



St. Farnan's Post Primary School

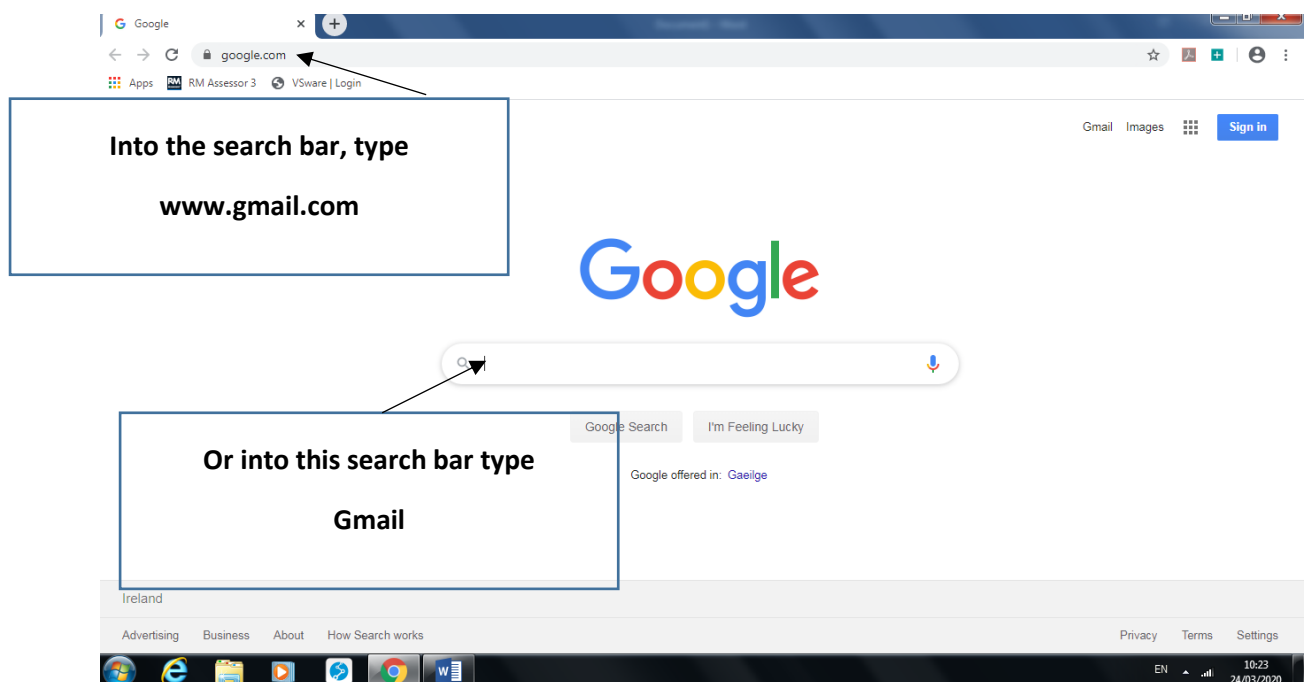
Tutorial 1: Signing into your school email account

