



STUDENT EMAIL ACCOUNT

HOW TO SET IT UP FOR THE FIRST
TIME



SCHOOL EMAIL

Why do I need that?

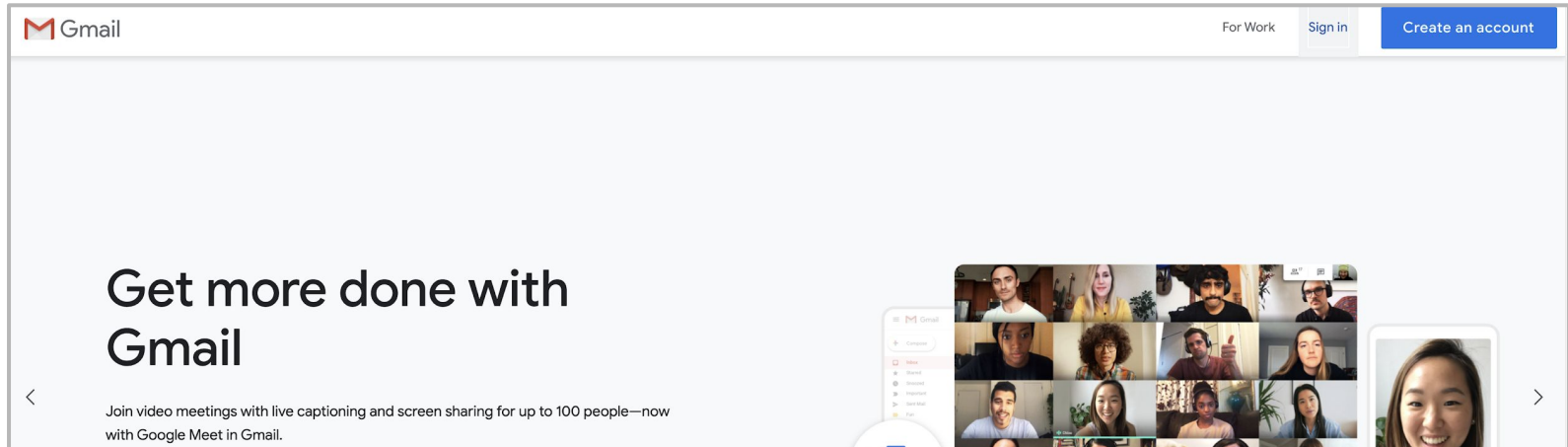
- You will need a student email address to be able to meet with your teacher virtually over Google meet.
 - You will need it to be able to communicate with your teacher in all school related matters.
 - You will need it to be able to access google classroom if you are in 3rd grade and above.
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OPEN GMAIL

First thing you have to do to set up you student email is:

Open the gmail page and click on “Sign in”, you can access that through this account:

<https://mail.google.com/>



TYPE YOUR STUDENT EMAIL

Your teacher provided your email address.

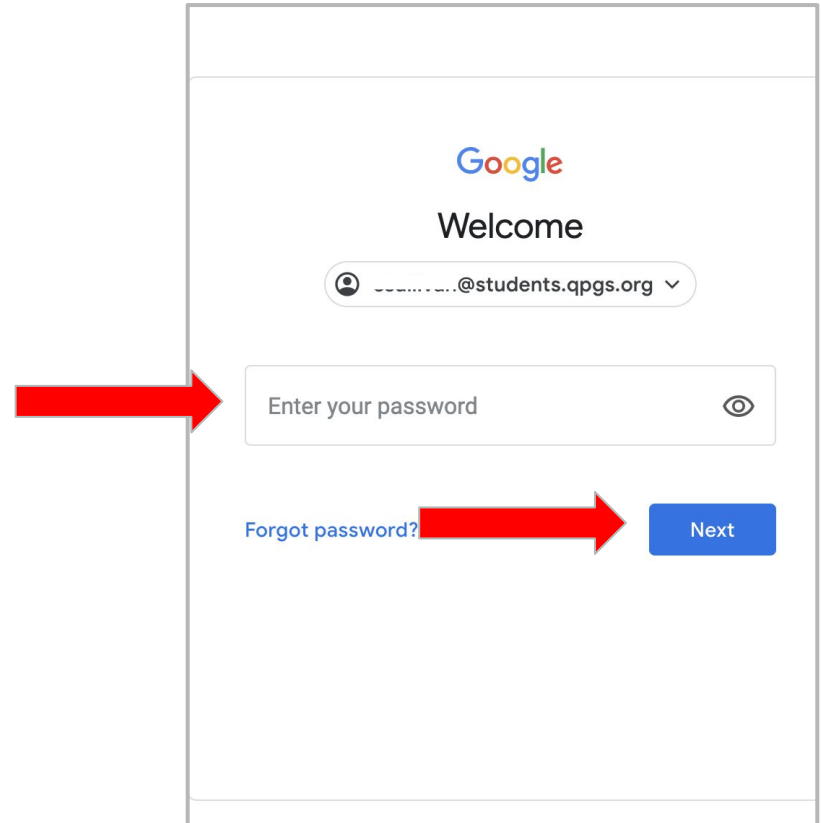
- Type it on the window where it says “Email”
- Click on “Next” after typing your student email.

