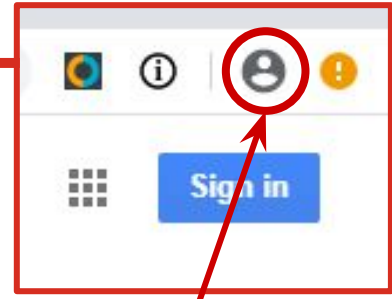
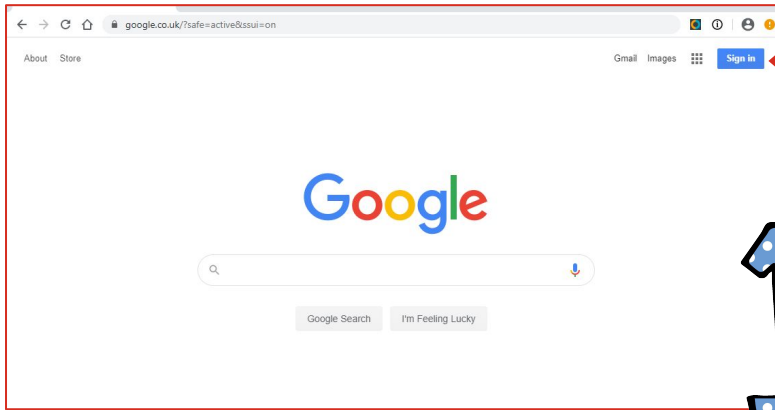
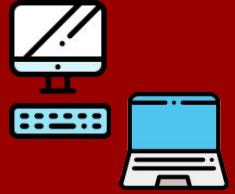


Mewngofnodi i: GSuite



Mae'n bwysig eich bod yn defnyddio Google Chrome er mwyn logio i fewn i G Suite, neu ni fydd pob ap yn gweithio.

Canllawiau ar gyfer PC / gliniadur Windows neu Mac yn unig.



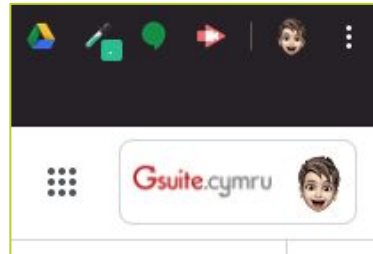
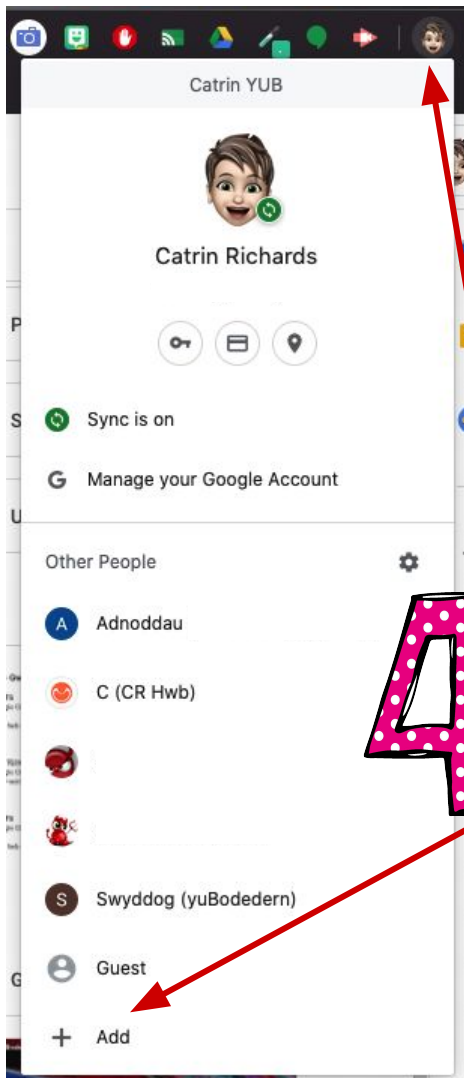
Cliciwch ar yr eicon person, wrth ochr y blwch chwilio **NID** ar y botwm "Sign in"!

2

Mewngofnodwch eich enw defnyddiwr ar gyfer eich cyfrif G Suite ysgol neu Hwb (**NID** ****@gmail.com).

****@yub.cymru / ****@hwbcymru.net

Bydd y system wedyn yn gofyn am eich cyfrinair.



3

Unwaith y byddwch wedi logio i fewn fe welwch llythrennau eich enw neu'r eicon yr ydych chi wedi dewis ar gyfer eich cyfrif chi.

Gwiriwch pa gyfrif rydych yn gweithio ynddi drwy edrych ar ba eicon sy'n ymddangos yn Google Drive ar gornel top dde'r sgrîn.