1. Open up your internet browser on your device. Look for the following symbols and click into one of these.

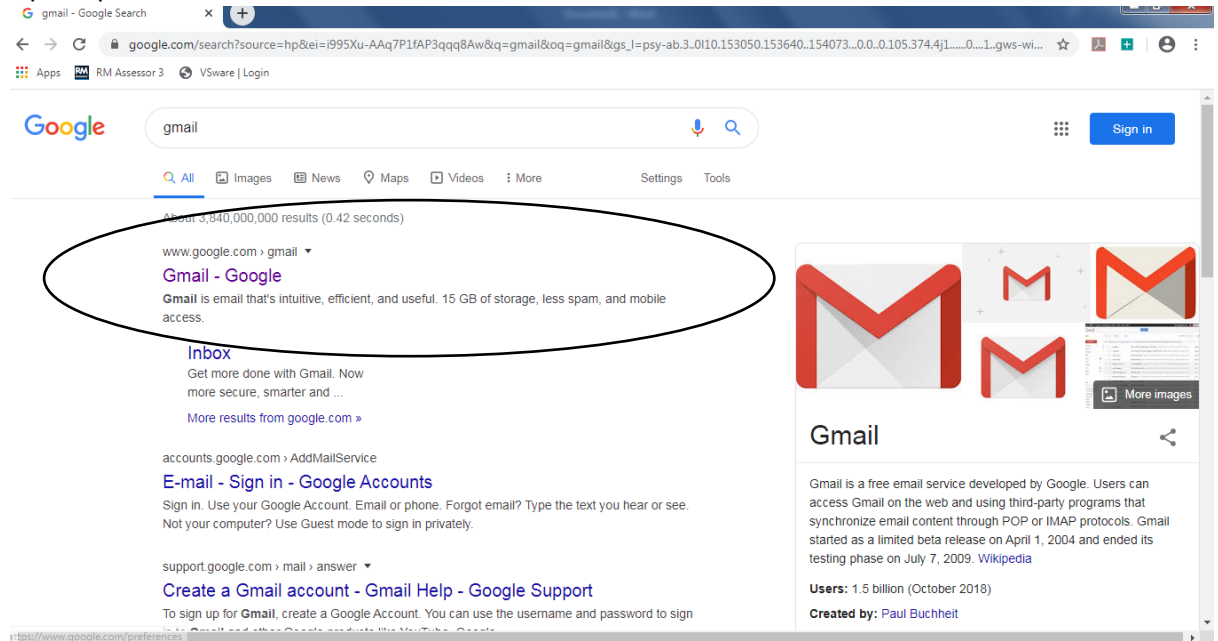


You may have another internet browser not listed here but these are most common on devices. Google chrome (the first symbol) is quickest with our emails.

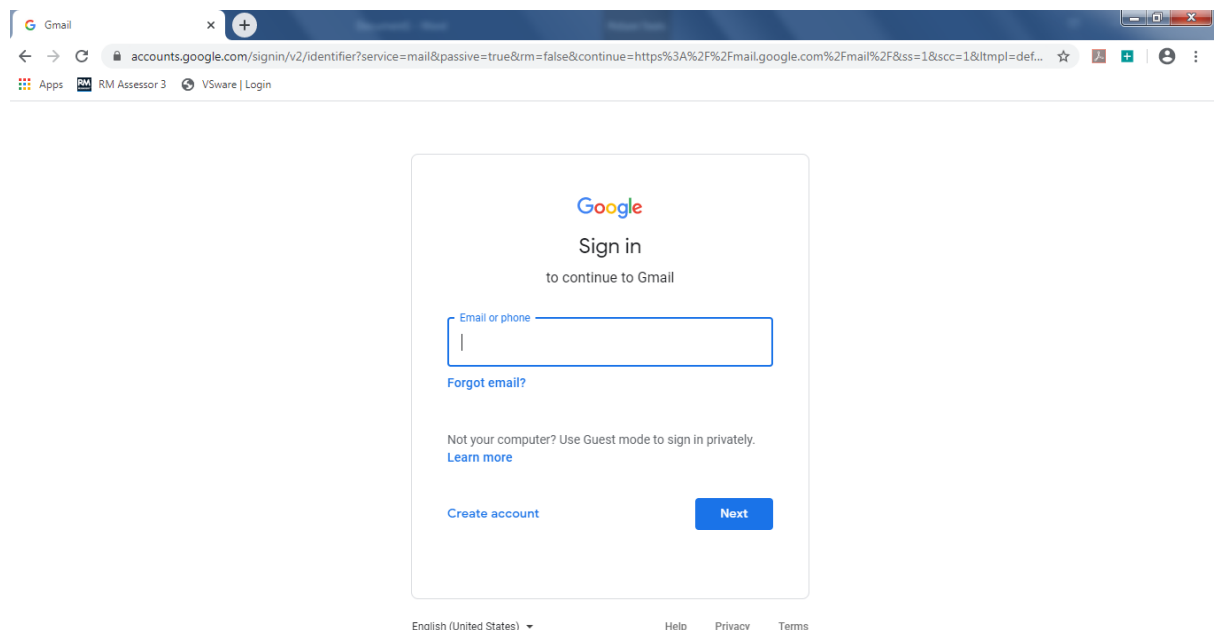
2. Once your internet browser opens search form www.gmail.com



