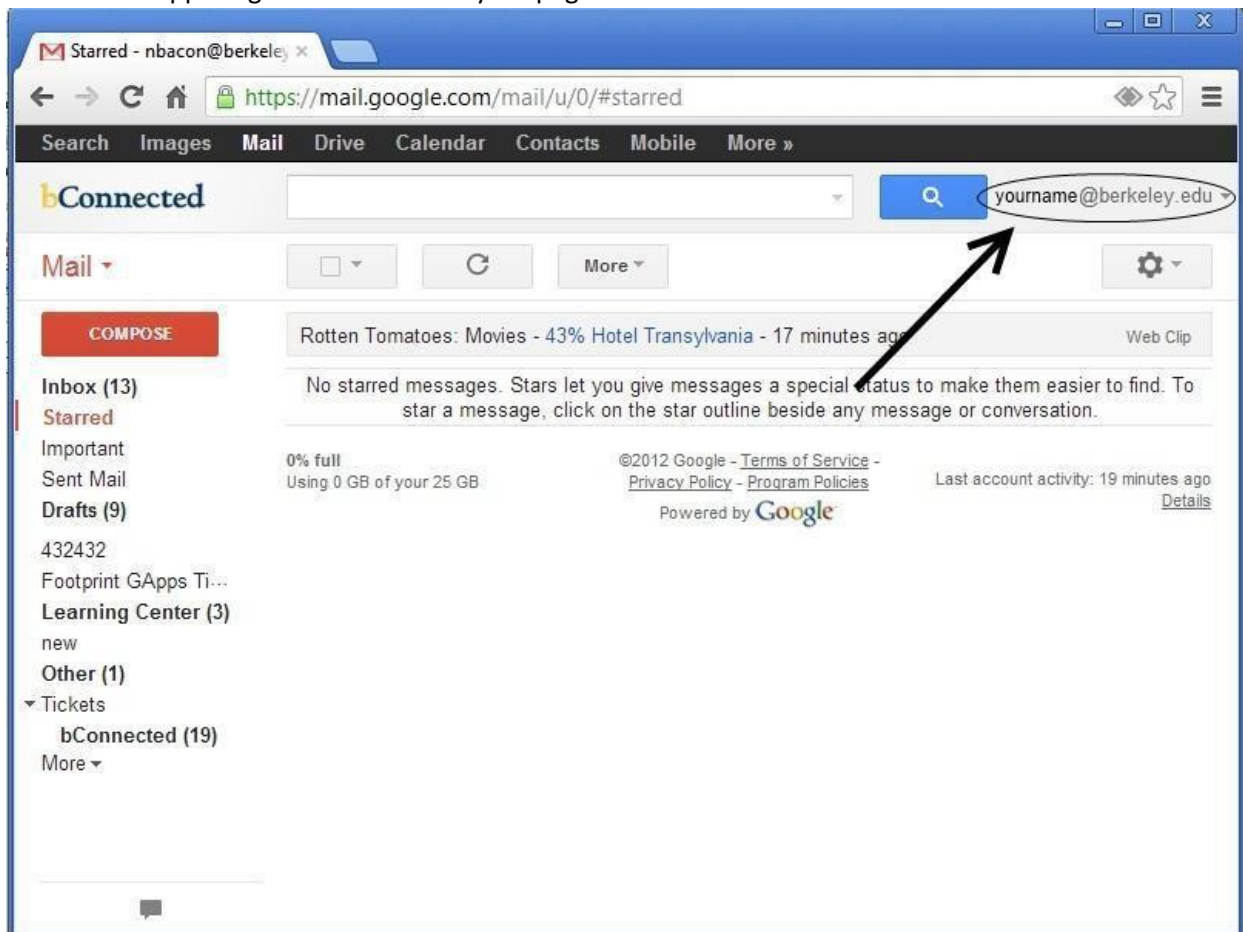




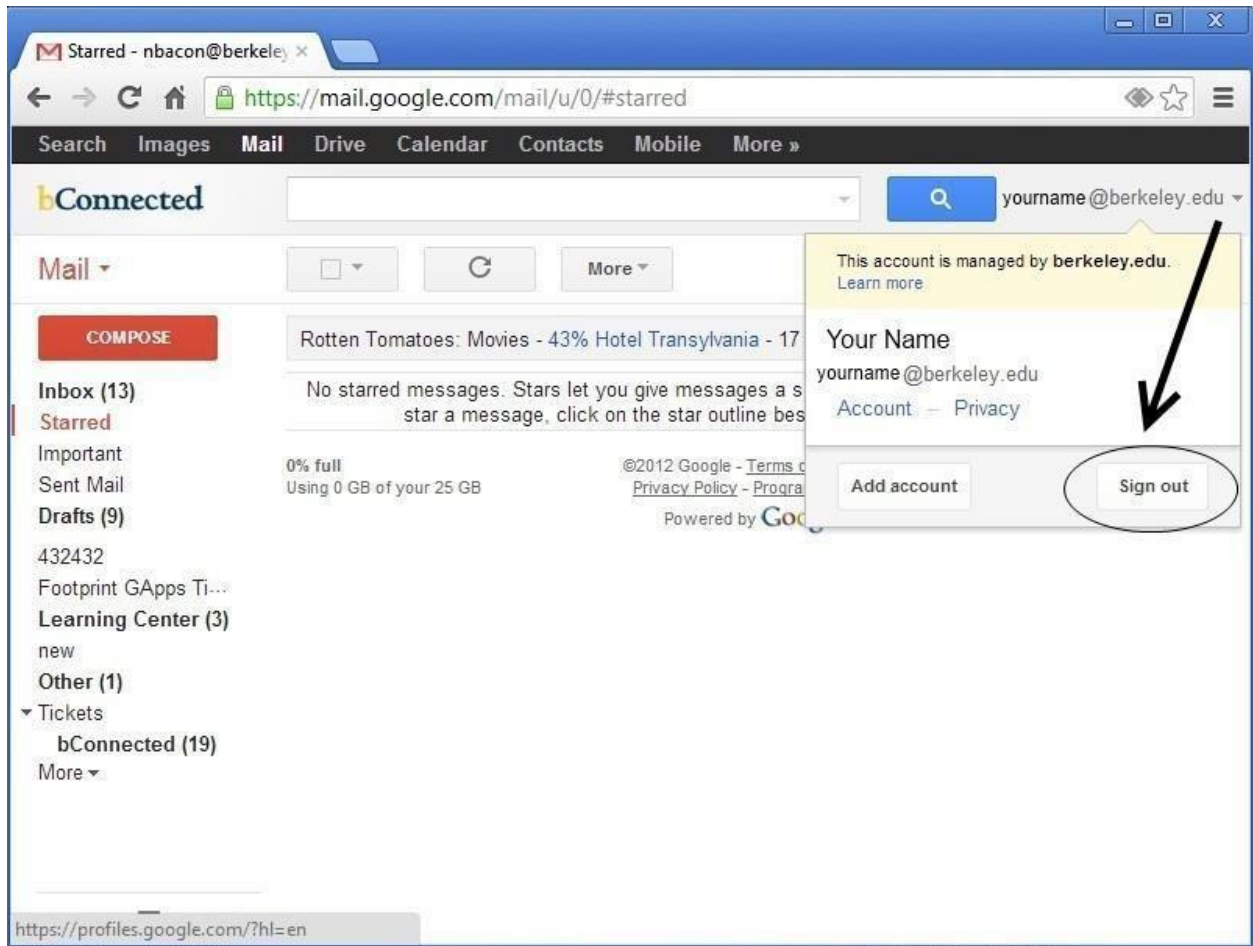
## Accessing a Departmental Account (for account owners only)

**NOTE:** Following migration to bConnected on June 2, 2014 at 9:00 a.m., departmental email accounts can initially be accessed only by the account's owners or managers. After logging into the new bConnected/bMail departmental email account, the owner shall generate a login key which can then be shared with other members of the departmental account as an access key.

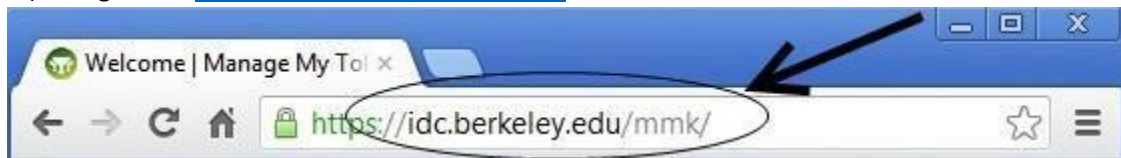
1.) If you are logged onto your personal bConnected/bMail, sign off by clicking on your account name in the upper right hand corner of your page.



2.) From the resulting menu, click **Sign out**.



3.) Navigate to: <https://idc.berkeley.edu/mmk/>



4.) Click the Login via Calnet button then enter your CalnetID and password at the prompt

5.) Click on the bApps (Google) button



6.) Select the account which corresponds to the username of the departmental email address.

## Choose bApps (Google) Account

### Choose Account



7.) Click the **Set Key** button to continue.

8.) Click the tab labeled **Define your own**.