A screenshot of the Google sign-in page for Gmail. At the top is the Google logo, followed by the text 'Sign in to continue to Gmail'. Below this is a text input field with the placeholder 'Email or phone'. Under the input field is a blue link 'Forgot email?'. Further down is the text 'Not your computer? Use Guest mode to sign in privately.' with a blue link 'Learn more'. At the bottom left is a blue link 'Create account' and at the bottom right is a blue button labeled 'Next'. A red arrow points from 'Create account' to the 'Next' button. At the very bottom of the page are links for 'English (United States)', 'Help', 'Privacy', and 'Terms'.

TYPE YOUR TEMPORARY PASSWORD

Your teacher provided your temporary password.

- Type it on the window where it says “Email”
- Click on “Next” after typing your temporary password




The image shows a Google login window. At the top is the Google logo, followed by the word "Welcome". Below that is a rounded rectangle containing a person icon, a partially filled email address ending in "@students.qpgs.org", and a dropdown arrow. Underneath is a text input field with the placeholder "Enter your password" and an eye icon to its right. A thick red arrow points from the left towards this password field. Below the password field is the text "Forgot password?" in blue. To its right is a blue button with the word "Next" in white. Another thick red arrow points from the "Forgot password?" text towards the "Next" button.

ACCEPT THE AGREEMENT

You will need to accept the new terms and agreement with Google.





Welcome to your new account

Welcome to your new account: csullivan@students.qpgs.org. Your account is compatible with many [Google services](#), but your students.qpgs.org administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your [csullivan@students.qpgs.org](#) account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the G Suite [core services](#), your use of those services is governed by your organization's G Suite agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

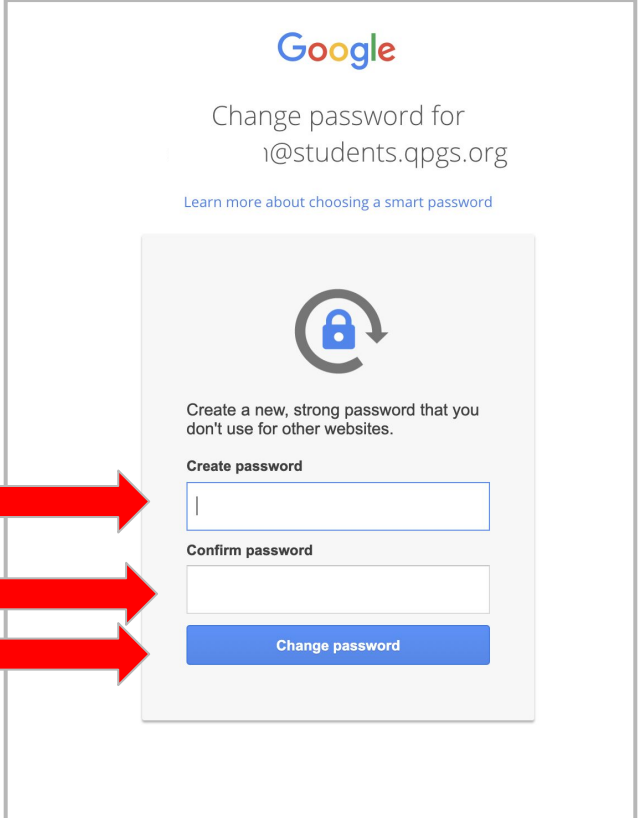
Click "Accept" below to indicate that you understand this description of how your csullivan@students.qpgs.org account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Accept

TYPE YOUR NEW PASSWORD

Your turn to create your new password

- Type it on both windows where it says Create and Confirm password
- Click on “Change password” after typing your new password
- Write it down on a piece of paper or password wallet and keep it safe. You can only share that with mom or dad.




The screenshot shows the Google password change interface for a student account. At the top is the Google logo. Below it, the text reads "Change password for" followed by the email address "i@students.qpgs.org". A link "Learn more about choosing a smart password" is provided. The main form area has a circular icon with a padlock and a refresh arrow. Below the icon, it says "Create a new, strong password that you don't use for other websites." There are two input fields: "Create password" and "Confirm password". A blue "Change password" button is at the bottom. Three red arrows point from the left towards the input fields and the button.

Google

Change password for
i@students.qpgs.org

[Learn more about choosing a smart password](#)



Create a new, strong password that you don't use for other websites.

Create password

Confirm password

Change password

WELCOME TO YOUR NEW SCHOOL GMAIL

You will be in your new student email. Well done!

You can try to send a new email to your teacher and let her know that you have successfully accessed your new student email.

Click on compose to create and send new emails.

