


## Guide to Getting Started with your Google Account & Google Classroom *(Examples shown using Chrome on Windows or Mac)*

First of all, go to <https://classroom.google.com/>

You will need to login using the Google username (email address) & password that you have been issued:

The screenshot shows the Google sign-in interface. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field with the placeholder "Email or phone" and a vertical cursor. To the left of the input field is a link for "Forgot email?". Below the input field, there is a note: "Not your computer? Use Guest mode to sign in privately." with a "Learn more" link. At the bottom left is a link for "Create account" and at the bottom right is a blue button labeled "Next". At the very bottom of the page, there are links for "English (United States)", "Help", "Privacy", and "Terms".

You will need to accept the terms & conditions :



Welcome to your new account

Welcome to your new account: [ben.m@stherberts.education](#). Your account is compatible with many [Google services](#), but your [stherberts.education](#) administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Centre](#).

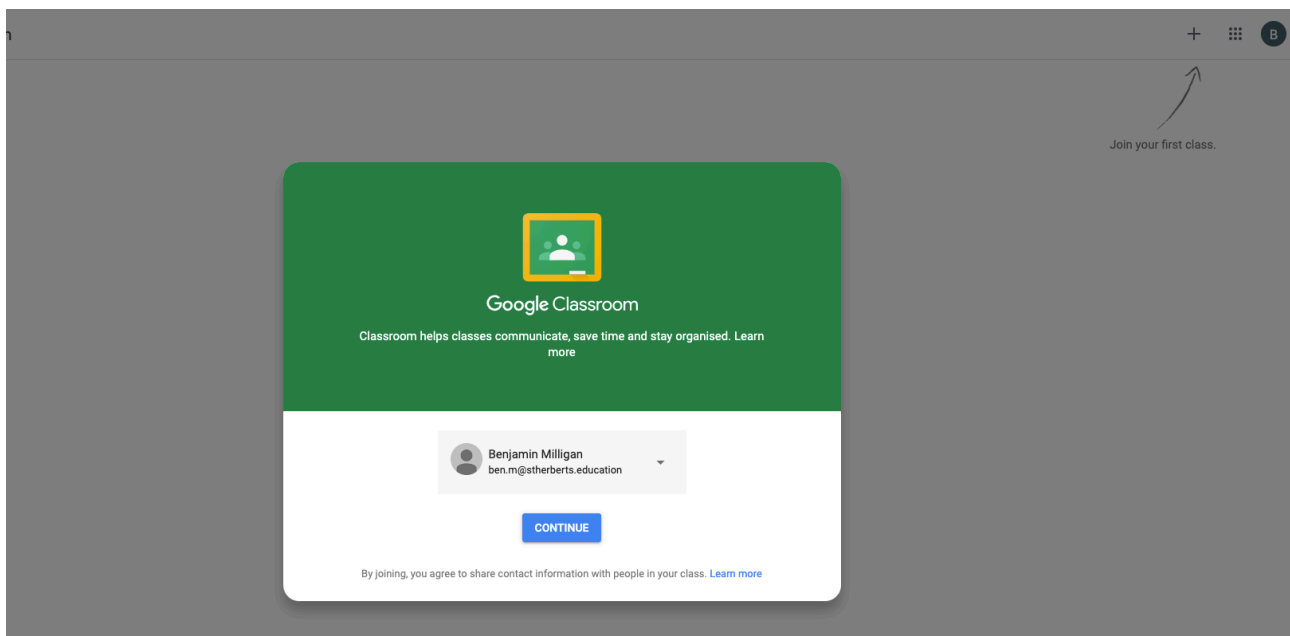
When you use Google services, your domain administrator will have access to your [ben.m@stherberts.education](#) account information, including any data that you store with this account in Google services. You can learn more [here](#), or by consulting your organisation's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organisation provides you access to the G Suite [core services](#), your use of those services is governed by your organisation's G Suite agreement. Any other Google services that your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services that your administrator allows you to access constitutes acceptance of applicable service-specific terms.


