



HOW TO LOGON TO YOUR NEW GOOGLE ACCOUNT USING YOUR SCHOOL EMAIL

①

Before you begin, make sure you have received your child's school-issued email account and temporary password.

Sample school-issued email account: ***astudent@pauldenschool.com***

Sample temporary password: ***password1***

②

Most web browsers will work with your new Google account. However, we recommend using **Google Chrome**. Other browsers (Mozilla/Firefox & Microsoft Edge) should work well. (*Note: some users have reported problems with older versions of the Internet Explorer browser*).

To download the Chrome web browser, go to:

<https://www.google.com/chrome/>

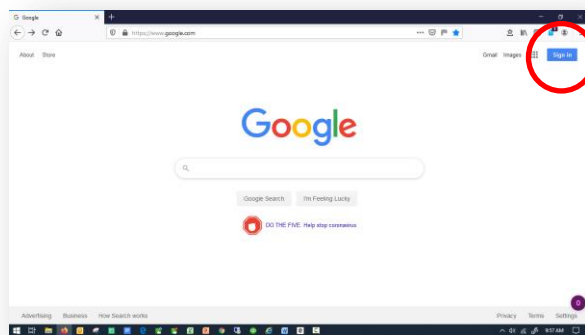
③

After you have installed the Chrome web browser (or other preferred browser), go to www.google.com.

④

Next, go to the upper-right hand corner of your web browser and you should see a blue "Sign-in" button.

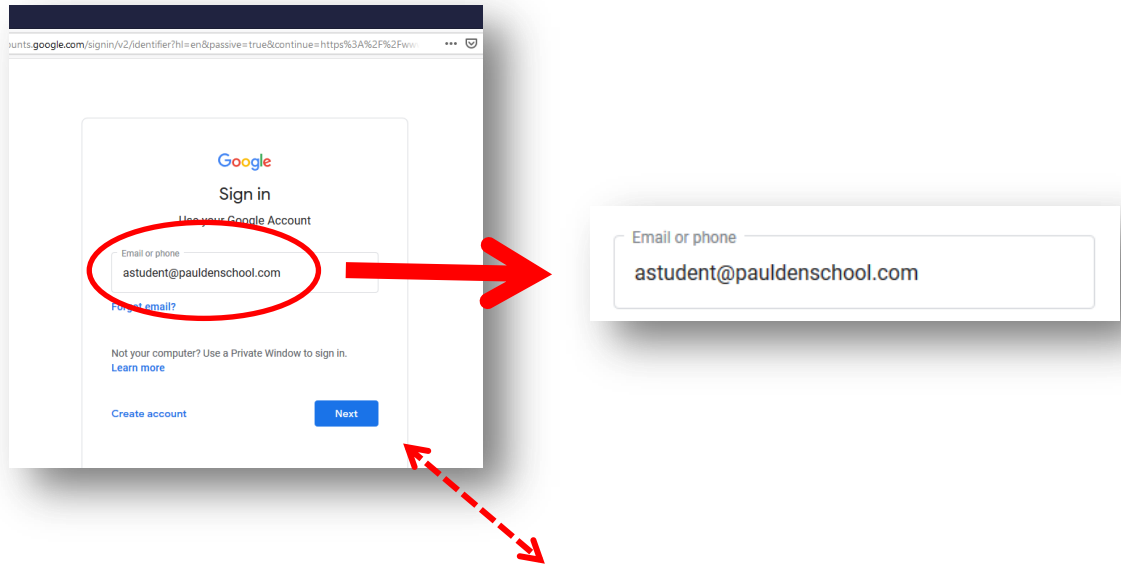
Click the "Sign-in" button to proceed.



Sign in

5

In the box labeled “Email or phone”, type in your child’s new school-issued email account. (example: astudent@pauldenschool.com)



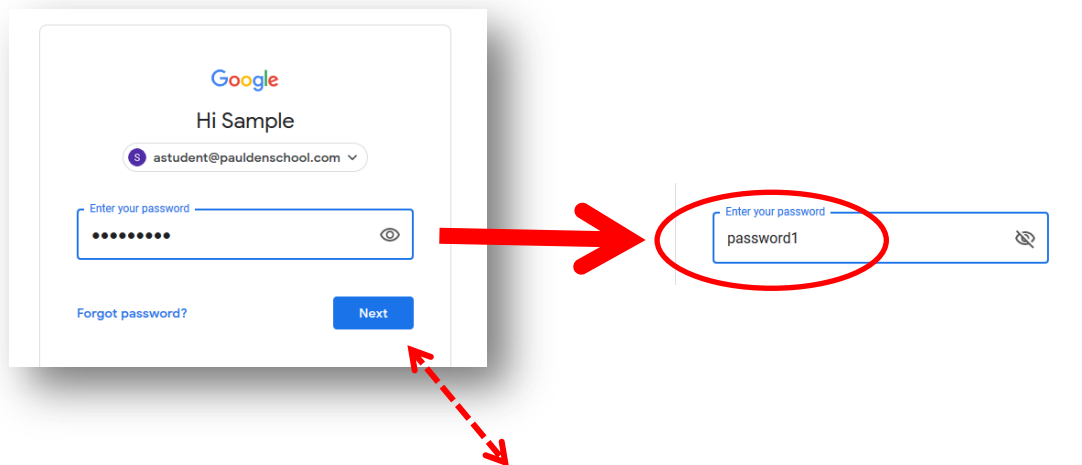
Then, click the blue “Next” button.



