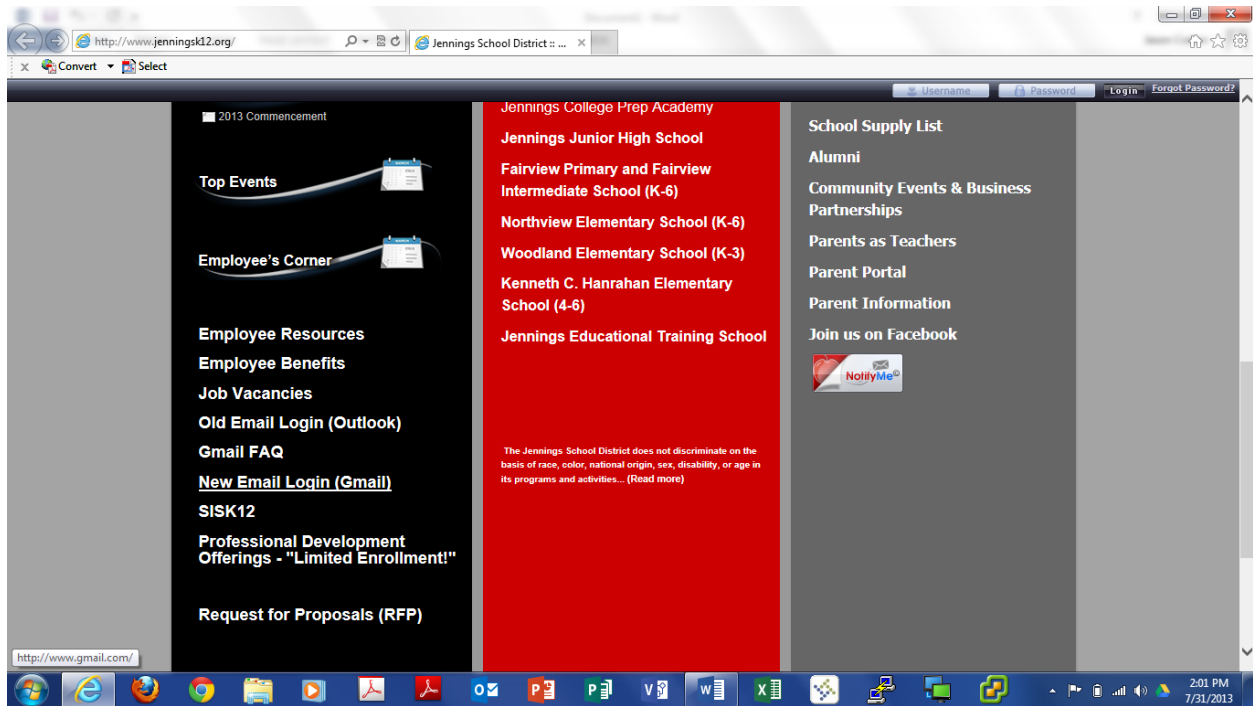
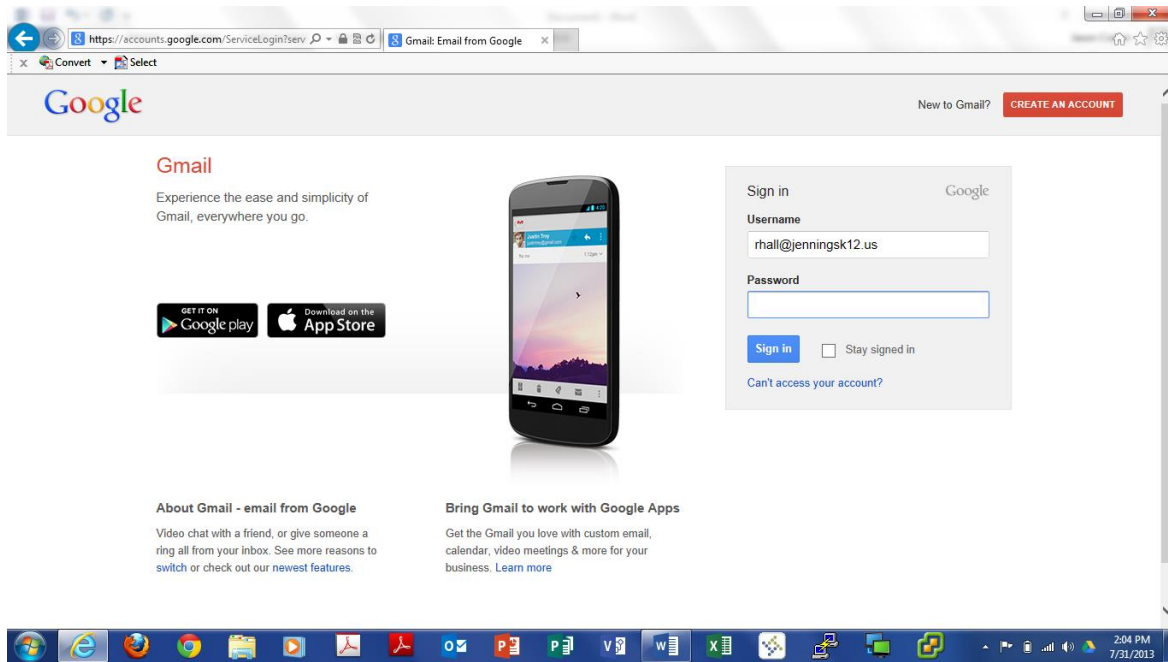


