



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.

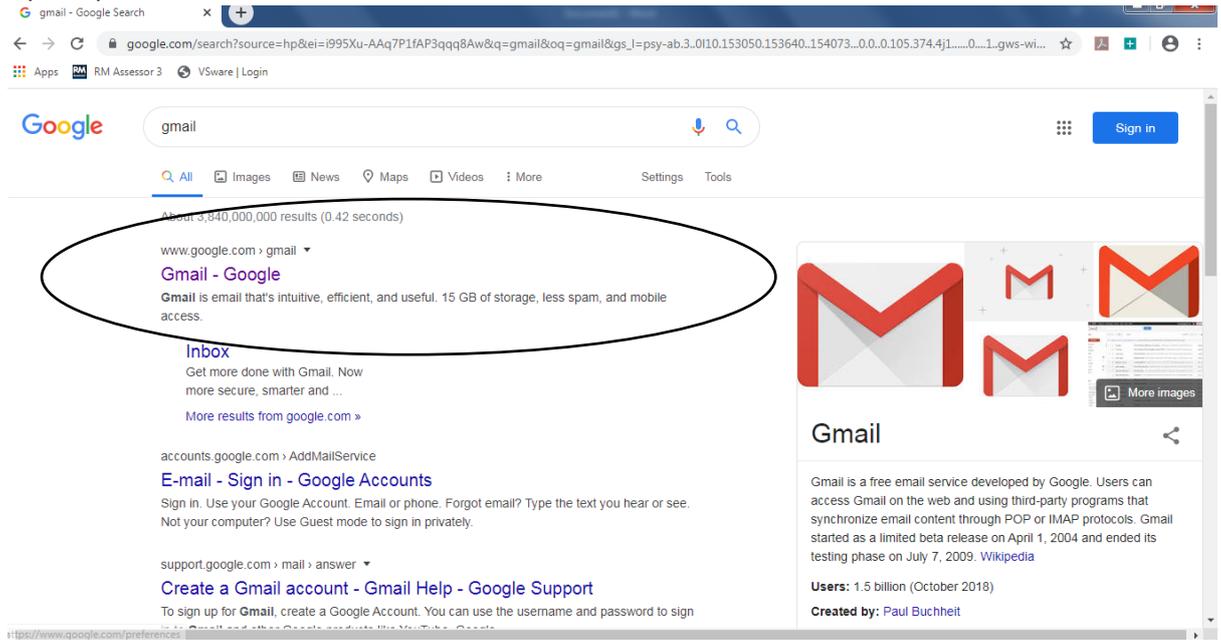


You may have another internet browser not listed here but these are most common on devices. Google chrome (the first symbol) is quickest with our emails.

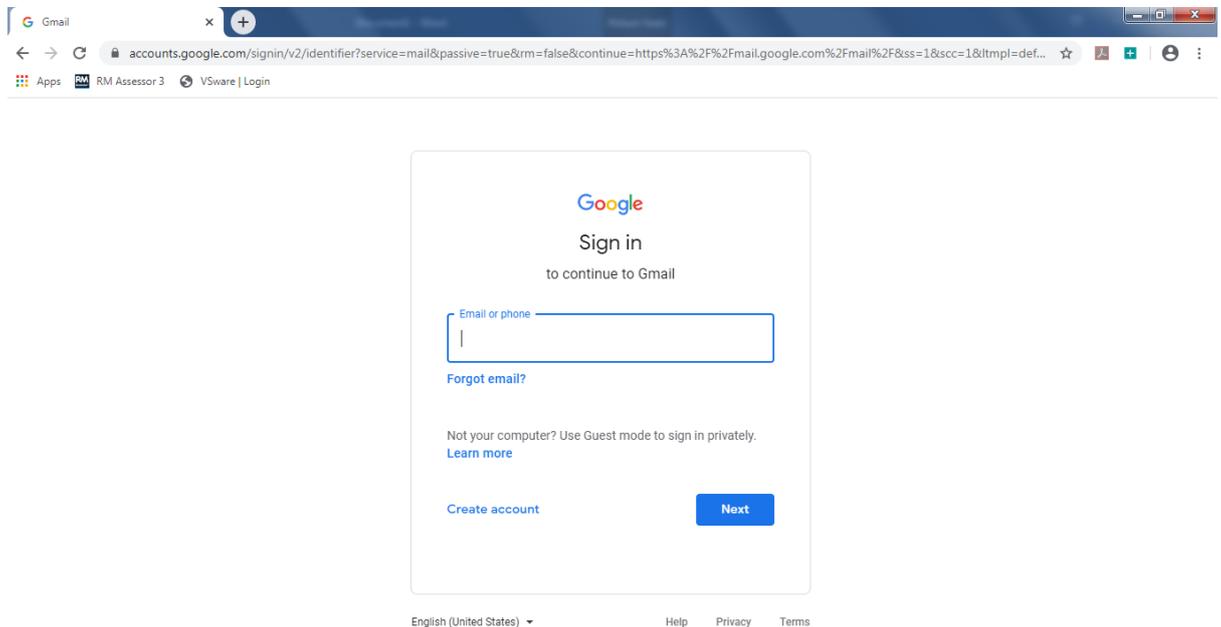
2. Once your internet browser opens search form www.gmail.com

The screenshot shows a Google search page. The address bar contains 'google.com'. A box with the text 'Into the search bar, type www.gmail.com' has an arrow pointing to the address bar. The search bar is empty. A second box with the text 'Or into this search bar type Gmail' has an arrow pointing to the search bar. The page includes the Google logo, search buttons, and navigation links like 'Gmail', 'Images', and 'Sign in'.

