

COUVA WEST SECONDARY

STUDENT EMAIL

Students will have access to a google workspace account. This account will be used to communicate with both parents and students. Some teachers may also use other methods in addition to this to send information to a student.

Communication includes:

1. Sending and assigning schoolwork to students
2. Informing of upcoming school events.
3. Disseminating report cards at end of term
4. Contacting parents/Guardians on issues relating to students.

Once the email account has been activated students are required to remember their password. Please write it down and secure it properly.

Parents are asked to be mindful of students email accounts so they can monitor the type of mail received.

PROCEDURE FOR SETTING UP EMAIL ACCOUNTS

SCHOOL EMAIL- GOOGLE WORKSPACE ACCOUNT. (Personal computer, laptop, tablet)

STEPS REQUIRED TO ACTIVATE ACCOUNT IF YOU NEVER HAD A GMAIL ACCOUNT

1. Open a web browser. Any web browser currently using will do. e.g., Firefox. Google chrome, Microsoft edge.



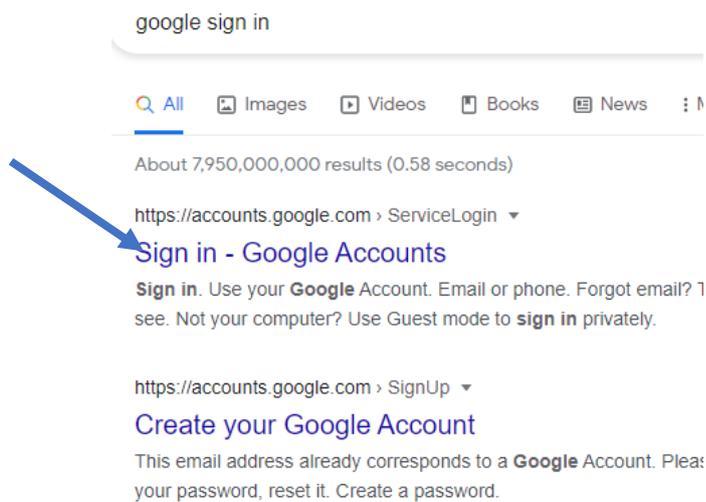
Your web browser can be found on your task bar or as a shortcut on your desktop.



2. In the search box type google sign in



3. Press enter/GO on your keyboard. A list with options appears. Click on the sign in option



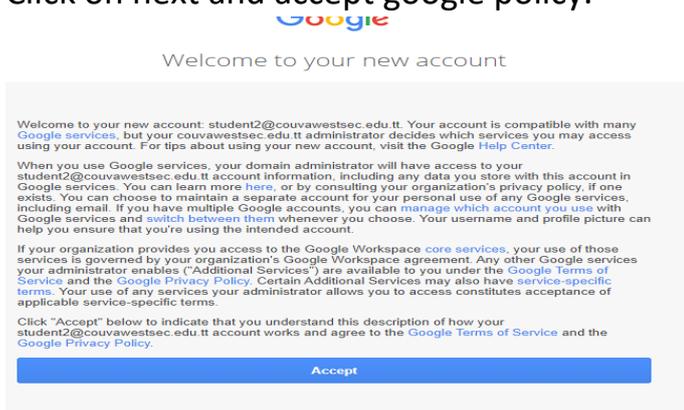
4. The following box will appear, put in your username given.
e.g firstname.lastname@couvawestsec.edu.tt
johndoe@couvawestsec.edu.tt

A screenshot of the "Sign in to Chrome" page. At the top, it says "Google" and "Sign in to Chrome". Below that, it says "Sign in with your Google Account to get your bookmarks, history, passwords and other settings on all your devices". There is a text input field labeled "Email or phone". Below the input field, there is a link "Forgot email?". Below that, it says "Not your computer? Use Guest mode to sign in privately." and a link "Learn more". At the bottom left, there is a link "Create account". At the bottom right, there is a "Next" button.

5. Once you have entered your email Click on next. Enter default password Education1

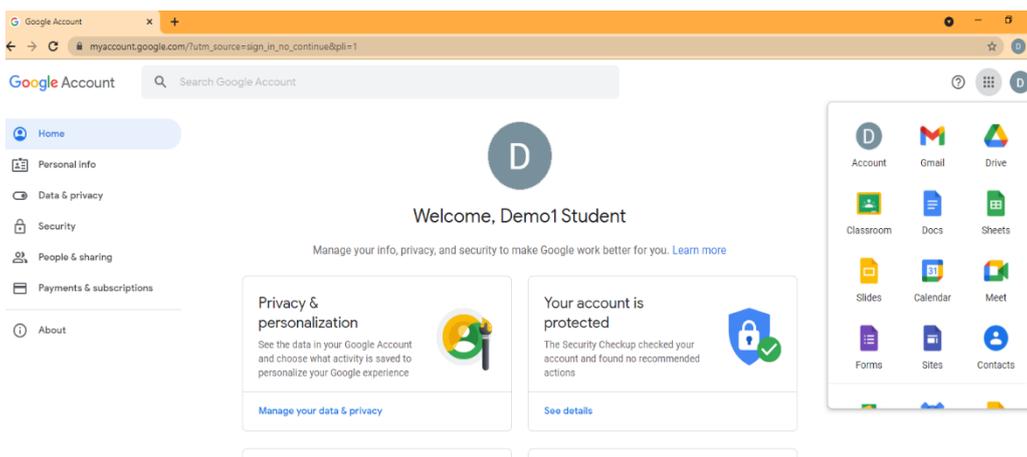
A screenshot of the Google password entry page. At the top, it says "Google" and "Welcome". Below that, there is a dropdown menu showing the email address "student2@couvawestsec.edu.tt". There is a text input field labeled "Enter your password" with the text "Education1" entered. Below the input field, there is a red error message: "Wrong password. Try again or click 'Forgot password' to reset it." Below the error message, there is a checkbox labeled "Show password" which is checked. At the bottom left, there is a link "Forgot password?". At the bottom right, there is a "Next" button.

