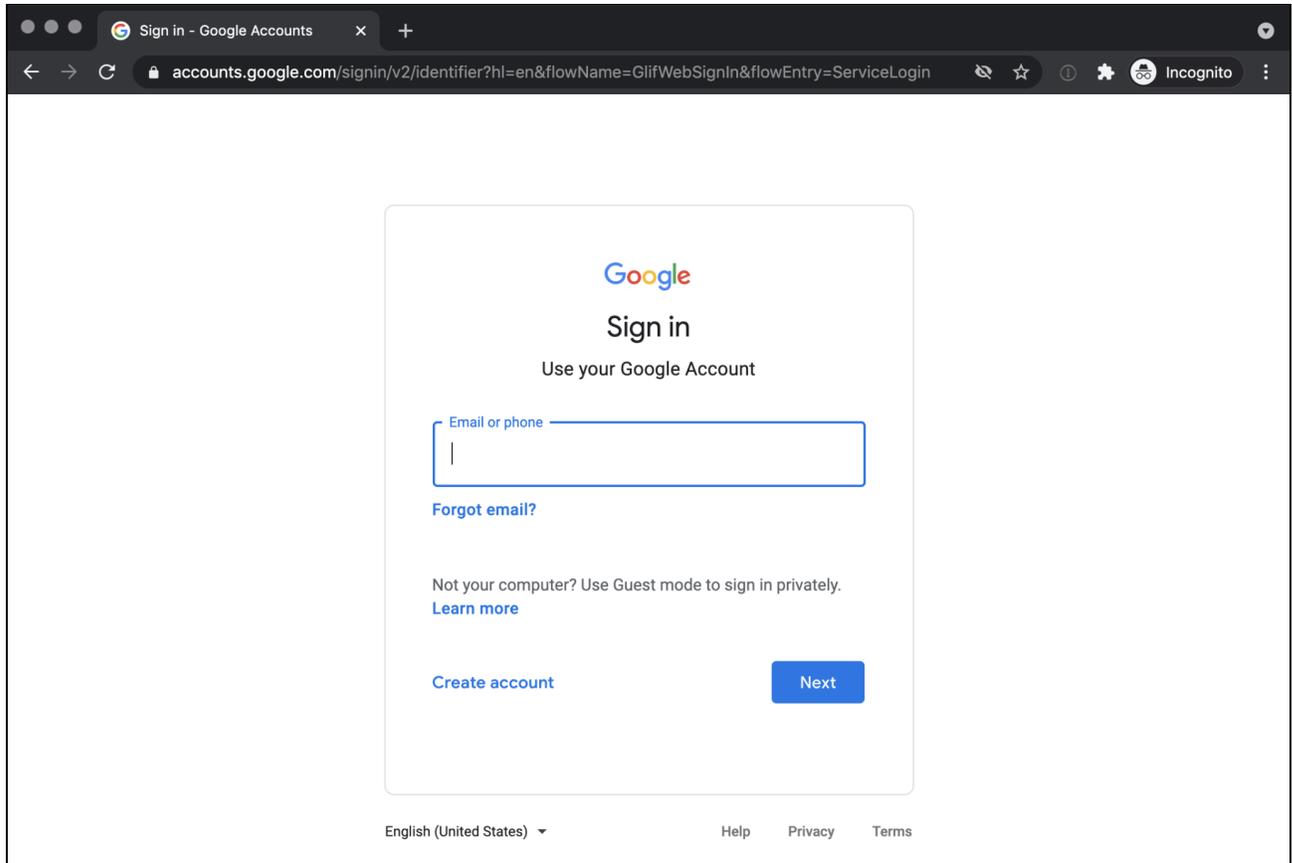c.   Click the **Email** link located at the top left corner of your Populi dashboard.