**Manage My Keys**

## Set bApps Login Key

Pre-Generated **Define Your Own**

Use the form below to set your bApps Login Key for account If you do not like the key which has been generated for you, you *may* generate a new one by clicking on the "Generate a different key..." button. Or, you can set your own by selecting the "Define Your Own" tab, and then enter a key\_ and key confirmation, in the provided form.

**Pre-Generated Key**

\*B , & j ) , s 5 LRN

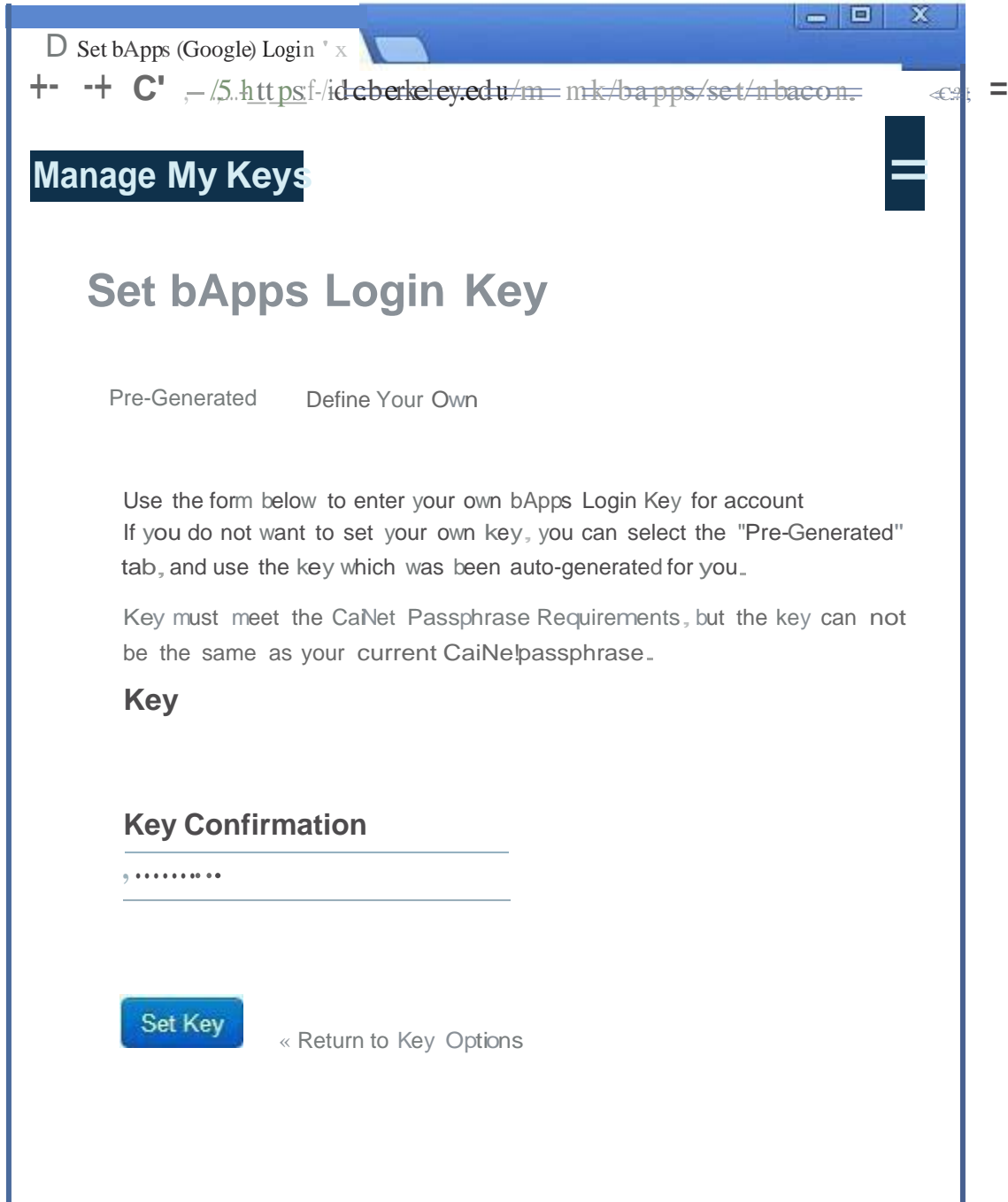
[Generate a different key...](#)

Once you save the key, you will be taken to another page where you can select and copy the key.

[Set Key](#) [Return to Key Options](#)

9.) Enter the password you would like to use to access this account, repeating it once in the **Key Confirmation** box.

