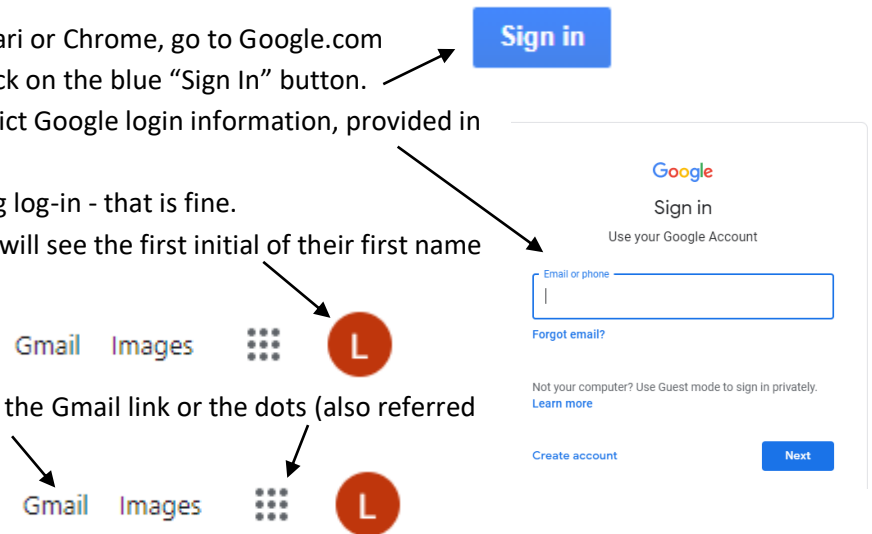


## Accessing Student Email

- 1) On an internet browser like Firefox, Safari or Chrome, go to Google.com
- 2) In the upper right side of the screen, click on the blue "Sign In" button.
- 3) Your student will need to use their district Google login information, provided in the PowerSchool Parent Portal.
- 4) They will see a Microsoft window during log-in - that is fine.
- 5) Once they are logged into Google, they will see the first initial of their first name in the upper right corner of the screen.

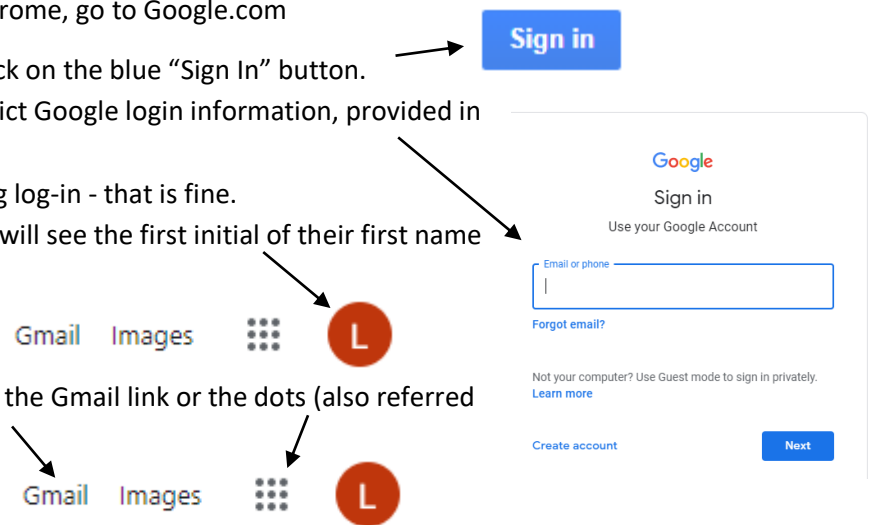


- 6) From this point, they can either click on the Gmail link or the dots (also referred to as the "waffle" icon).

- 7) If they click on the dots, they will see every app in GSuite, including Gmail and Classroom. From there they can select whichever app they need.

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