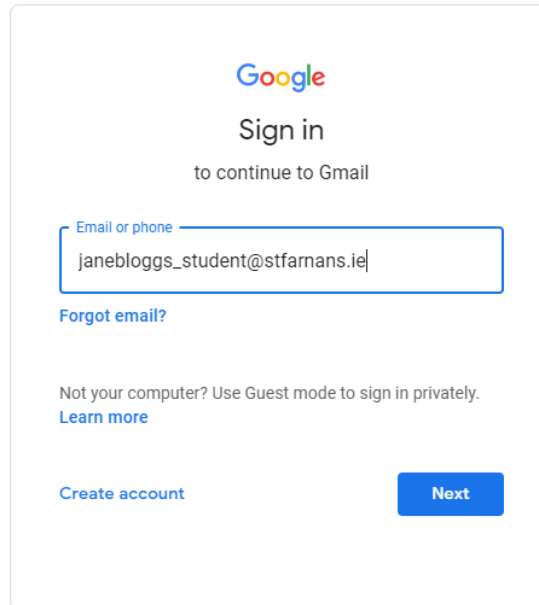
3. Open up Gmail from the link



4. You will now have the log in screen for Gmail. This is where you will type your St. Farnan's email address

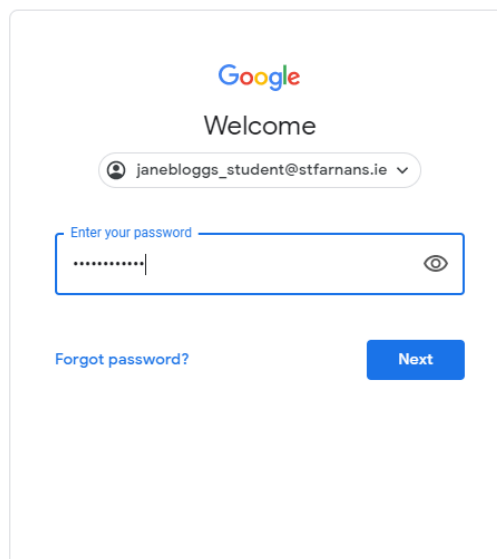


5. Into the box you will type your email address and press the Blue next button



The image shows the Google Sign in interface. At the top is the Google logo, followed by the text "Sign in" and "to continue to Gmail". Below this is a text input field labeled "Email or phone" containing the email address "janebloggs_student@stfarnans.ie". To the left of the input field is a link "Forgot email?". Below the input field is the text "Not your computer? Use Guest mode to sign in privately." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next".

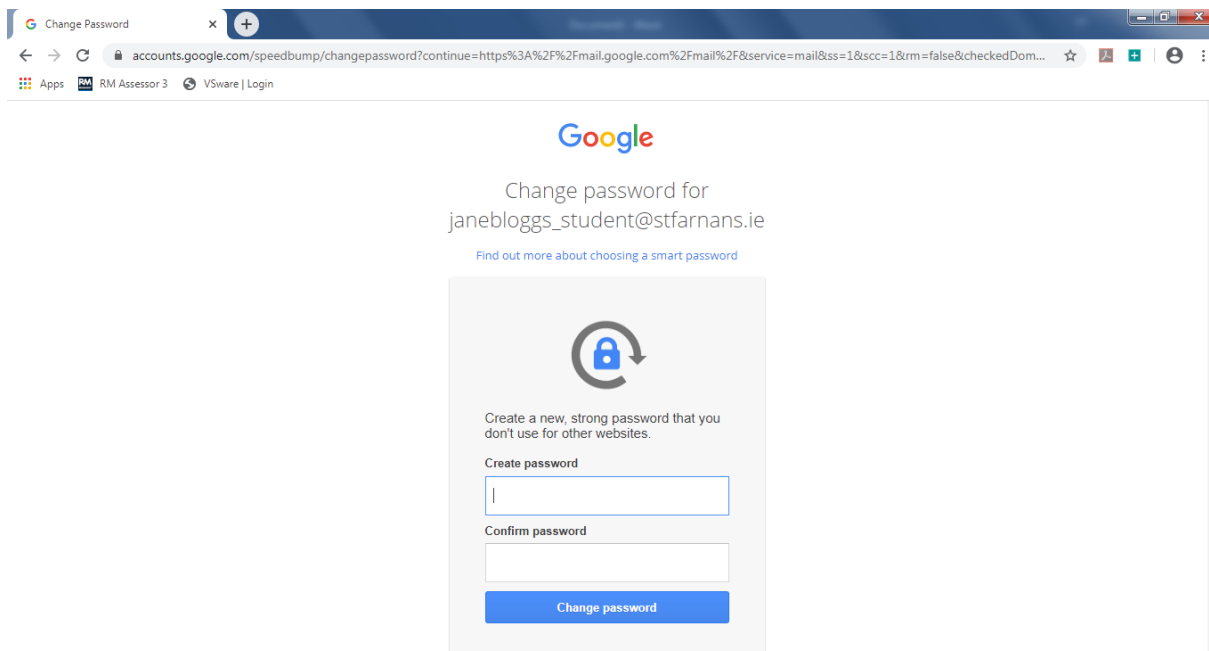
6. After pressing next, you will be brought to the password screen. Here you enter your password and press next



The image shows the Google Welcome screen. At the top is the Google logo, followed by the text "Welcome". Below this is a dropdown menu showing the email address "janebloggs_student@stfarnans.ie" with a downward arrow. Below the dropdown is a text input field labeled "Enter your password" containing a series of dots. To the right of the input field is an eye icon. Below the input field is a link "Forgot password?" and at the bottom right is a blue button labeled "Next".