To access Gmail:

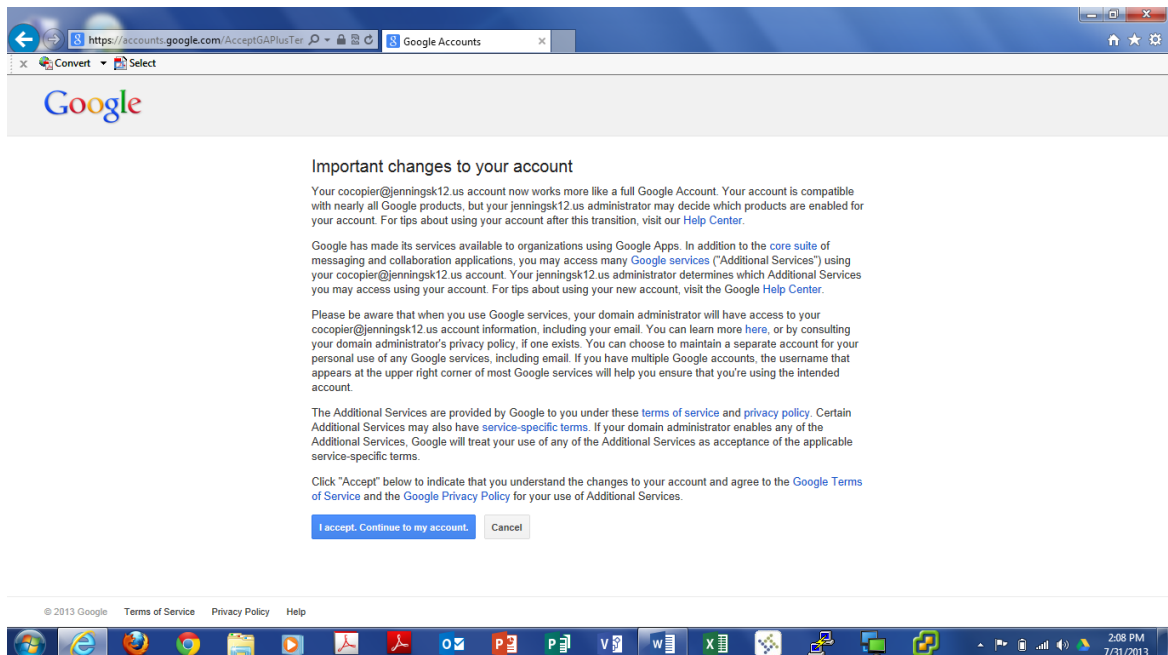
1. Open your internet browser and go to the district home page www.jenningsk12.org
2. In the column on the left side of the screen scroll down to the link "New Email Login (Gmail)" and mouse click on the link.



