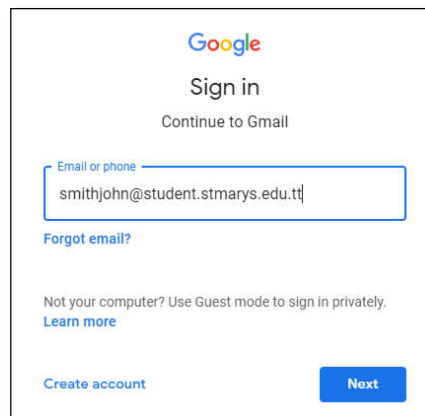


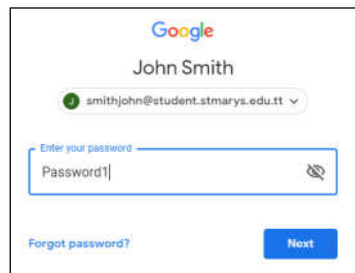
Steps for accessing Google Classroom

1. Open your web browser, and go to www.gmail.com/
2. Enter your official St Mary's College email address and click **Next**
 - a. For students your email address will be LastnameFirstname@student.stmarys.edu.tt
 - b. For faculty your email address will be LastnameFirstname@faculty.stmarys.edu.tt

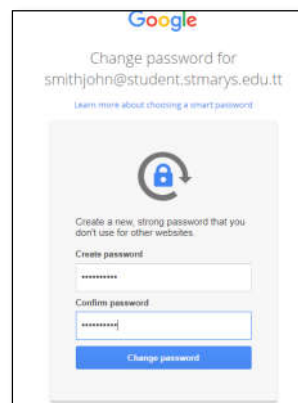
For example, if your name is John Smith then you will enter your e-mail address as shown below:



3. Enter your password and click **Next**




If you have never logged into your email before, your default password will be **Password1** and you will then be prompted to create a personal password as shown below:



If you have logged in previously or have been assigned a password by the school, enter that password.

Should you not remember your password, kindly send an email to helpdesk@stmarys.edu.tt stating your full name and form class.

4. Once you have entered the correct email address and password you will then be taken to Gmail's homepage, shown below. To access your Google Classroom, click the **9 dots** icon  on the top right side of the screen followed by the **Classroom** icon.