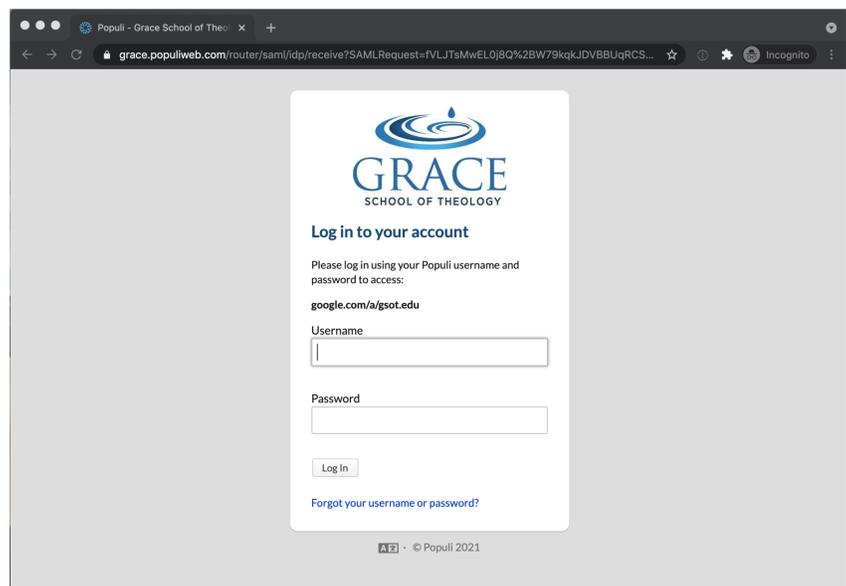*A new browser tab will open, displaying your Grace email in a Google Mail (Gmail) environment.*

d.   You may now use your Grace email for Grace-related communications.

2. THROUGH GOOGLE MAIL (using a browser)
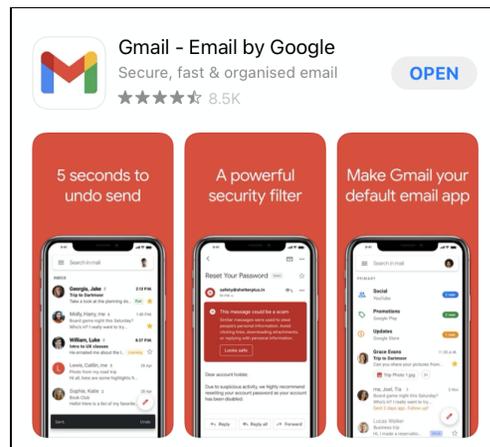
a. Go to **Google Mail portal**: www.gmail.com.

b. Input your **username** and **password**. Usually, after you enter your Grace email as the username and you click Next, it will ask you to authenticate via Populi. Just input your username and password again.

c. Your Grace email will immediately open in a **Google Mail (Gmail) environment** and you can start using it for Grace-related communications.

3. THROUGH MOBILE APP (Android/iOS)

a. Download the **Gmail** app from the **Google Play Store** or **App Store** for Android and iOS users respectively.

b. Open the **Gmail** app then input your Grace email username and password.

c. If you are an iOS user, you may also use Apple's built-in **Mail** app. Follow the instructions below to configure your Grace email:
   1. In your iPhone/iPad, click Settings (gear icon).
   2. Browse through the list and select **Mail**.
   3. Select "Accounts" → "Add Account" → "Google".
   4. Press "Continue" when prompted with "'Settings' Wants to Use 'google.com' to Sign In"
   5. Input your Grace email username and password.
   6. Open the **Mail** app (white envelope in blue background icon). It should automatically sync your emails in the app.

Note: The mobile app has some limitations compared to the browser version. It is highly recommended that you access your Grace email through the browser to maximize Gmail's functions and features.

GETTING HELP:

✓ If you encounter login problems (ex. forgot username and/or password), you may contact Grace Technology Services Support at **support@gsot.edu**.

✓ For additional information in maximizing your Grace Gmail account, you may visit Google's support page: **https://support.google.com/a/users/answer/9297685?hl=en**.