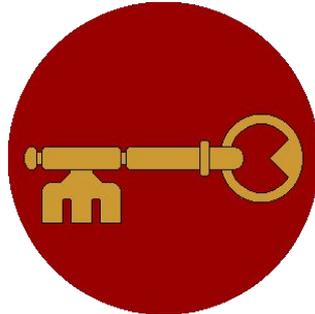
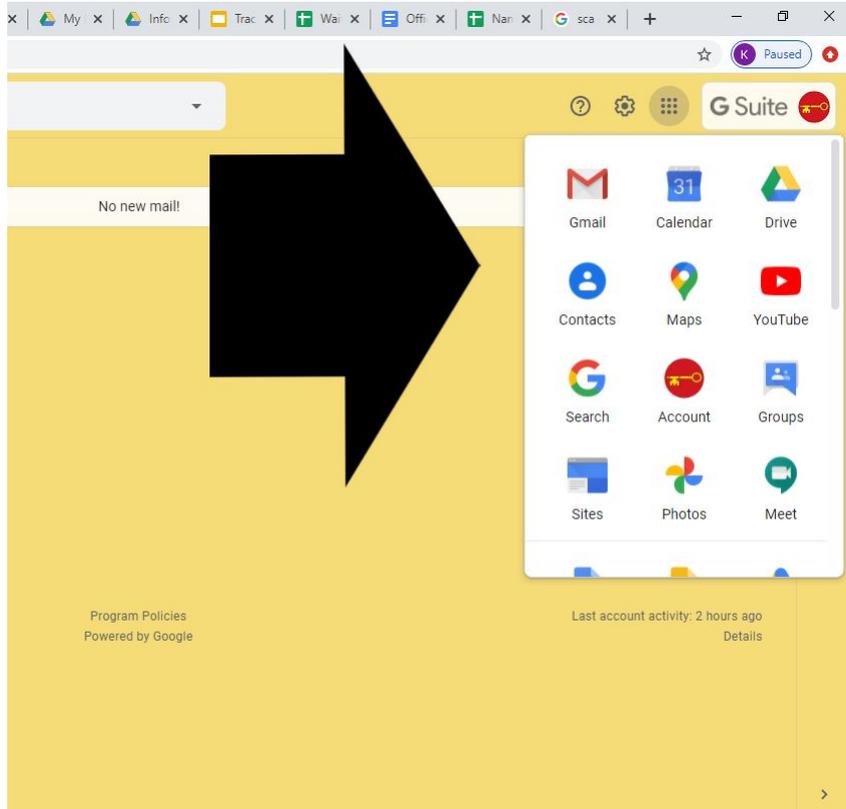


