

## Instructions for New Account

- 1) Login at the following URL:

<http://mail.belilios.edu.hk>

OR

Go to BPS's web site, and click the "Gmail for BPS" link on the "Links" page.

- 2) Enter your username:

Note that you may have to enter also the domain "@belilios.edu.hk" if it is not provided

- 3) Enter the initial password:

For students, the initial password is in the format of:  
<HKID First 4 char>+<Birthday MMDD>  
e.g. if HKID is A123456(7) and birthday is August 27, the initial password will be "A1230827".

- 4) When you login for the first time, you have to accept terms and conditions from Google



Welcome to your new account

Welcome to your new account: \*\*\*\*\*@belilios.edu.hk. Your account is compatible with many [Google services](#), but your belilios.edu.hk administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

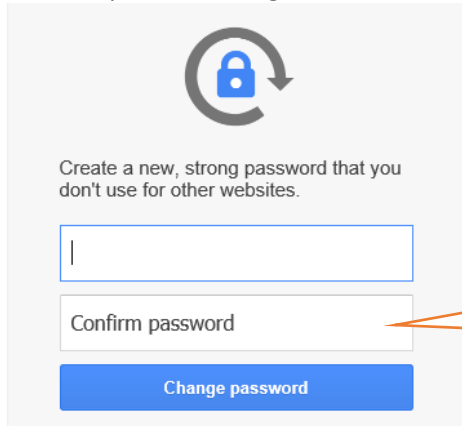
When you use Google services, your domain administrator will have access to your \*\*\*\*\*@belilios.edu.hk account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the G Suite [core services](#), your use of those services is governed by your organization's G Suite agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your \*\*\*\*\*@belilios.edu.hk account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Accept

- 5) You will then be asked to change a new password.  
Use a long password but it should be easy to remember for you.  
Minimum password length is 8 characters.



Enter the new password twice to confirm.

- 6) Now you arrive at your mailbox!  
Click on the App Drawer icon (nine small squares) to open other apps.