*The password cannot be the same as your Calnet/D and it must meet Calnet/D password complexity requirements.*



The screenshot shows a web browser window with the URL <https://id.berkeley.edu/mk/bapps/set/bacon>. The page title is "Set bApps Login Key". There are two tabs: "Pre-Generated" (selected) and "Define Your Own". The instructions state: "Use the form below to enter your own bApps Login Key for account. If you do not want to set your own key, you can select the 'Pre-Generated' tab, and use the key which was been auto-generated for you. Key must meet the CaNet Passphrase Requirements, but the key can not be the same as your current CaNet passphrase." Below the instructions is a section titled "Key" with a text input field. Underneath is a "Key Confirmation" section with a second text input field. At the bottom, there is a blue "Set Key" button and a link "« Return to Key Options".

10.) Click the **Set Key** button and a confirmation page will notify you that the password was set.

*This Key only needs to be created once per account.*

11.) Click on this link: <http://bconnected.berkeley.edu>

12.) In the username prompt, type in the departmental account you wish to access. In the password prompt, type in the Key which you created in Step 9.



# One account. All of Google.

Sign in with your Google Account

deptacct@berkeley.edu

.....

[Sign In](#)

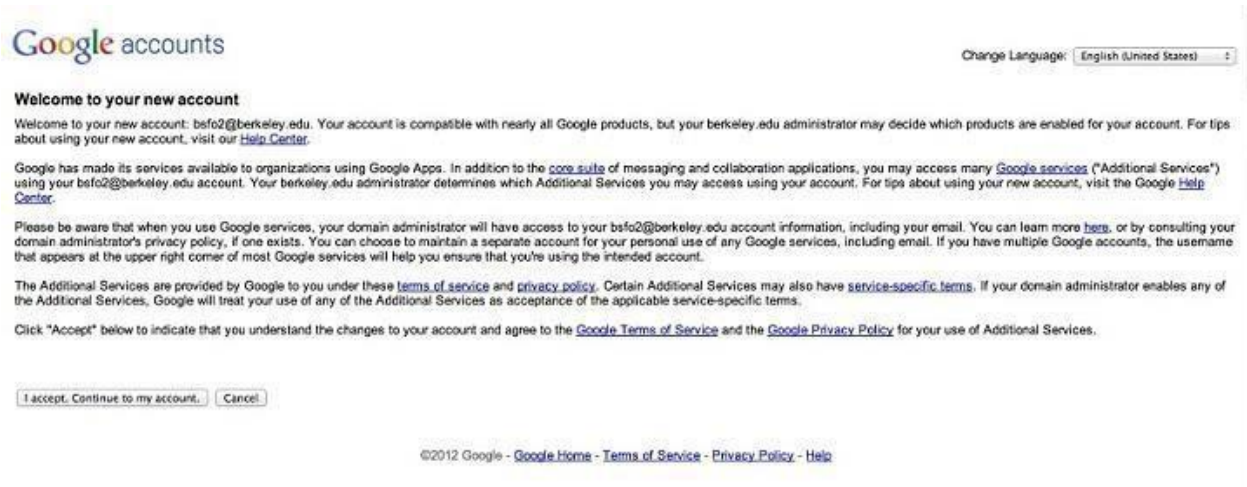
Stay signed in

[Need help?](#)

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[Create an account](#)

13.) You should now be greeted with a **Welcome to Gmail** screen. Click the **I accept. Continue to my account** button.



Your bConnected departmental account is now enabled. You (account owner) may now share access with others. For the complete guide on giving access to your departmental account, click on this link (link to second document).

Moving forward, you can log in through: <http://bconnected.berkeley.edu>. Scroll down to the middle section of the page and click on the **Departmental bMail Account** button (marked with the yellow arrow).

Account Management

- Create New Account If
- Manage Your Account
- Manage My Access Keys If
- Manage Your Mailing Lists If

Stay Connected

- AirBears Wifi
- AT&T Wifi
- CaiNet Identity Services
- IT Services Systems Status
- Google Apps Status
- iNews

More Collaboration Tools

- Box
- Research Hub
- CaiShare
- bSpace

Software Central

# bConnected

Collaboration and Communication Tools at UC Berkeley

Log into email, calendar, and storage



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bMail                      bCII                      \*\*\*\*\*

Welcome to bConnected! We provide a set of online communication and collaboration applications including Mail Calendar, Chat, Contacts, and Drive. As part of Google Apps for Education, these apps help facilitate teaching, learning, research, and administrative functions across campus. Log in once, then open different tools using the grid at the top right of the bConnected screen. Read more

## Departmental Account Login



Departmental accounts are for University business or the activities of a department or unit rather than a specific person. These accounts have all the same tools as an individual bConnected account, such as bMail and Drive. --New Login Procedure-- You must be completely logged-out and open a different browser to login using the full departmental account email address (including @berkeley.edu), plus the key (as the password). Read more.