Click 'Accept' below to indicate that you understand this description of how your [ben.m@stherberts.education](#) account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

[Accept](#)

Once you're logged into Classroom, please select continue.....




Join your first class.



Google Classroom

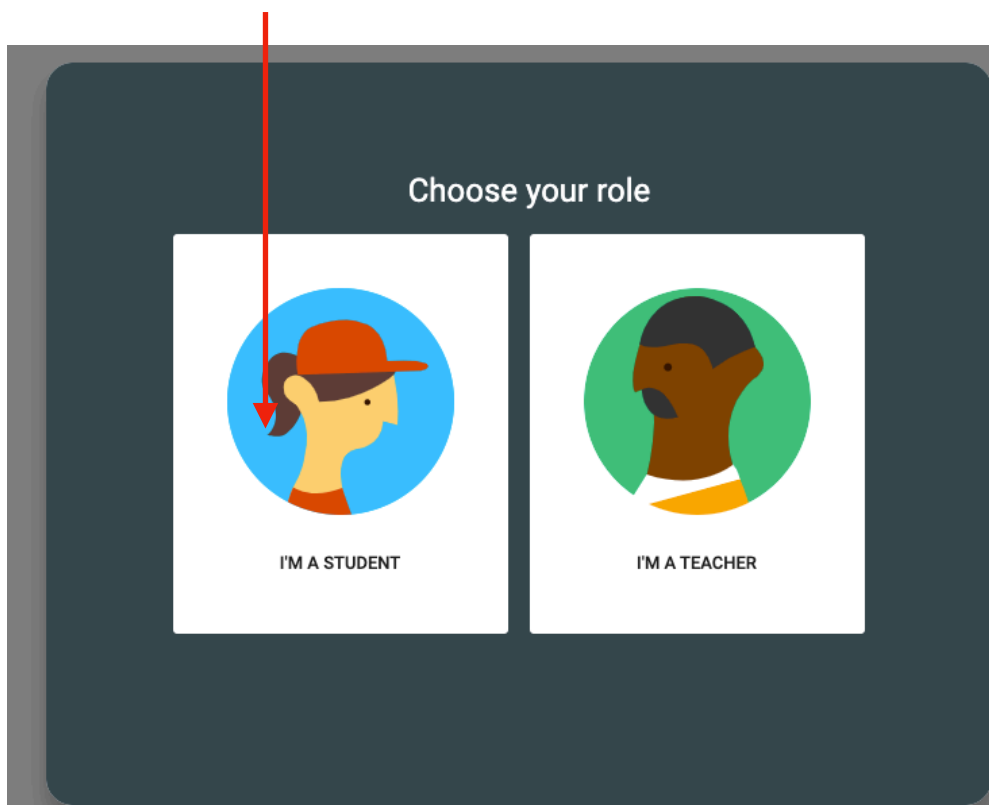
Classroom helps classes communicate, save time and stay organised. [Learn more](#)

 Benjamin Milligan  
ben.m@stherberts.education

[CONTINUE](#)

By joining, you agree to share contact information with people in your class. [Learn more](#)

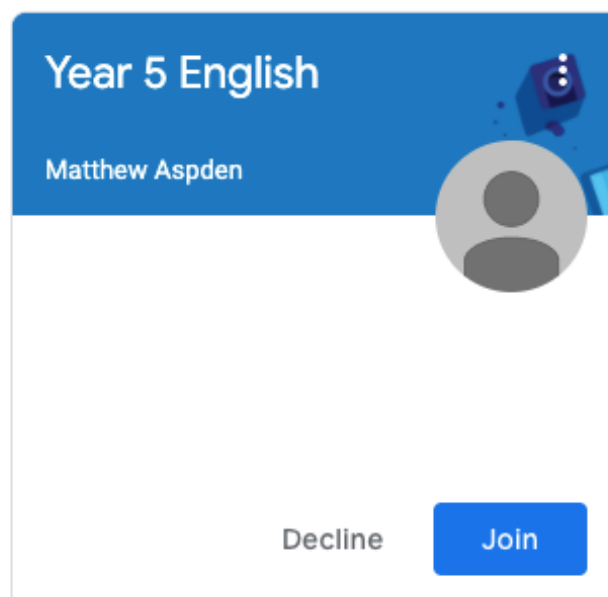
Next, please select 'I'm a Student' - Please do not select teacher as this will require further intervention by technical support to change this!



