

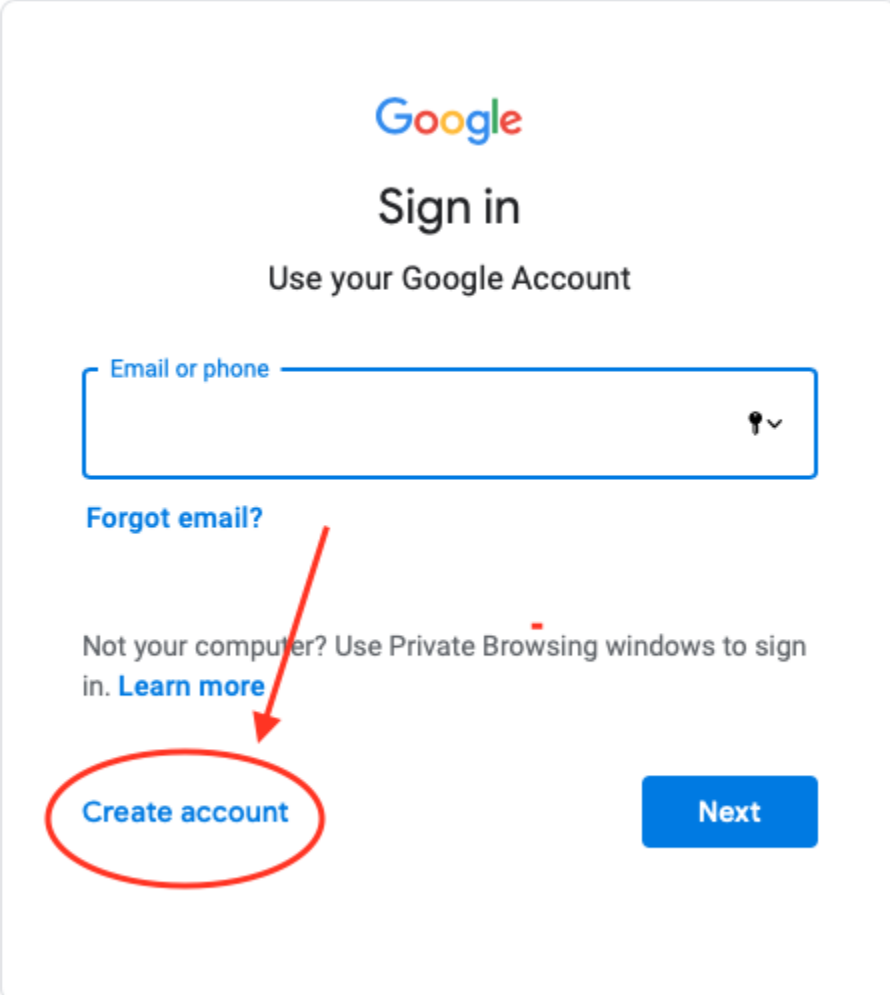
## GUIDE FOR TPMS AND EXTERNAL PARTIES TO CREATE GOOGLE ACCOUNTS WITH YOUR EXISTING WORK E-MAIL ADDRESS

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.

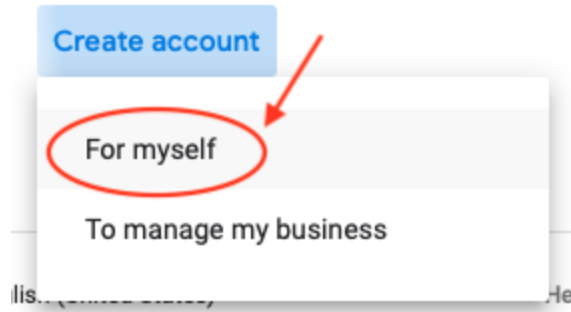
This process needs to be performed by you, the owner of the e-mail address. Once this is complete, please inform your local Roche Project Manager or TPM lead to populate your e-mail address on to spreadsheet consisting e-mail addresses that are to be given access to the specific folders for the project.

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**'



The image shows a screenshot of the Google Sign in page. At the top, the Google logo is displayed, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone" with a key icon and a dropdown arrow on the right. Underneath the input field is a link that says "Forgot email?". Below that is a line of text: "Not your computer? Use Private Browsing windows to sign in. [Learn more](#)". At the bottom left, the text "Create account" is circled in red, and a red arrow points from the "Forgot email?" link down to this "Create account" text. At the bottom right, there is a blue button labeled "Next".



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

**So this:**

A screenshot of the Google Account creation page. The page has the Google logo at the top left. Below it is the heading 'Create your Google Account'. There are input fields for 'First name', 'Last name', 'Username', and 'Password'. The 'Username' field has '@gmail.com' next to it. Below the 'Username' field, there is a link that says 'Use my current email address instead', which is circled in red. A red arrow points to this link from the right. To the right of the form is a graphic of a blue shield with a white person icon, and below it are icons for YouTube, Gmail, and Maps. Below the graphic is the text 'One account. All of Google working for you.' At the bottom left, there is a link 'Sign in instead' and a blue 'Next' button.

**Becomes This:**

Google


## Create your Google Account

First name  Last name

Your email address


You'll need to confirm that this email belongs to you.

[Create a Gmail account instead](#)

Password  Confirm  

Use 8 or more characters with a mix of letters, numbers & symbols

[Sign in instead](#)



One account. All of Google working for you.

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.