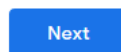
6

Now it’s time to enter your **TEMPORARY** password. (Note: your temporary password is all lower case – no capital letters)

Your temporary password is: **password1**

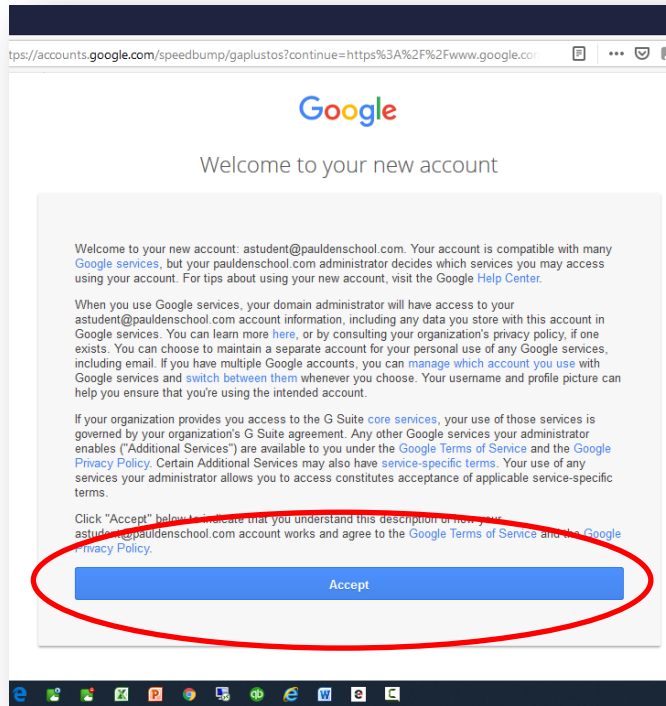


Click the blue “Next” button.



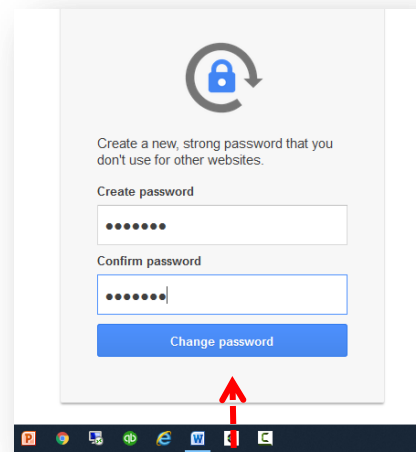
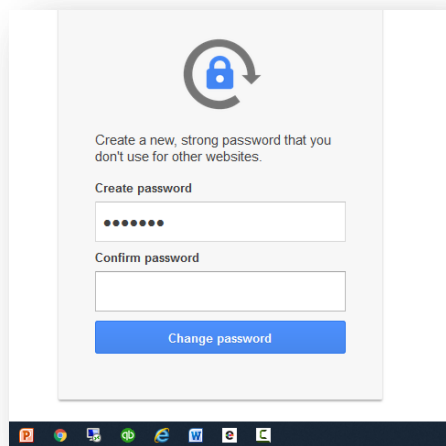
7

If you are prompted, read the Google welcome screen and click the blue box labeled “Accept”.

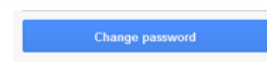


8

From this screen, you will create your new password. Type your new password in the box labeled “Create password”... and again in the box below labeled “Confirm password”. (Note: passwords must be 8 characters or more)

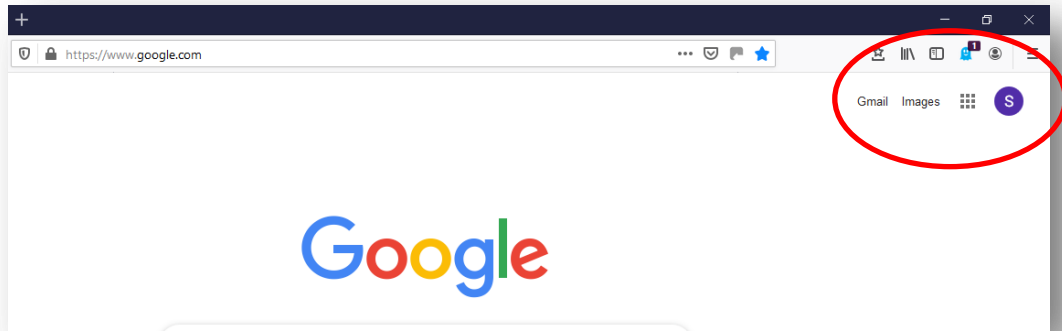


Click the “Change password” box to proceed.



9

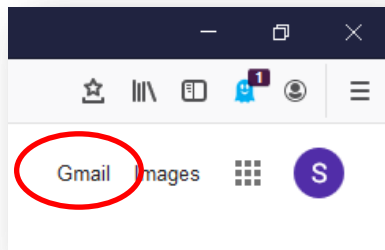
Congratulations! You now should be logged on to your child's school email and Google account!




10

From this screen, you can access your school email and applications (apps) needed to join your class live or view recordings of your classes.

Click on **"Gmail"** to use the email application.



Click on the  to view the available applications (apps).