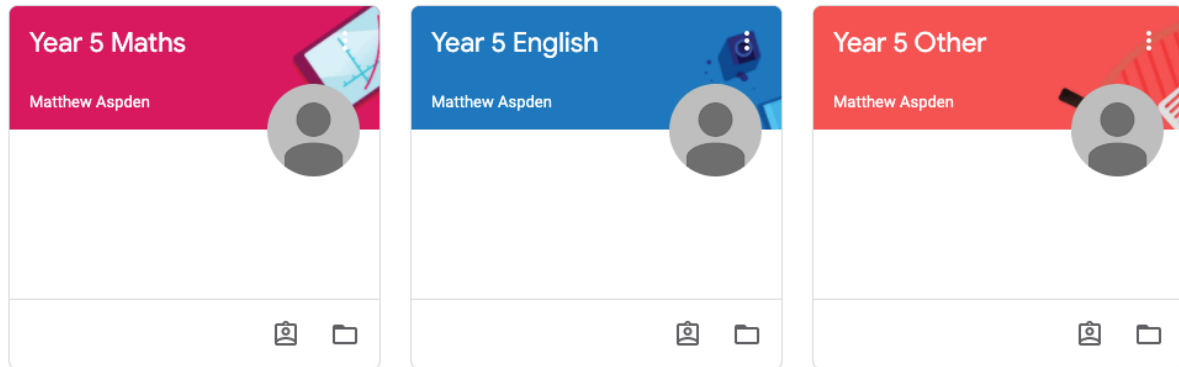
Once you have selected 'I'm a Student' you will be taken to your classroom view where you will have to any classes that you have been invited to.

You should see each class with an option to Join, please select Join and you will be able to see all classwork that your teacher will be setting for you.

☰ Google Classroom



The example below shows the view once classes are in progress.



If you see the view below, please send an email to [technical@stherberts.education](mailto:technical@stherberts.education) so this can be investigated for you. The next section will explain how to access the gmail account to send emails.



Join your first class.



Can't see any of your existing classes?

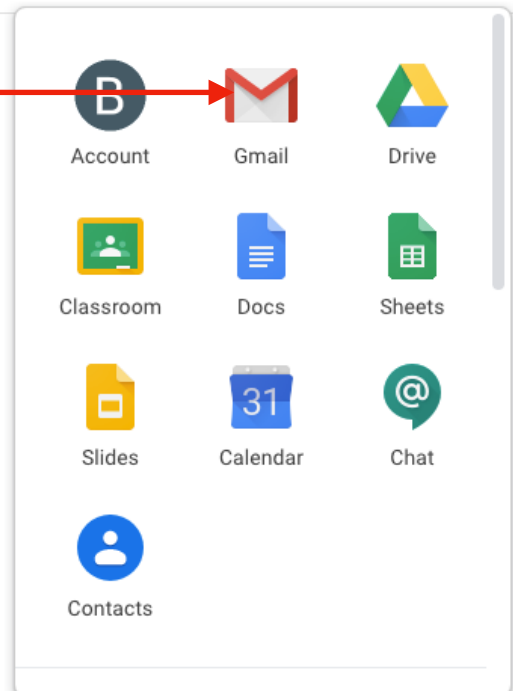
[TRY ANOTHER ACCOUNT](#)

Using Gmail for contacts within school only.