6. Click on next and accept google policy.



7. Change password and confirm. Password must be at least 8 characters and have a special symbol or a number. PLEASE WRITE DOWN PASSWORD.

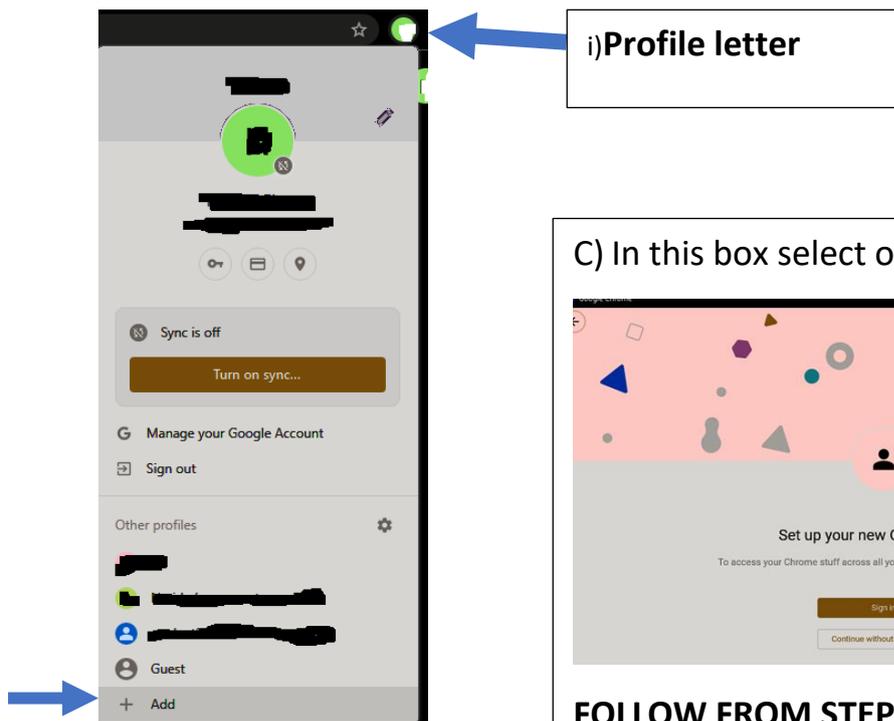
8. You will be greeted with your workspace account.



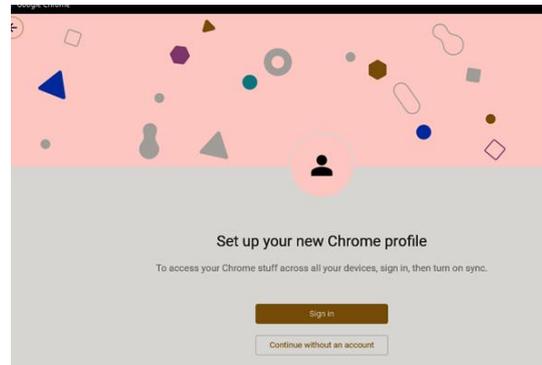
STEPS REQUIRED TO ACTIVATE ACCOUNT IF YOU ALREADY HAVE A GMAIL ACCOUNT

- A) Open a web browser. Any web browser currently using will do. e.g., Firefox. Google chrome, Microsoft edge. (See step 1 above)

B) Click on you profile letter in your title bar. This box appears. Then click on Add



C) In this box select on sign in



FOLLOW FROM STEP 4 ABOVE

STEPS REQUIRED TO ACTIVATE ACCOUNT (PHONE)

1. Go to settings on phone.
2. On setting menu find accounts. If you can't see 'Accounts', tap Users & accounts.
3. Select accounts and then select add an account.
4. A list of apps will appear select google.
5. Proceed with set up from step 4 above.

Video Link : <https://www.youtube.com/watch?v=C6QOitY4Po4>

Video link Phone: <https://www.youtube.com/watch?v=lb27awrAuFU>

LINK 2: <https://www.youtube.com/watch?v=19LYHjPueU8>