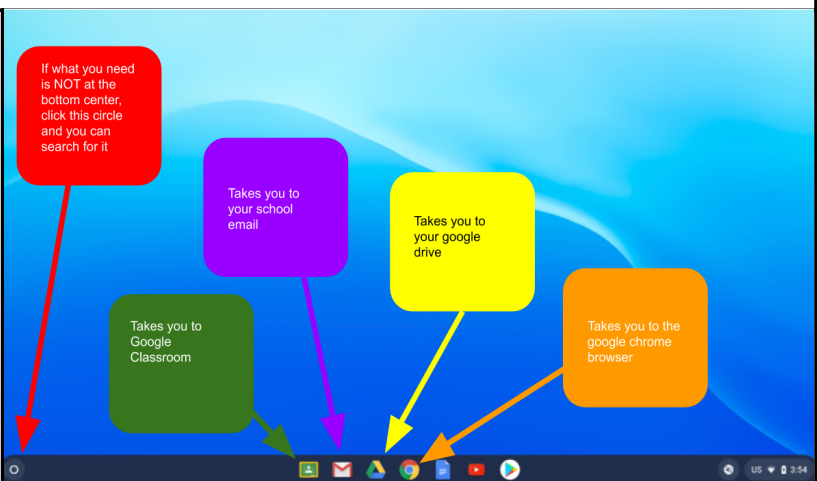


Access School Email

1. To access school email, you may see the gmail icon at the bottom of your home screen. You can click this and it will take you directly to your email inbox.

- If the gmail icon is not there, you can click the circle at the bottom left of your screen.

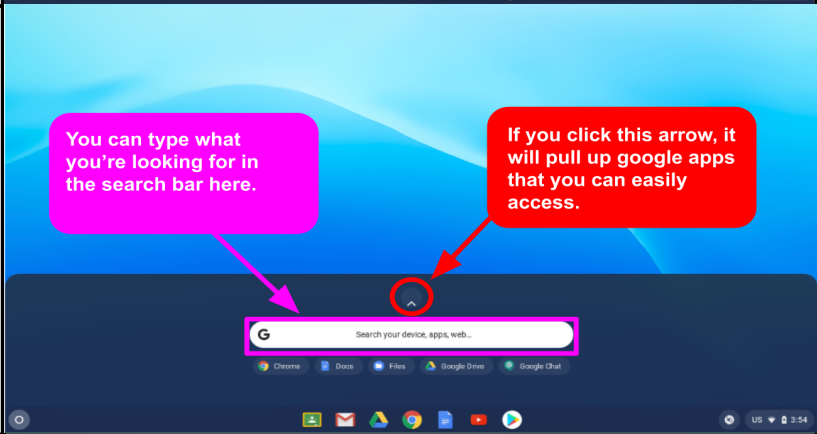


2. If you have to click the circle in the bottom left corner, this is the screen you will see.

- You can type into the search bar to find what you need

or

- You can click the white upward arrow and you will pull up google apps



3. If you click the up arrow, this is what your screen will look like.

- You can still search, but now you have pulled up more google apps you can access. To access email click the gmail icon.

- Please check email every morning and afternoon, teachers will be sending emails with further directions for their classes.

