Getting Started in Google Suite (GSE)

Logging in to your student google suite account for the <u>First Time</u>
- Go to www.google.com
- Click sign-in in the upper right-hand corner
- Plug in your student email address & password
    - First time will be: ex. (s123456@gse.cusd80.com) for email and (S123456!) for your password
    - Pay attention to the capitalized S in the password as well as making sure you input your own personal student number (think library and lunch access number)
- You will be asked to accept and create your own password (cannot be name/ID/any personal information)
    - Must include 8 characters
    - One upper case
    - One lower case
    - One special character
- Write this down or save it someone safe, you will need to know it to log on when using different devices

How to Write an Email to your teacher
- Click on the 9 dots in the upper right-hand corner
- Select Gmail
- Click the compose button on the upper left-hand corner
- Type in teachers last name and select the email that ends in @cusd80.com **NOT** @gse.cusd80.com
    - Teacher email format is lastname.firstname@cusd80.com
    - Teachers cannot respond through the GSE
- All Emails need to have the following:
    - Subject (the main reasoning you are contacting them)
    - Name of the person you are addressing
    - Greeting
    - Question/Comment/Information you are looking for
    - Your name and class period
    - Perfect grammar and spelling **there is a tool for this**
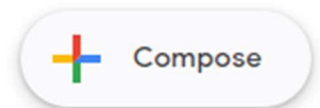
How to Access Applications on Google
-   Select the same 9 dots in the upper right-hand corner (waffle)
-   Select the application you want to navigate to, below are the common ones you will use:

    -   Gmail (email)

    -   Classroom (lessons/assignments)

    -   Docs (writing prompts)

    -   Drive (cloud version of a USB drive for your work)

Thank you-Stacey Cooper for this help sheet!!