7. After pressing next, you are now signed into your emails. If the password comes up as incorrect, try again. If the password does not work again you need a parent to contact Mr. Little on alittle@stfarnans.ie or 0877554770 or Mr. Cleary on jcleary@stfarnans.ie

8. If this is your first time logging in, you will be asked to change your password from stfarnans123 to something you would like as your password. Be sure to take note of your new password.



Change Password

accounts.google.com/speedbump/changepassword?continue=https%3A%2F%2Fmail.google.com%2Fmail%2F&service=mail&ss=1&usc=1&rm=false&checkedDom...

Google

Change password for
janebloggs_student@stfarnans.ie

[Find out more about choosing a smart password](#)

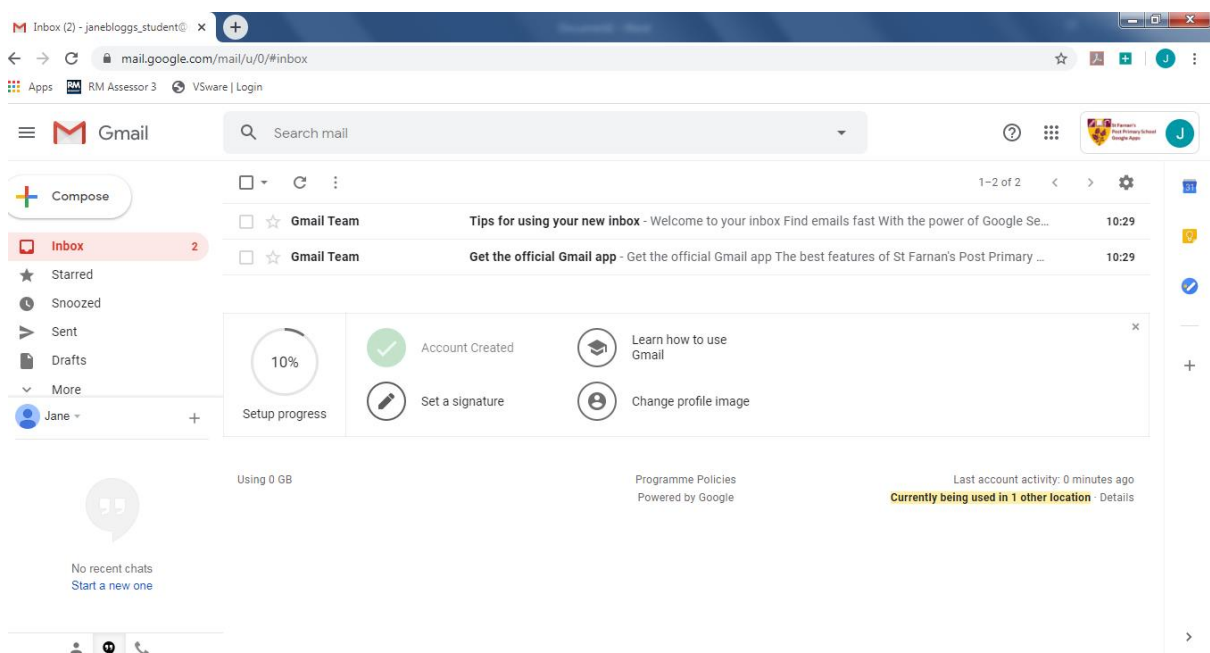
Create a new, strong password that you don't use for other websites.

Create password

Confirm password

Change password

9. Now you are in and ready to starting receiving and sending work to your teachers. Your email account will look like this. Remember if you are not using google chrome as your internet browser, this screen may look a bit different. Don't worry as long as you can see your emails there.



Inbox (2) - janebloggs_student@

mail.google.com/mail/u/0/#inbox

Apps RM Assessor 3 VShare | Login

Gmail

Search mail

Compose

Inbox 2

Starred

Snoozed

Sent

Drafts

More

Jane

1-2 of 2

Gmail Team

Tips for using your new inbox - Welcome to your inbox Find emails fast With the power of Google Se...

10:29

Gmail Team

Get the official Gmail app - Get the official Gmail app The best features of St Farnan's Post Primary ...

10:29

Setup progress

10%

Account Created

Set a signature

Learn how to use Gmail

Change profile image

Using 0 GB

Programme Policies

Powered by Google

Last account activity: 0 minutes ago

Currently being used in 1 other location - Details

No recent chats

Start a new one