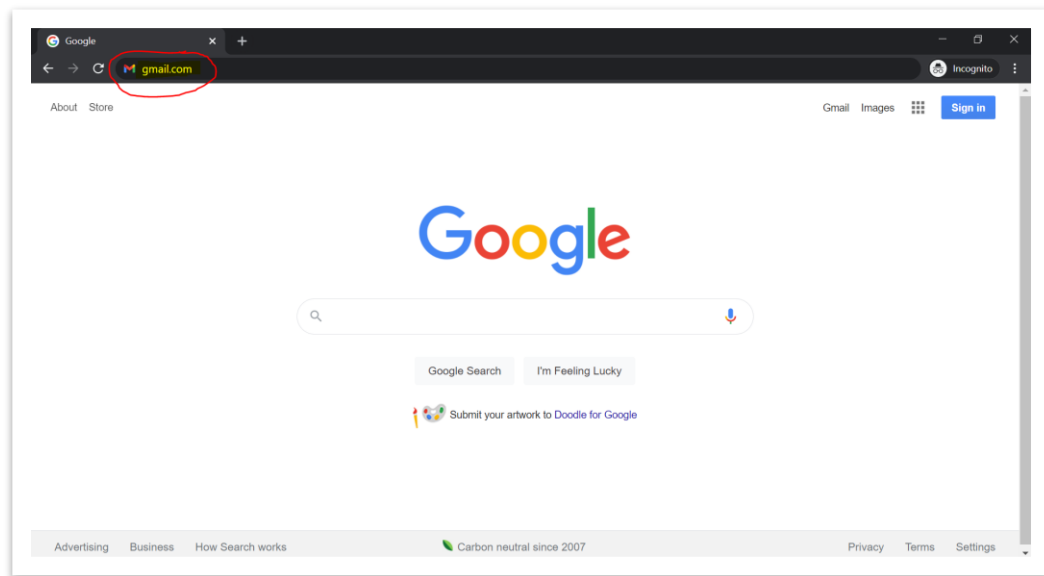


Accessing O2I email account using Gmail

O2I uses "Gmail" for email communication.

1) Open Gmail.

Go to <https://www.gmail.com/> in your computer's web browser. This will open your Gmail inbox if you're logged in.



2) Enter Outside2Inside username provided to you and click on Next.

The screenshot shows the Google Sign in page for Gmail. At the top, the Google logo is displayed, followed by the text "Sign in to continue to Gmail". Below this is a text input field labeled "Email or phone" containing the email address "sanjai@outside2inside.com". To the left of the input field is a link "Forgot email?". Below the input field, there is a message: "Not your computer? Use Guest mode to sign in privately." with a link "Learn more". At the bottom left, there is a link "Create account". At the bottom right, there is a blue button labeled "Next" which is circled in red. At the very bottom, there is a footer with "English (United States)", "Help", "Privacy", and "Terms".

3) Enter O2I password provided to you and click on Next.

The screenshot shows the Google Sign in page for Gmail, now displaying the user's name "Hi Sanjai" and their email address "sanjai@outside2inside.com" in a dropdown menu. Below this is a text input field labeled "Enter your password" containing masked characters. To the left of the input field is a checkbox labeled "Show password". Below the input field, there is a link "Forgot password?". At the bottom right, there is a blue button labeled "Next" which is circled in red. At the very bottom, there is a footer with "English (United States)", "Help", "Privacy", and "Terms".

4) Gmail screen

You will see the following landing page.

