Access to Cedarville Google Apps

Google Apps for Education is a web-based application, so you will always access your University email and calendar through an Internet browser.

You will use the same process to access your University email whether you are on or off campus, on a University computer or your personal computer or mobile device.

Information technology (IT) recommends using the Google Chrome browser as Google Apps works best with Chrome; in fact, some Google Apps features work only in Google Chrome.

How to install Google Chrome on your personal computer:

1. Open an Internet browser.
2. Type in the following web address: google.com/chrome
3. Click [Download Chrome].
4. Follow the prompts to install Chrome.
5. The Google Chrome browser will automatically open once it has finished installing.

How to access University Google Mail:

From your personal computer

1. Open an Internet browser (e.g., Google Chrome).
2. Type in the web address for Cedarville University’s Google Apps landing page: cedarville.edu/google (or cedar.to/google)
3. The Google Apps landing page will display (pictured at right).
   Note the links to the University help pages covering Google Apps on the right of the screen (see arrow 1).
4. Click the Mail link to log in to University email (see arrow 2).
Using a University email kiosk

Another convenient way to check your University email is to use one of the more than twenty email kiosks around campus.

1. Enter your CedarNet username and password from the kiosk welcome screen. Remember to enter only your username, not your full email address (see arrow 3).

2. Click [Login].

How to log out of University Google Mail:

1. When you are finished accessing your University email, click your email address in the upper right-hand corner (arrow 4).

2. Next, click [Sign out] to exit (arrow 5).

How to access University Google Mail from a mobile device:

Please refer to the University help pages for installation instructions specific to tablets and smart phones cedarville.edu/googlesync (or cedar.to/googlesync).

Visit the TechStop Center if you have difficulties with the setup (look for an external entrance to the Tyler Digital Communication Center – across from the Milner Business Administration Building). TechStop hours of operation are 11 a.m. to 4:30 p.m., Monday through Friday, during the academic year.

If you have questions:

If you have any additional questions or need any other technical assistance, please call information technology at 937-766-7905. You may also email TechHelp@cedarville.edu with your technology questions.

We are happy to help!

Mrs. Kathryn P. Carnegis
Director of User Services