

DIGITAL HOME LEARNING GUIDE TO ACCESSING STUDENT EMAIL



STEP 1 Go to [google.com](https://www.google.com)

Click the blue "Sign In" rectangle button at top right.

Are you already logged into a gmail account? Log out to be sure you are accessing the **student** gmail account.

STEP 2 After clicking you should see a screen like this:

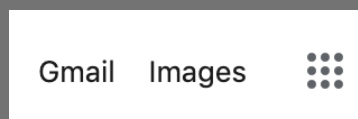
The student should type in their school email and click "Next"

STEP 3 You should be brought to a screen that looks like this:

Students will enter the login name (everything before the @ symbol in their email. Ex. john.doe or john.doe1 and their Single-sign on (SSO) password. Ex. T135789

You will be asked to verify the student account. Choose "Continue" if the student email matches.

STEP 4 In the upper right, there is a grid of tiles or 'waffle':



Click the grid. Then click the gmail icon.

Your gmail will open and you will see any emails sent from teachers for digital classes. Open the emails for any classes you are not yet in and follow the link. It will send a request to the teacher for approval. Be patient. Teachers are in class teaching and may need a bit of time to approve your request.