GUIDE FOR TPMS AND EXTERNAL PARTIES TO CREATE GOOGLE ACCOUNTS WITH YOUR EXISTING WORK E-MAIL ADDRESS
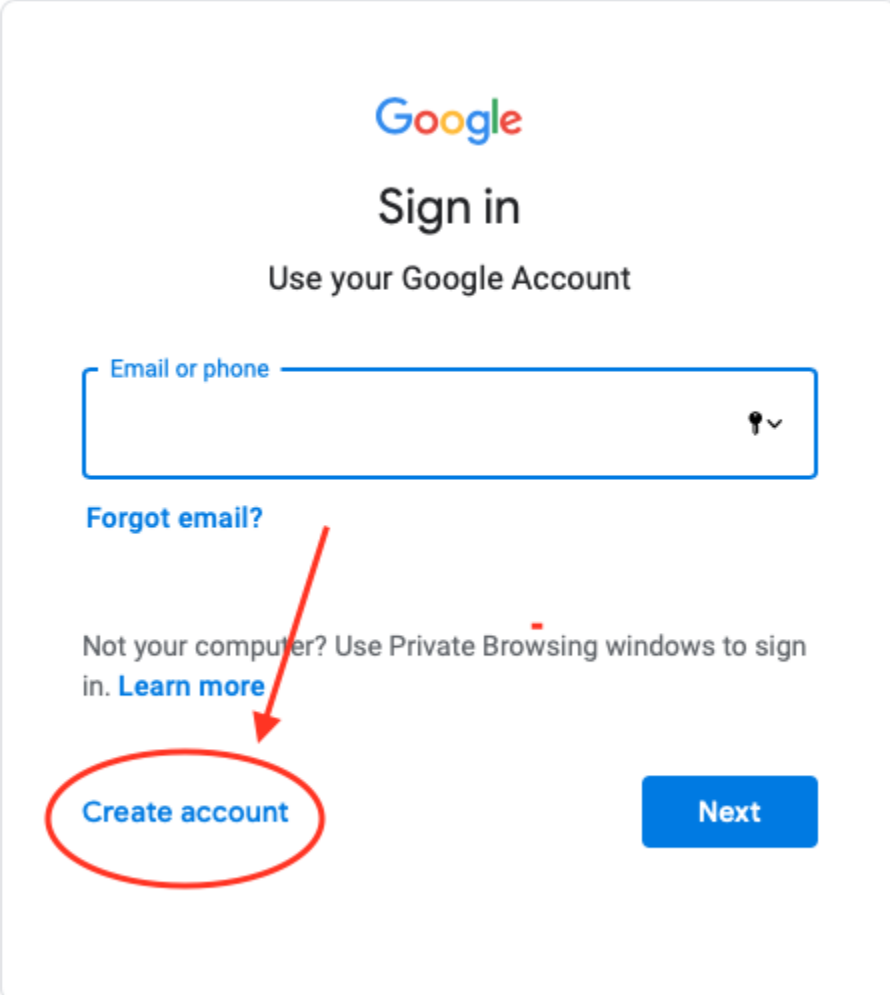
In order to access Roche project specific folders on the Google Suite, and if your company does not already use Google Suite, you will need to first ensure your work e-mail address is Google compatible. You can set this up using your existing e-mail address; there is no requirement to create a new e-mail address or gmail account.
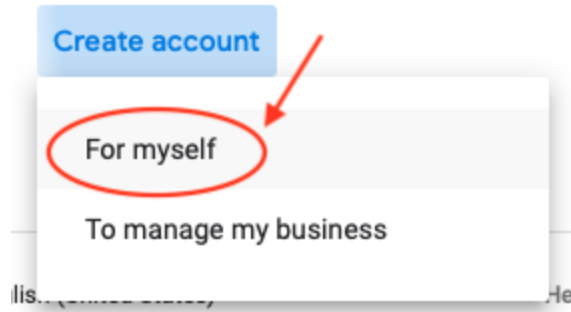
This process needs to be performed by you, the owner of the e-mail address. Once this is complete, please inform your local Roche Project Manager or TPM lead to populate your e-mail address on to spreadsheet consisting e-mail addresses that are to be given access to the specific folders for the project.

Follow these steps to make your work e-mail address Google Compatible:
1. Go to https://accounts.google.com
2. Click on 'Create Account'
3. From the drop-down list, click '***For myself***'

4. Click '*Use my current e-mail address instead*'

So this:

Becomes This:

Enter your current work e-mail address in the **'Your E-mail Address'** field and complete the rest of the registration process. Once done, you can login to Google using your work e-mail address via the Google Chrome Browser.

Once you have informed the Roche IT team (via your Roche Local Project Manager or TPM lead), you will then be able to access specific project folders to which you are granted access using your work e-mail ID.