

*Conservatorio email*

# Activation and password

Website

[www.gmail.com](http://www.gmail.com)

Access account

**Email CSI**

Contact person

**Salvatore Abate, Responsabile IT**

[salvatore.abate@conservatorio.ch](mailto:salvatore.abate@conservatorio.ch)

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## Introduction

All personnel at the Conservatorio della Svizzera italiana (CSI), as well as all students from the Pre-College and University of Music, are assigned a Conservatorio email address which usually is structured as follow: name.lastname@conservatorio.ch.

The CSI email is used for all official communications with the school.

## Set you own password

1. Go to [www.gmail.com](http://www.gmail.com).
2. Type your @conservatorio.ch email account (as provided by the school).
3. Click “Next”
4. Type the temporary password (as provided by the school).
5. Click “Access”
6. Read and accept the terms and conditions, without forgetting to set your preferred language (this can also be done afterwards).

After accepting the Terms and Conditions, you’ll be asked to set you own private password.

1. Type your new password in the field “Create password”
2. Confirm your new password in the field “Password confirmation”
3. Click on “Set password”

Form the next login, you’ll only have to type your institutional address and your newly created password.

## Forgotten password

Should you forget your personal password, it is possible to follow the “Forgot password” procedure provided by Gmail.

1. Go to [www.gmail.com](http://www.gmail.com).
2. Type your @conservatorio.ch email account
3. Click “Next”
4. Click on “Forgot password?” and follow the instructions on screen

Should you have any issues, please contact the Head of IT via email:  
[salvatore.abate@conservatorio.ch](mailto:salvatore.abate@conservatorio.ch)