Er mwyn ychwanegu sawl gwahanol cyfrif Google drwy Chrome:

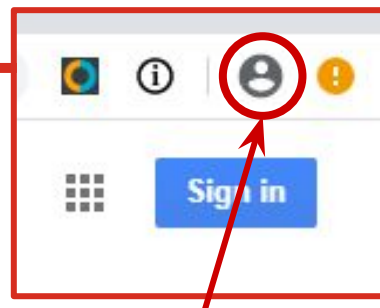
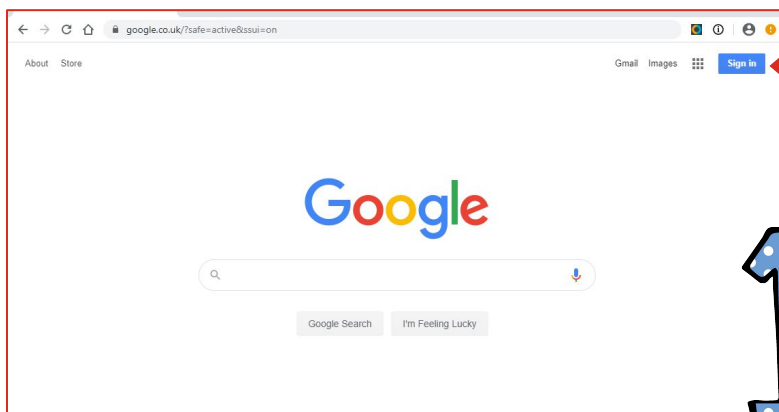
1. Cliciwch ar eicon eich cyfrif
2. Cliciwch ar **+Add** ac ychwanegwch gwybodaeth eich cyfrifon.
3. Byddwch wedyn yn creu rhestr o'ch gwahanol cyfrifon Google (gan gynnwys cyfrifon gmail personol.)
4. Pan ydych eisiau symyd o un cyfrif i gyfrif arall dewiswch o'r rhestr.

Logging in to: GSuite



It is important that you use Google Chrome to log into G Suite, otherwise not all apps will work.

Instructions for Windows or Mac PCs and Laptops ONLY.



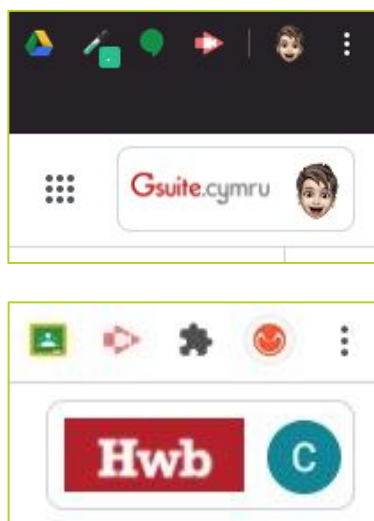
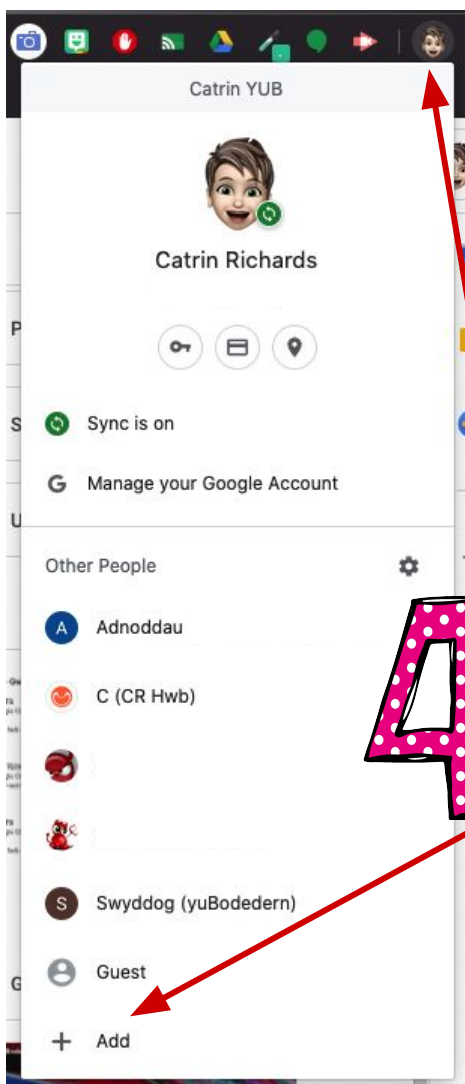
Cliciwch person icon, next to the omnibox (search box) **NOT** the "Sign in" button!



Insert your Username for either your school G Suite or Hwb accounts (**NOT** ****@gmail.com).

*****@yub.cymru / *****@hwbcymru.net

You will then be prompted to input your password.



Once logged in you will see the letters of your name or icon for your account.

Check which account you are in by looking at the top right hand corner in Google Drive.

To add multiple Google accounts in Chrome:

1. Click on your accounts icon
2. Click **+Add** to insert information about your new accounts.
3. You will then be able to see a list of all your Google accounts (including personal gmail accounts if you've added them)
4. Choose an option from the list when you wish to switch from one account to another.