Resetting Officer Email Passwords



Unlocking the Seneschalate
Frú Kolfinna Egilsdóttir
October 1, 2020

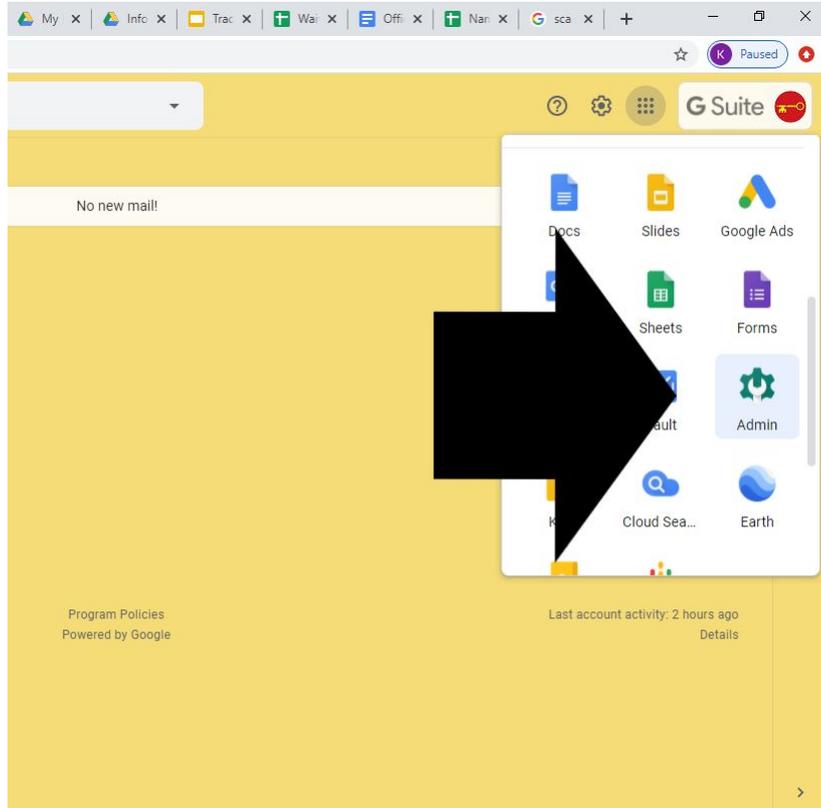
Log Into Gmail



This process must be completed from the Desktop version of Gmail. Log into the Seneschal account and click the group of nine dots at the upper right.

This will drop down a Tools Menu. (You will not have access to all of them.)

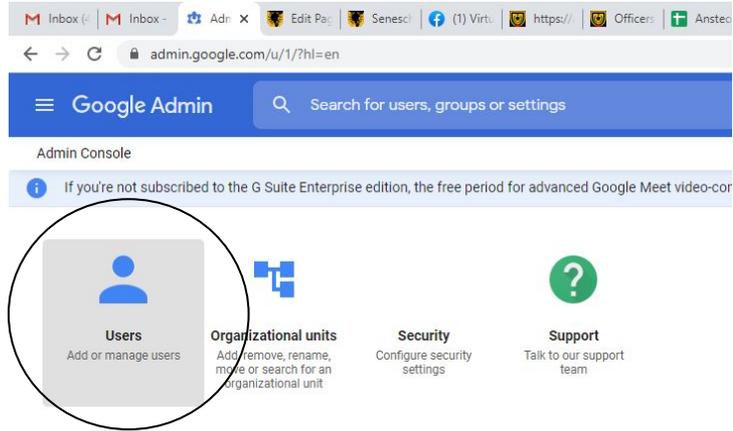
Select Admin from the Tools Menu



There is a slider bar on the right that will allow you to scroll down. It may be hidden; just hover over it with your mouse near the top and then grab it.

The Admin icon is about $\frac{3}{4}$ of the way down the list.

Admin Console

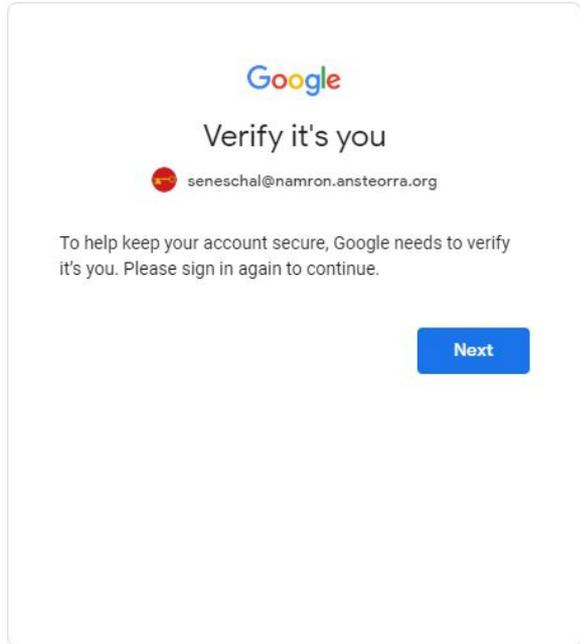


You should now be on the Admin Console.

The Users tab should be the first to the left on the Console.

Click to proceed.

Verify Access



A verification screen will pop up.

Click the Next button.

Enter your password on the next screen to proceed.

Users

Users | Showing all users [Download users](#)

+ Add a filter

<input type="checkbox"/>	Name ↑	Email	Status	Last sign in	Email usage
<input type="checkbox"/>	 Baron of Namron	baron@namron.ansteorra.o...	Active	1 week ago	0.74 GB
<input type="checkbox"/>	 Baroness of Namron	baroness@namron.ansteorr...	Active	1 week ago	0.96 GB
<input type="checkbox"/>	 Chronicler of Namron	chronicler@namron.ansteor...	Active	5 days ago	0.92 GB
<input type="checkbox"/>	 ER Admin	admin-er@namron.ansteorr...	Active	Hasn't signed in	0 GB
<input type="checkbox"/>	 Events Deputy of Namron	events@namron.ansteorra...	Active	3 days ago	0.02 GB
<input type="checkbox"/>	 Exchequer of Namron	treasurer@namron.ansteorr...	Active	1 day ago	0.83 GB
<input type="checkbox"/>	 Herald of Namron	herald@namron.ansteorra.o...	Active	2 days ago	0.23 GB
<input type="checkbox"/>	 Historian of Namron	historian@namron.ansteorr...	Active	Hasn't signed in	0.01 GB

You should now have access to the Users list. Scroll down to find the account whose password you need to reset.

