



# Using your school Gmail.

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February 24, 2016

## Google Drive:

- Cloud storage provided by DCEO for us to use
- Able to be accessed anywhere you can access internet
- Use it to save work at home to access at school
- Safer than a USB
- Can set up the account on your iPad using the google drive or google docs app
- Google Drive email account is set up for you to use for school





# What is my email address?

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user name: [325ssssccc@rokstu.catholic.edu.au](mailto:325ssssccc@rokstu.catholic.edu.au)

password: spcisgreat

# How do I access my emails?

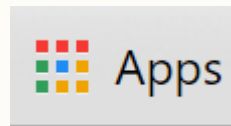
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## Method 1:

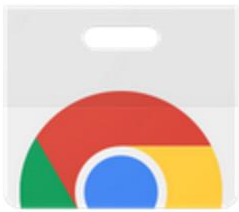
- Open up Google Chrome



- Find the Apps icon – usually somewhere near the top of the screen



➤ Open up Apps and select Gmail



Web Store



Google Docs



Gmail



Google Drive



Google Search



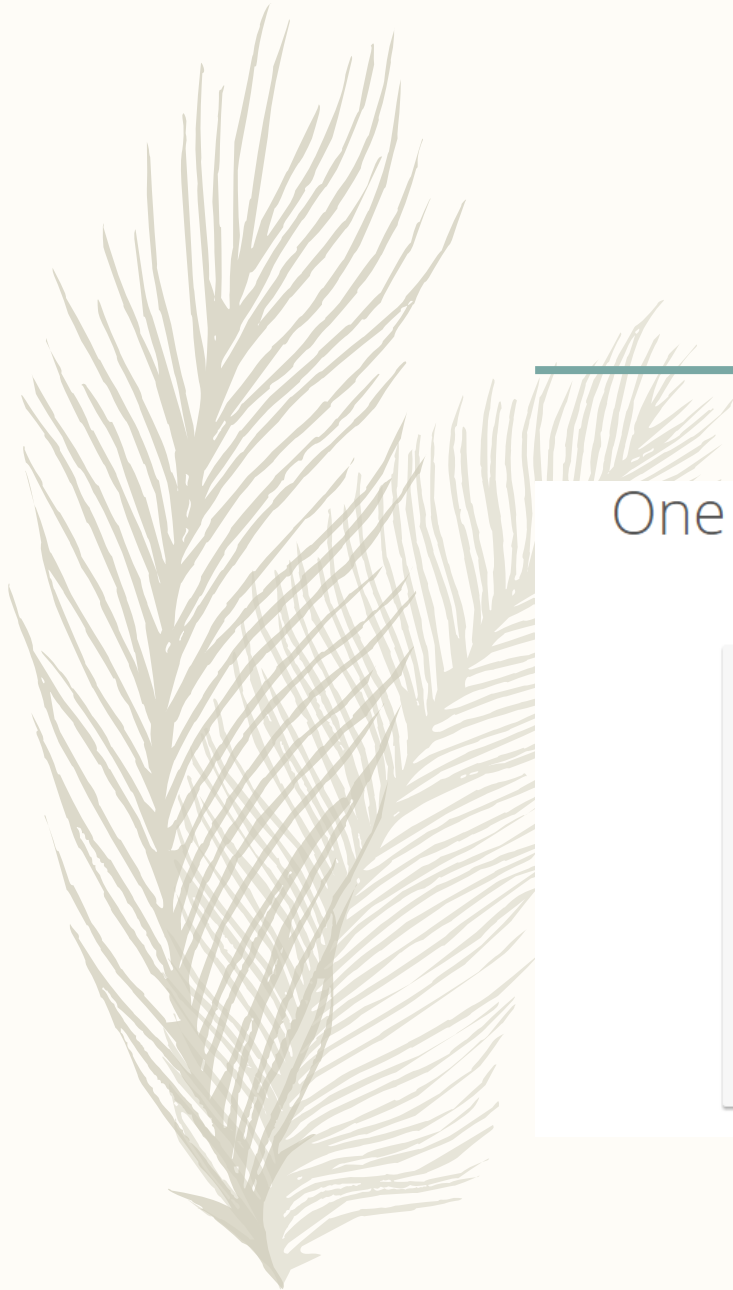
YouTube



Google Sheets



Google Slides



## One account. All of Google.

Sign in to continue to Gmail

325sssscccc@rokstu.catholic.edu.au

Next

[Need help?](#)



To continue, please log in...

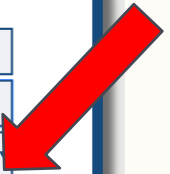
Username: 325sssscccc

Password: .....

Diocese: Rockhampton

Log in

[Expired or Forgotten Password?](#)



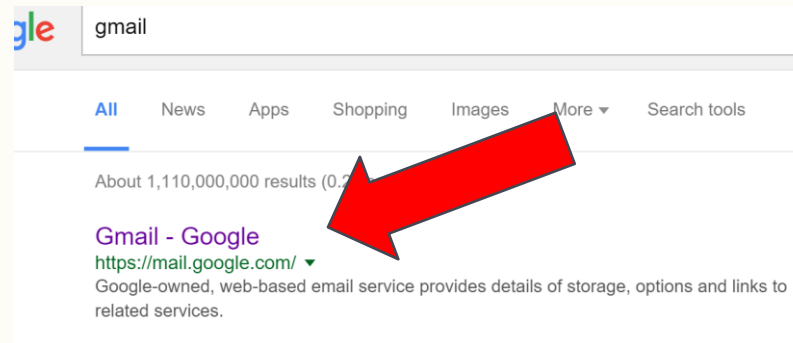
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## Method 2


- Open google search in an internet browser



- Search gmail and mail should be top of the list

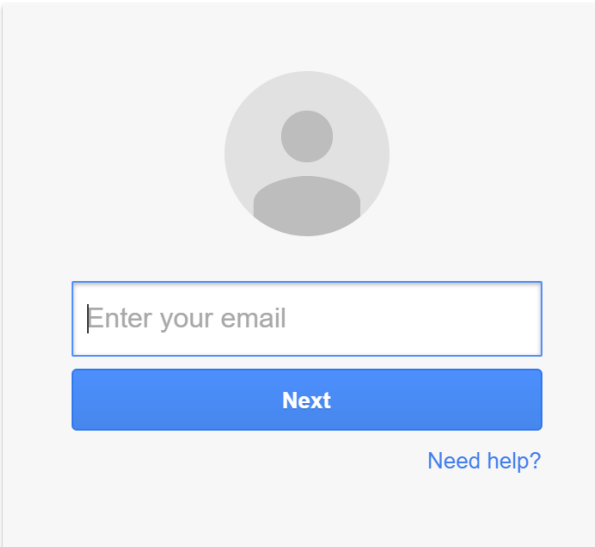




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- When you click on gmail the same log in screen as before appears and you follow the same process.

One account. All of Google.

Sign in to continue to Gmail



[Need help?](#)






# Why do I need to access my school email account?

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- Teachers will only be emailing you through this account
- If you don't familiarise yourself with it, you will be missing out on a vital source of contact with your teachers.
- Process for logging into google drive is the same and the more times you log in the better you get at it.
- When creating an account for turn-it-in this is the address you must use. Not your personal email address.



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Please check to see if  
you can log in and the  
account is working by  
this Friday.

If it isn't report it to the  
IT department  
immediately