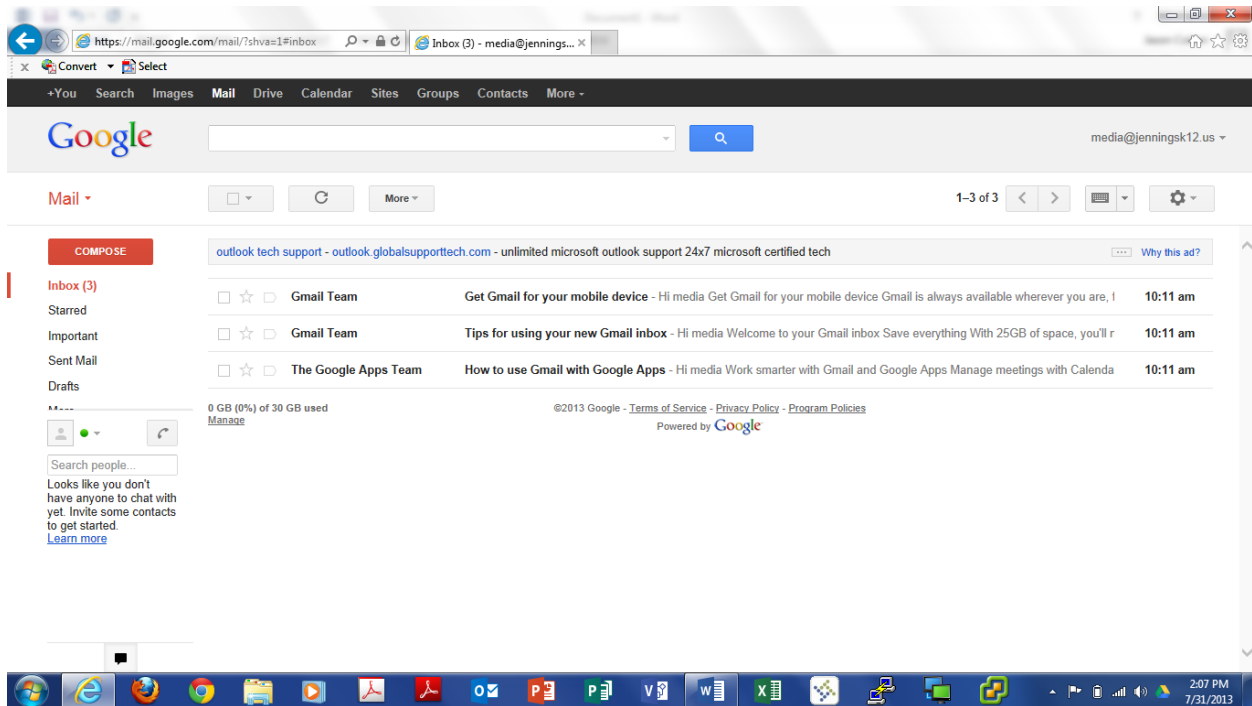
- In the username box on the right side of the screen, enter your first initial and last name followed by “@jenningsk12.us”. *Please note that your email address is still the same as before, but your Gmail login uses jenningsk12.us.*
- Your password by default will be “password”. Because we are now using Gmail, it will be different from your computer login.
- Click “Sign In”.



- If you see this screen when you sign in the first time, mouse click the button “I accept...”.



- Once logged into your email, see the document “Gmailbasics.pdf” for basic information on how to use Gmail.



- To sign out of Gmail, mouse click on your username in the upper right hand corner of the screen and then mouse click “sign out”.