Depending on your screen size, you may have to scroll all the way down to find a horizontal scroll bar. In that case, slide it all the way to the right and then scroll up to the correct account.

Reset

Users | Showing all users [Download users](#)

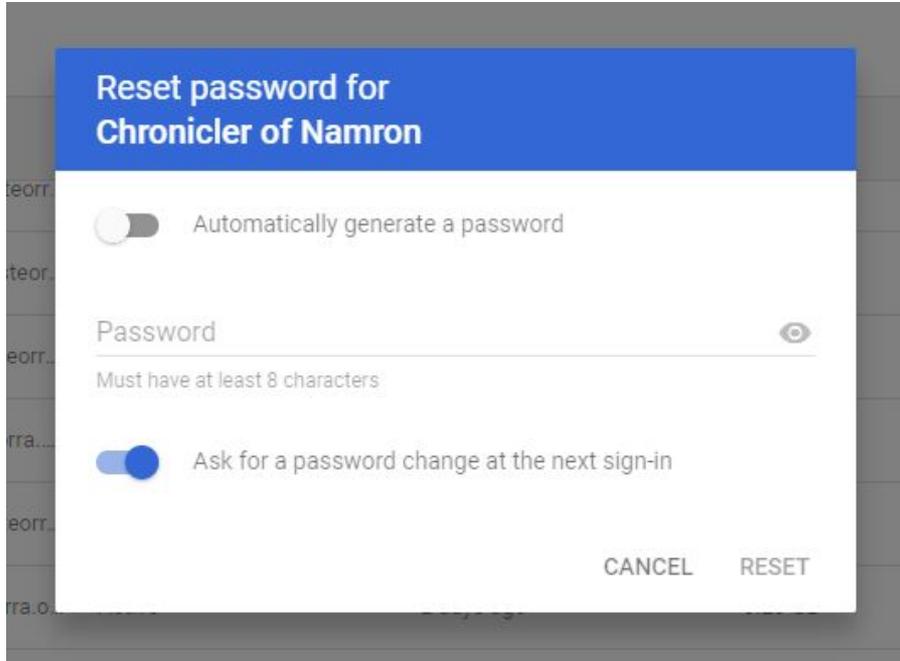
+ Add a filter

<input type="checkbox"/>	Name ↑	Email	Status	Last sign in	Email usage	
<input type="checkbox"/>	 Baroness of Namron	baroness@namron.ansteorr...	Active	1 week ago	0.96 GB	
<input type="checkbox"/>	 Chronicler of Namron	chronicler@namron.ansteorr...	Active	5 days ago	0.92 GB	Reset password Email user
<input type="checkbox"/>	 ER Admin	admin-er@namron.ansteorr...	Active	Hasn't signed in	0 GB	
<input type="checkbox"/>	 Events Deputy of Namron	events@namron.ansteorra...	Active	3 days ago	0.02 GB	



Double check that you're on the correct line and then select "Reset Password."

Password



The image shows a dialog box titled "Reset password for Chronicler of Namron". It contains the following elements:

- A blue header bar with the text "Reset password for Chronicler of Namron".
- A toggle switch labeled "Automatically generate a password" which is currently turned off.
- A password input field labeled "Password" with a visibility icon (an eye) to its right. Below the field is the text "Must have at least 8 characters".
- A second toggle switch labeled "Ask for a password change at the next sign-in" which is currently turned on.
- At the bottom right, there are two buttons: "CANCEL" and "RESET".

A Reset Password box will pop up. You can once more confirm that you're on the correct account before proceeding.

Slide the bar to the right if you want the system to automatically generate a temporary password, or just make one up!

Slide the second bar to the right so that a password change will be required at next sign-in by the officer (this is so you don't know their passwords).

Click Reset and you're done!