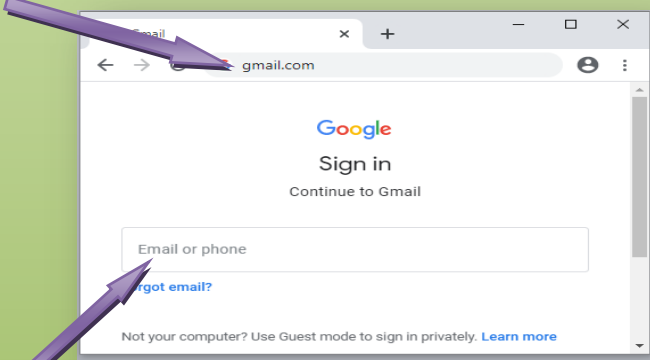


Clendon Mason Memorial Secondary School

Logging into your school based account

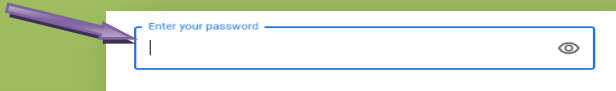


- Open a web browser – examples are Google Chrome, Mozilla Firefox and Microsoft Edge
- In the Address bar, enter gmail.com



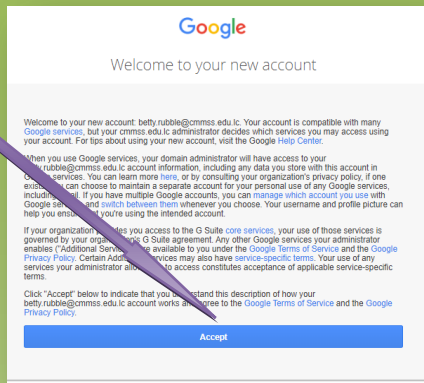
- You will be presented with the above screen. Enter your school provided email address. Your address in the format firstname.surname@cmmss.edu.lc. So if your name is Sponge Bob your email address will be: sponge.bob@cmmss.edu.lc

- Click on **Next** and Enter your password



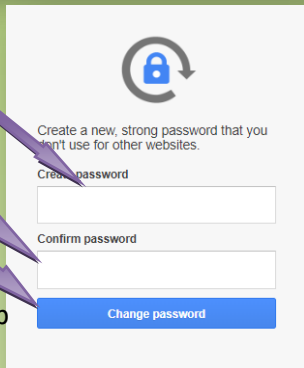
If you are logging in for the first time, then use the password given to you by the school. Type it in and press **Enter** on your keyboard

- You will then be taken to the welcome screen
- Click on **Accept**



This will take you to the Change Password screen

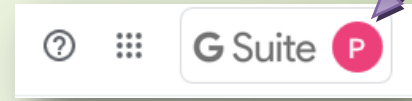
- Enter a password of your choice in the **Create password** box and again in the **Confirm Password** box
- Next, click on **Change Password**



- A **Welcome** box may pop up click on **Next**. A **Choose View** box may appear.
- Click on **OK**. You will now be in your Inbox. When you log in again, these two boxes will not appear

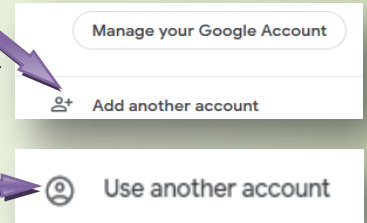
Additional Notes

- Please note if you are already logged into a Google account in the same browser, you may be taken straight into the logged in account's inbox. In such a case click on the letter in a coloured circle to at the top right of the screen



- This will make a box containing the items below appear. Click on **Add another account**

If the others had had used the browser then you may see might see and option which says:



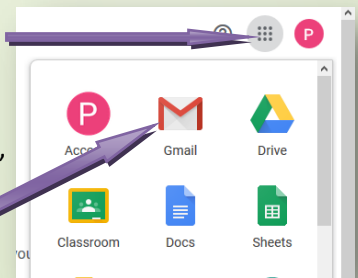
Use another account

to give you an option to select from a list of previously accessed accounts

- This will bring up the **Sign in** form (the largest image to the left, which will enable you to go through the process of entering your email and password.

- You can also enter accounts.google.com to access the **Sign in** form. However, when you log in through this method, you will be taken to your accounts welcome screen with the App Menu to the right already open.

- If it's not open click on the nine dots that form a square at the top right of the screen, to open it.



- Click on the Gmail icon to go to your inbox

Password Advice

- Use a reasonably complex passwords made up of at least a number, a symbol (eg \$) or an uppercase letter. I must be at least 8 characters long
- Don't make it too difficult though that you will have difficulty memorizing
- **WRITE IT DOWN** and store in a **SECURE** location
- **Do Not** reveal it to anyone
- If you forget your password, please contact one of your **teachers**, Mr Polius or Mr Myers to have it reset.
- Password Reset requests will not be accepted from you student colleagues