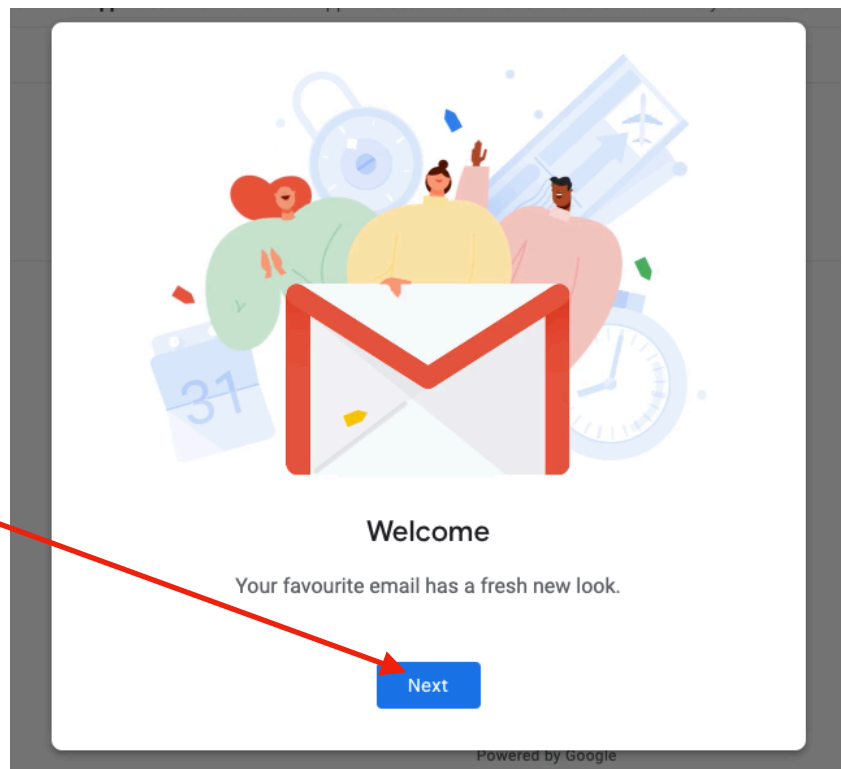
Select the Apps icon at the top right



Select the Gmail icon

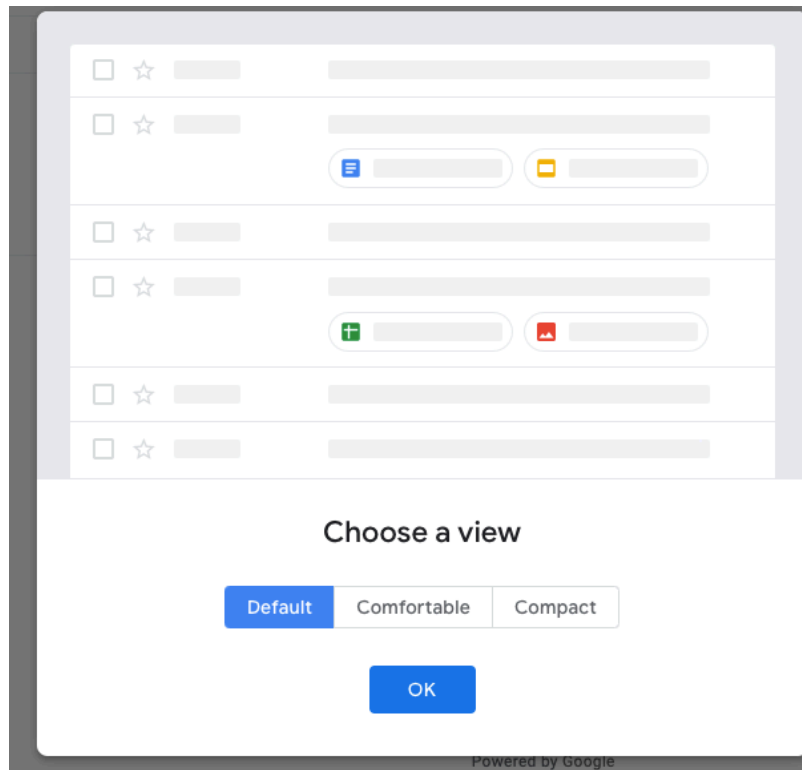


Select Next



You will be asked to choose a view, this is basically the design of the email window.

The default view is usually fine for starters, select OK to continue:



You will then see the email window where you can view and create emails:

