

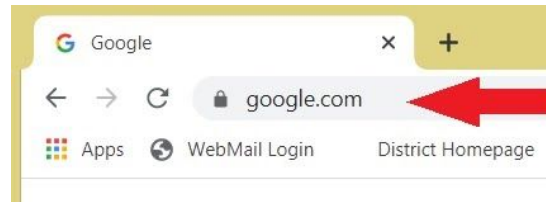
Google Quick Reference Guide

Logging Into Google on the Chromebook:

1. After opening the computer, login with the students username and password. Each student has been assigned a specific password that is unique to them.
 - a. USERNAME AND PASSWORD:
 - Refer to your card for specific information.
 - Generally the USERNAME is: graduationyearfirstname.lastname@eastprairie.org (Note: Not all students will follow the above rule on usernames, so please refer to your information card.)
 - The Password: EPSD_____ (in the blank will be the specific password issued to the student)



2. Click on the Google Browser icon.



3. Type in www.google.com in your web address bar.

Gmail Images  [Sign in](#)

4. Click on SIGN IN in the upper right hand corner of the browser window.

5. Type in your child's Google Email Address and hit Next.

6. Type in your child's password and click NEXT.

A screenshot of the Google sign-in page. It features the Google logo at the top, followed by "Sign in to continue to Google Drive". Below this is a text input field labeled "Email or phone". There are links for "Forgot email?", "Not your computer? Use Guest mode to sign in privately. Learn more", and "Create account". A red arrow points to the "Next" button.

English (United States)  [Help](#) [Privacy](#) [Terms](#)

A screenshot of the Google password verification page. It shows "Hi Kandi" and the email address "kandi.staples@eastprairie.org". Below this is a text input field labeled "Enter your password". There are links for "Forgot password?" and a "Next" button. A red arrow points to the "Next" button.

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7. Now you will see that you have signed into the Google Account for Education.



Google Suite:

1. Click on the 9 squares (waffle icon) to see the list of Google Suites Products.

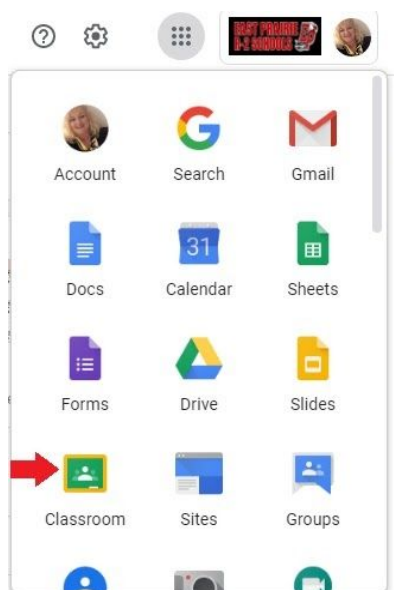


2. Google Icons To Recognize: Here are a few of the main Google Icons students will use.

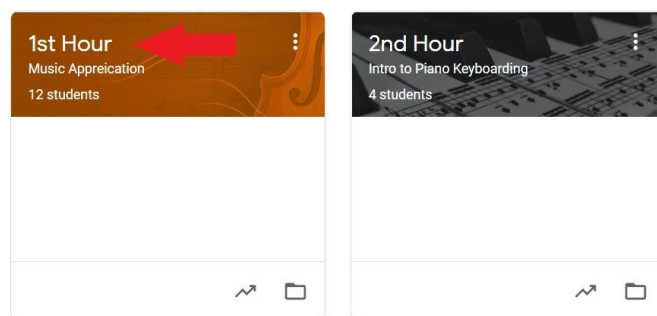


Google Classroom:

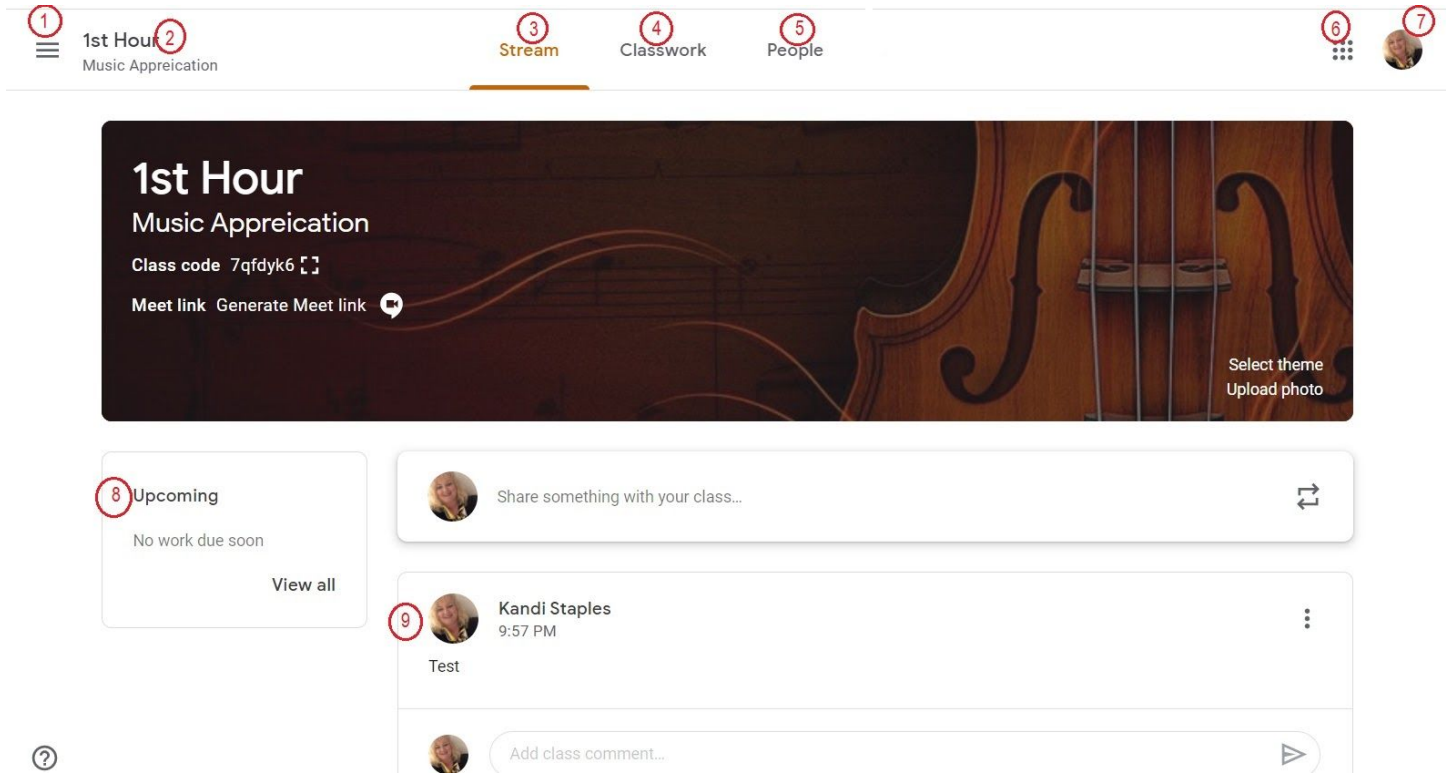
1. Click on the waffle button and then the GOOGLE CLASSROOM ICON.



2. Click on the class you wish to view.



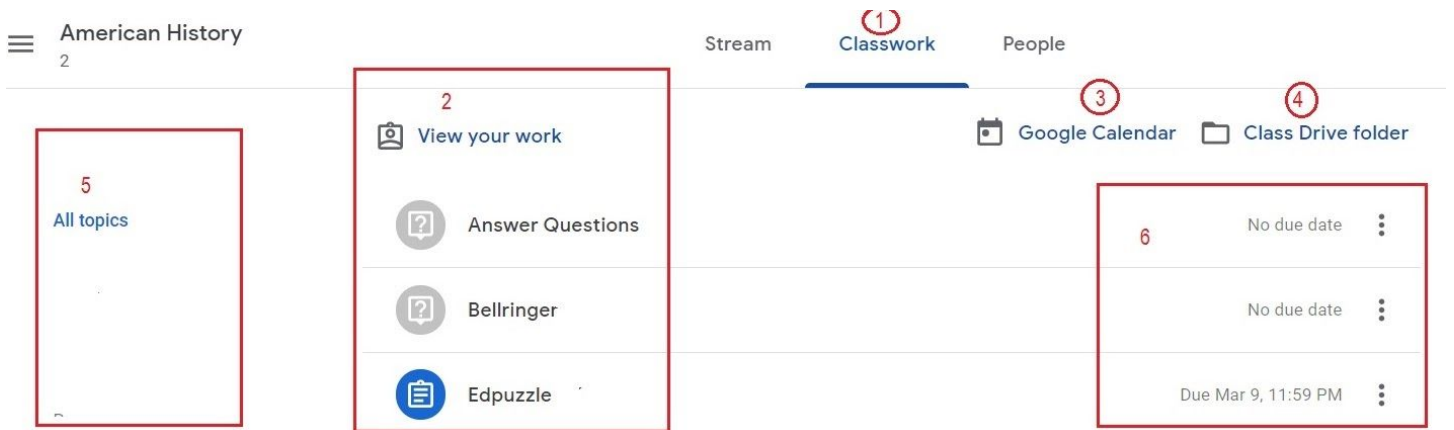
3. Classroom Navigation:



- 1-Menu of Classes
- 2-Current Class
- 3-Announcements Page

- 4-Assignments
- 5-Teacher(s) and Classmates
- 6-Waffle Button

- 7-Account Profile
- 8-Upcoming Assignments
- 9-Stream

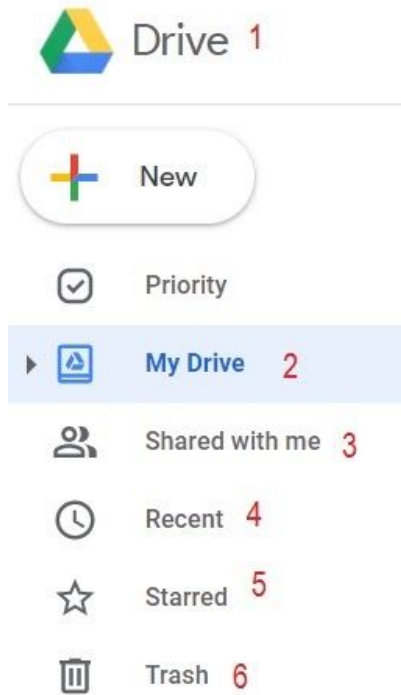


- 1-Classwork Tab
- 2-List of Work/View Grades

- 3-Calendar
- 4-View your files

- 5-List of Topics Available
- 6 Assignment Due Dates

Google Drive:



1-Drive Icon

2-Click to see the main screen of all files and folders located in your drive.

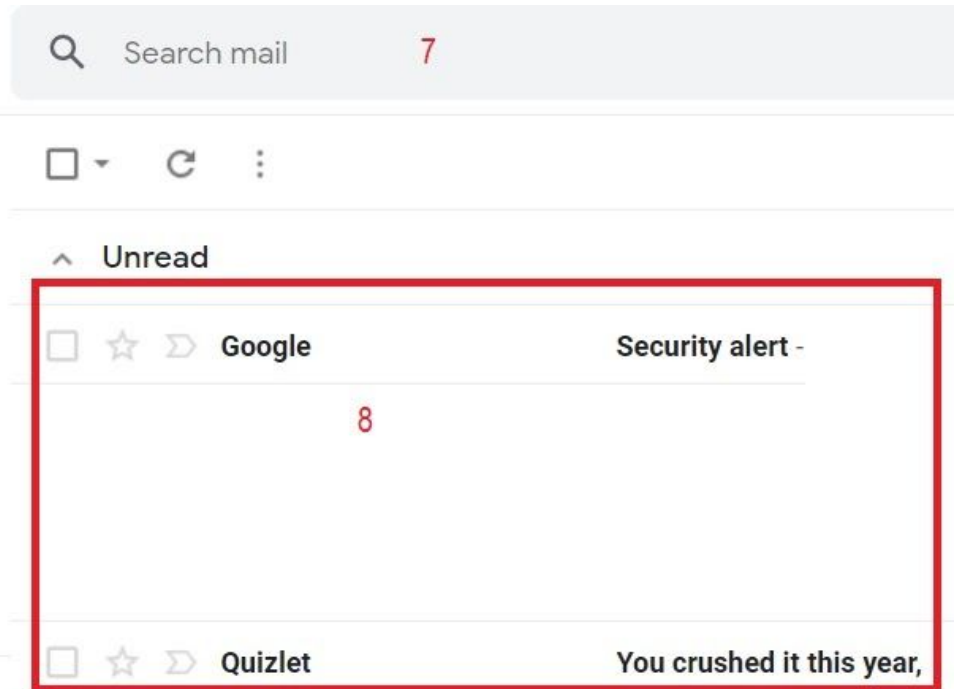
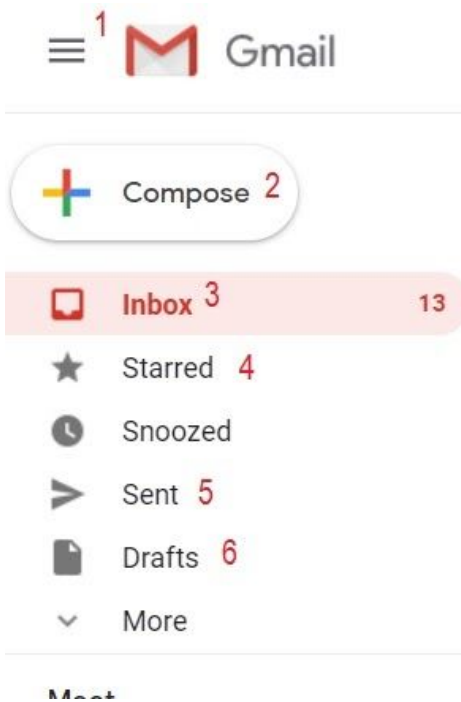
3-Click to view files and folders shared from others

4-Click to view files you have recently worked on or viewed

5-Star files that are important (helps when you have a lot of material in your drive)

6-Files you no longer need

Google Email:



1-Email Icon

2-Click to write and email

3-All emails received

4-Important Emails

5-All emails sent

6-List all emails that are started

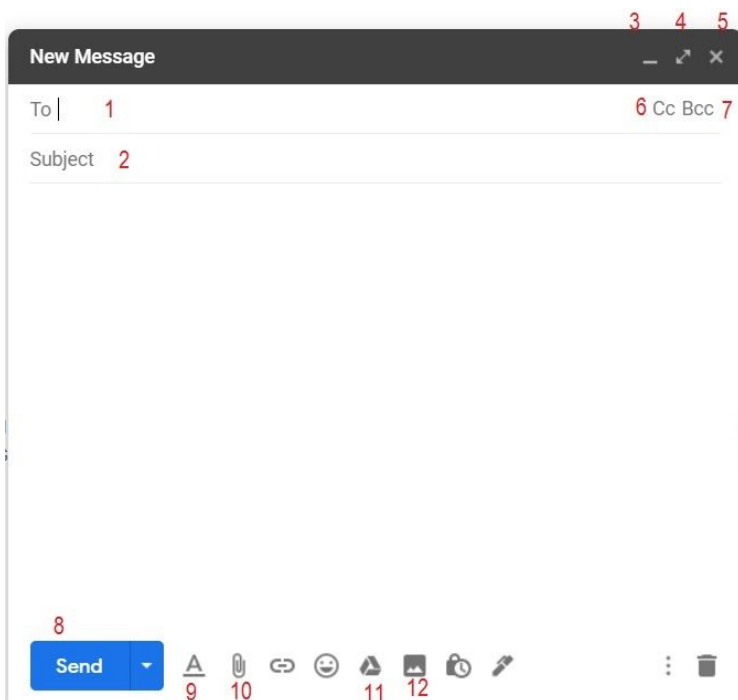
but have not been sent

7-Search for a specific email

8-List of Emails

- ! Spam 9 5
- Trash 10
- ▶ Categories
- ⚙️ Manage labels 11
- + Create new label 12

- 9-Spam/Junk Email
- 10-Deleted emails
- 11-Managed what folders are viewed or hidden
- 12-Create a New Folder for Emails



- 1-Email address of person email goes to
- 2-Short few words describing what email is about
- 3-Minimize Email
- 4-Full Screen
- 5-Exit out of Email (will save to drafts)
- 6-Copy email to a specific person
- 7-Blind copy email to a specific person
- 8-Click to send email
- 9-Font selection
- 10-Select to attach a file
- 11-Select to attach something from Google Drive
- 12-Click to insert a photo

Access on Mobile Devices:

1. Google Drive and additional google apps are available for mobile devices. Simply visit the app store to download.
2. To access information from the EPR-2 district please be sure that you are logged into your Google Account on the device; otherwise you will get a restricted access message.