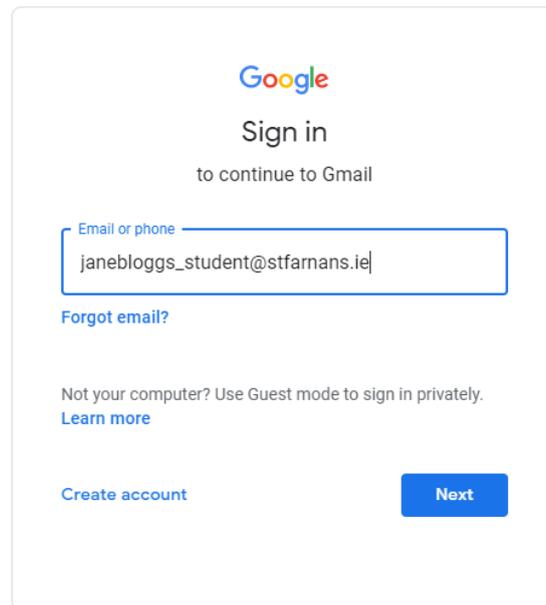
3. Open up Gmail from the link



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



Google

Sign in
to continue to Gmail

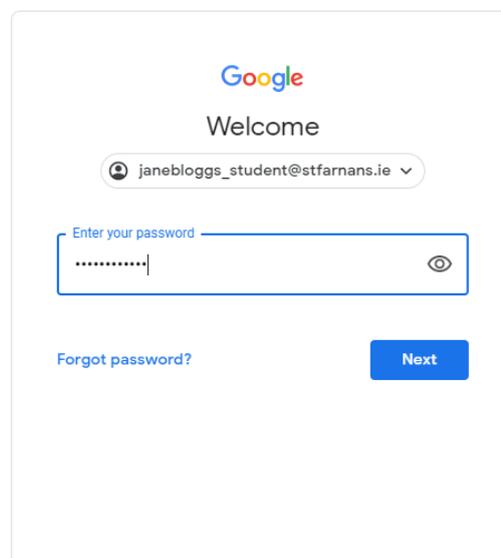
Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#) [Next](#)

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



Google

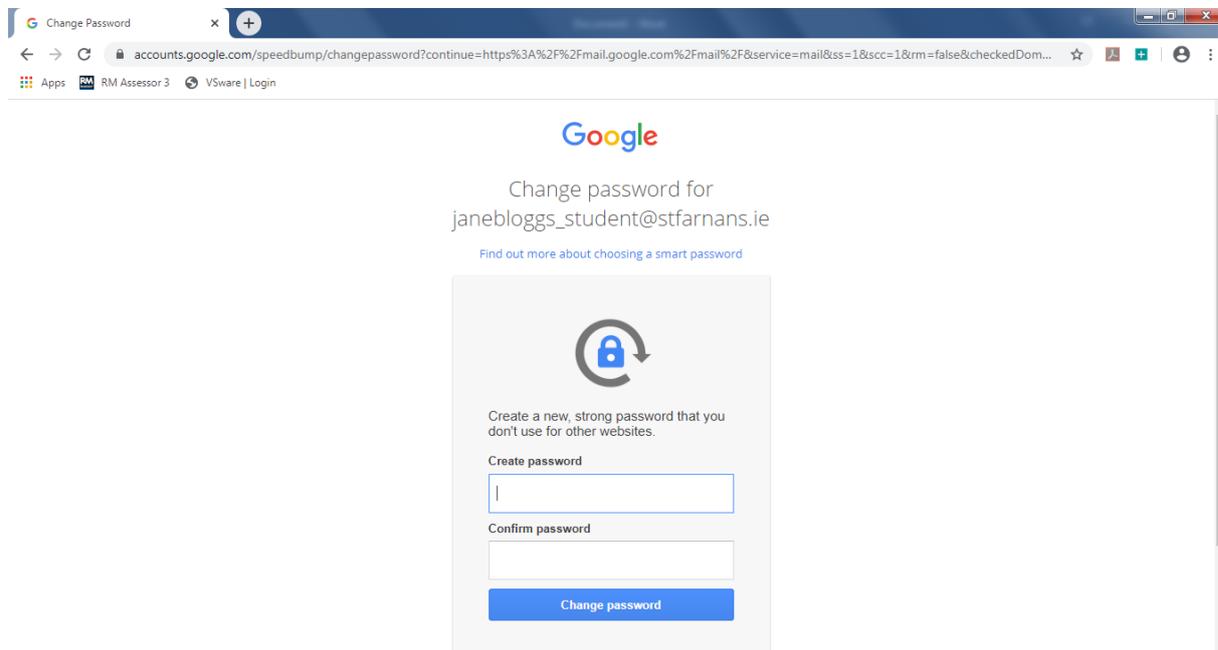
Welcome

Enter your password

[Forgot password?](#) [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.



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.

