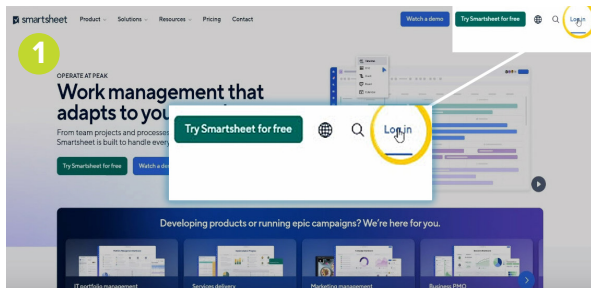# Activating Your New Smartsheet Account
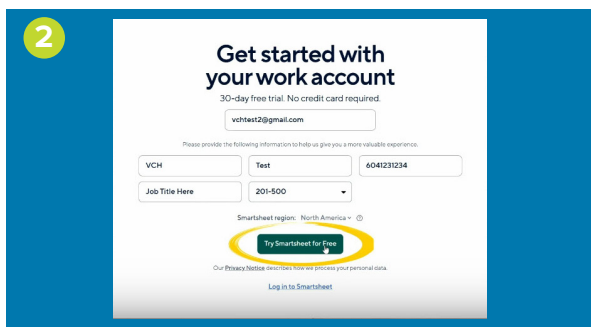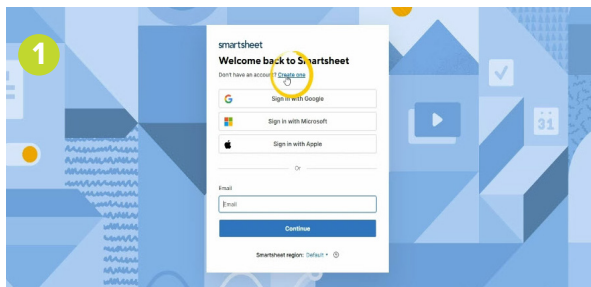# 3rd Party Email Accounts



### 1  Access the Smartsheet Homepage

Open your web browser and navigate to the Smartsheet homepage (opens in a new tab).

Click the **Log In** button located at the top right corner of the screen.

This will take you to the Sign In page. On the sign-in screen, click **Create One**.
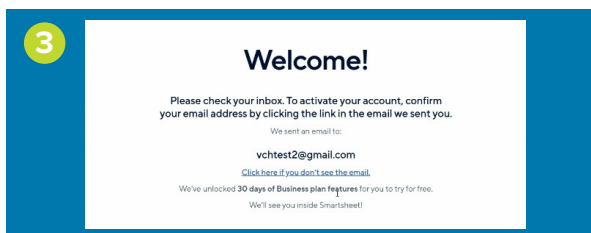


### 2  Enter Your Email

On the Sign In screen, enter your preferred email address. This will be used for all Reappointment communications.

Then click the **Try Smartsheet for Free** button below the demographic fields to proceed.

*(Demographic fields are not required to be completed.)*



### 3  Confirm Your Email

After clicking the **Try Smartsheet for Free** button, a Welcome screen will confirm that an activation email has been sent to your email address.
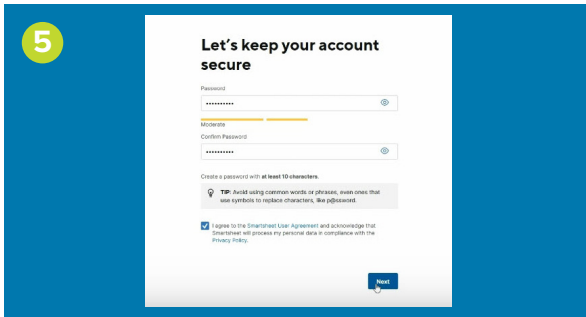
If you do not receive the activation email within five minutes, click the **Click here if you don't see the email** link to resend it.
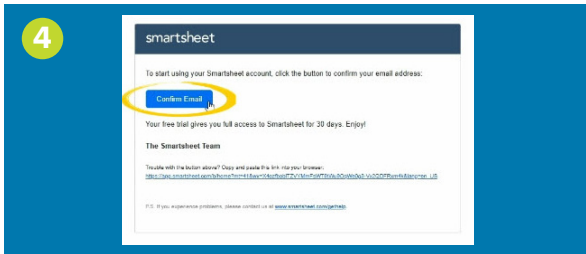
**4  Activate Your Account**

Open the activation email from Smartsheet in your inbox.

Click the **Confirm Email** button to continue. If the button doesn't work, copy and paste the link provided at the bottom of the email into your browser.
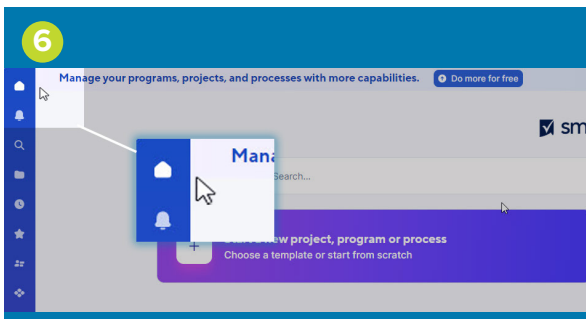


**5  Create Your Password**

When clicking on **Confirm Email**, it should open the browser for the user to create their password.

Enter a password with at least ten characters, then confirm it in the field below.

Check the box to agree to the Smartsheet User Agreement and Privacy Policy.

Click the **Next** button at the bottom right to proceed.



**6  Access Your Workspace**

After clicking the **Next** button, you will be taken to the Smartsheet landing page.

After confirming the newly created password and reaching the Smartsheet landing page, close the page. Then, proceed to use the Dashboard link provided in a separate email.

Click the **Home icon** (shaped like a house) on the taskbar at the top left of the screen to access your Reappointment 2025 workspace.
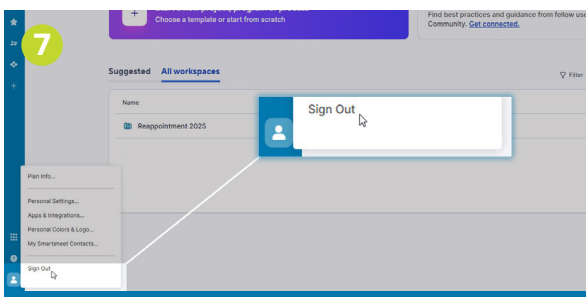


**7  Sign Out**

When you have finished your work, click the **User icon** on the taskbar at the bottom left of the screen.

Select the **Sign Out** option at the bottom of the menu to log off.