

## Email Changes!!!

Hello faculty,

There is a new way to sign in to your school email accounts (sorry for any confusion that this may cause). Instead of going to Yahoo to check our mail, we are going to be going through Google (gmail). *This is due to the Google Classroom program that we are going to be using with the students in grades 4-8. Our email is still hosted through the school website.* Any school email that you received prior to July 29<sup>th</sup> is still in your old account, and you can still access it the old way. Any email from the 29<sup>th</sup> on will automatically go to your new Google account. *If you were using the other yahoo account for personal email, that one will continue to work and you can sign in the old way.* This means that nothing has changed about the way people will send you emails, the only thing that has changed is how you read and reply to emails.

Directions to sign in to your work email:

1. Go to [www.google.com](http://www.google.com)
2. click on the word Gmail in the upper right hand corner
3. Click on sign in in the upper right hand area
4. Type in your work email account (for example, I would type in [mclaughlin@stmarkwestpark.com](mailto:mclaughlin@stmarkwestpark.com)) where it says Enter your email
5. Click on next
6. Type in the password: **password**
7. Click on Sign in
8. Type in the password: **password**
9. Also, type in the crazy letters you see in the Enter the letters above box
10. Click on Sign in
11. Click on the **I accept. Continue to my account button** (in blue)
12. Select a new password at this time. Your old email password may not be long enough. Type in your new password and also type it in Re-enter new password
13. Click on **Change password** (*write down your password!*)
14. You are now in your work email account. Next time you sign in, you can follow these directions but you will not have to change your password, etc..

This is going to require us to get comfortable with using gmail, if you are not already used to it. Also, if you have set up your smart phone or iPad to access your work email, you will need to delete the account from your mail settings and then add the account back in through Google. If you have any questions for me regarding any of this, just give me a call. (440-823-2351)

☺ Michelle