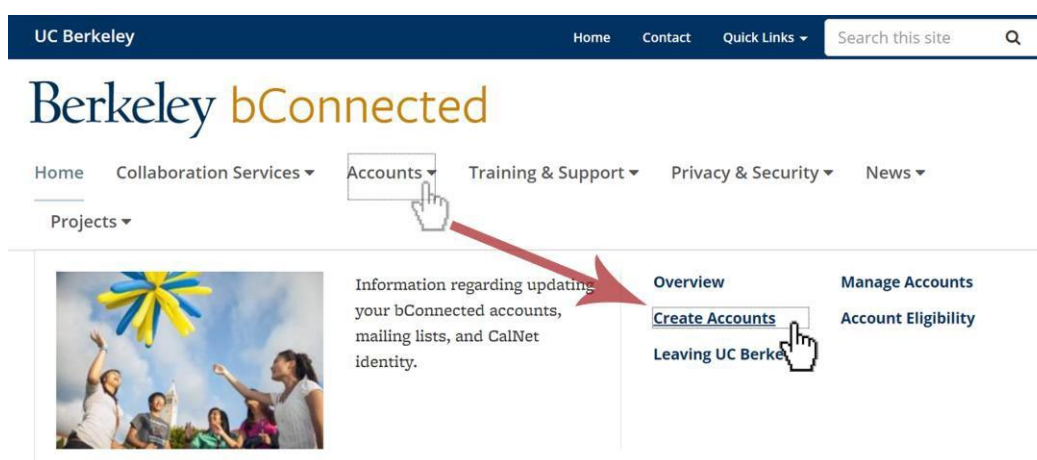


How do I Create my bConnected Account?

Step	Procedure
1	Go to bconnected.berkeley.edu . In the top navigation bar click Accounts , then in the ensuing options choose Create Accounts .



Step	Procedure
2	In the Create Accounts page, go to the Google Account section and choose create a bConnected Google account .

Home » Accounts » Create Accounts

Create Accounts and Lists for Individuals and Departments

ACCOUNTS

- Manage Accounts
- Create Accounts**
- Account Eligibility
- Leaving UC Berkeley

Instructions and resources on creating accounts and mailing lists for individual and departmental users.

CalNet Account

New to Berkeley? View [CalNet information for new users](#).

Google Account

You will need your valid CalNet ID and passphrase in order to [create a bConnected Google account](#).

Google Apps Key

To create the access key required to log into your bConnected Google account from a mobile device or email client, visit [Manage My Access Keys](#).

bConnected Lists (Google Groups)

Campus users can create mailing lists using bConnected

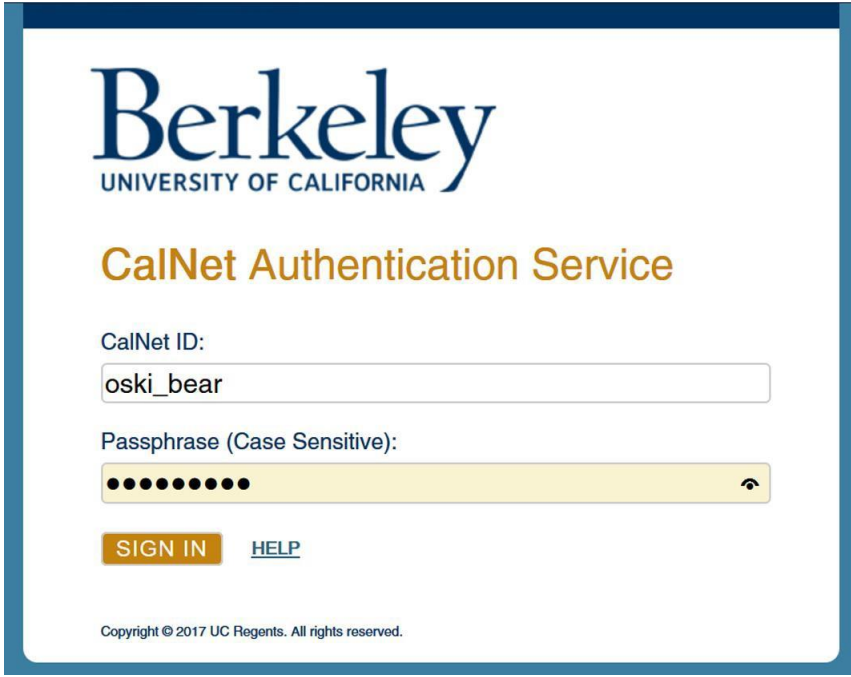
CalNet Special Purpose Account (SPA)

Special Purpose Accounts make collaborating easier! A Special Purpose Account (SPA) is a CalNet ID that can be shared by multiple users for collaborative purposes. Instead of sharing a password, users authenticate to their SPA via CAS or Shibboleth/CAS with their personal CalNet ID passphrase. [Submit Request to Create SPA](#).

Key benefits:

- Users who directly log into a bConnected departmental account can view all the account settings (users using delegation only see a partial list of account settings)
- When users who are directly logged in reply to a message, the From line will no longer have the phrase <By way of (name)>
- SPAs offer enhanced security
- You can create a departmental Box account

Step	Procedure
3	You will be directed to CalNet Authentication Service . Enter your CalNet ID and passphrase and Sign In .



Step	Procedure
4	You will be provided options for your eligible domain(s) (e.g., @mba.berkeley.edu; @haas.berkeley.edu). Choose your domain then click Continue .



Step	Procedure
5	Agree to the UC Berkeley Email Policy by typing "Yes" in the box. Click Continue when done.

You must read and agree to abide by the following policies in order to create a bConnected or CalMail account:

- **UC Electronic Communications Policy**
The policy governing use of email at all campuses of the University of California.
- **UC Berkeley Computer Use Policy:**
The policy specifying appropriate use of computers at UC Berkeley.
- **bConnected/CalMail Use Policies:**
The policies specifying additional requirements for appropriate use of bConnected and CalMail.

Policies _____

Do you agree to the UC Berkeley email policy? (if so, enter "yes")

Continue

Step	Procedure
6	<p>In the next page, your bConnected address will be displayed.</p> <p>Click Yes to publish your address in the Campus Directory.</p> <p>Then click Create Account to complete the process.</p>

Your new bConnected address will be:

[REDACTED]@berkeley.edu

Campus policy requires that your bConnected account name be the same as your CalNetID.


You can use your CalNet credentials to access it using the web client, or create a new bConn

Create Account _____

Publish this email address in the campus directory

Yes
 No

Create Account

Step	Procedure
7	Your bConnected account has now been created and should be accessible within an hour.
<p>Your account will be ready for your use within <i>an</i> hour. Your email address is:</p> <p>@berkeley.ed</p> <p>You can verify that your account is fully provisioned when you are able to successfully login at:</p> <ul style="list-style-type: none">• bconnected.berkeley.edu http://bconnected.berkeley.edu <p>Or by using</p> <ul style="list-style-type: none">• <i>an</i> email program such as Outlook, Thunderbird, or Apple Mail <p>To access your account by mobile device or an email program you will need to create a bConnected Login Key at: Manage My Keys https://idc.berkeley.edu/mmk</p>	