



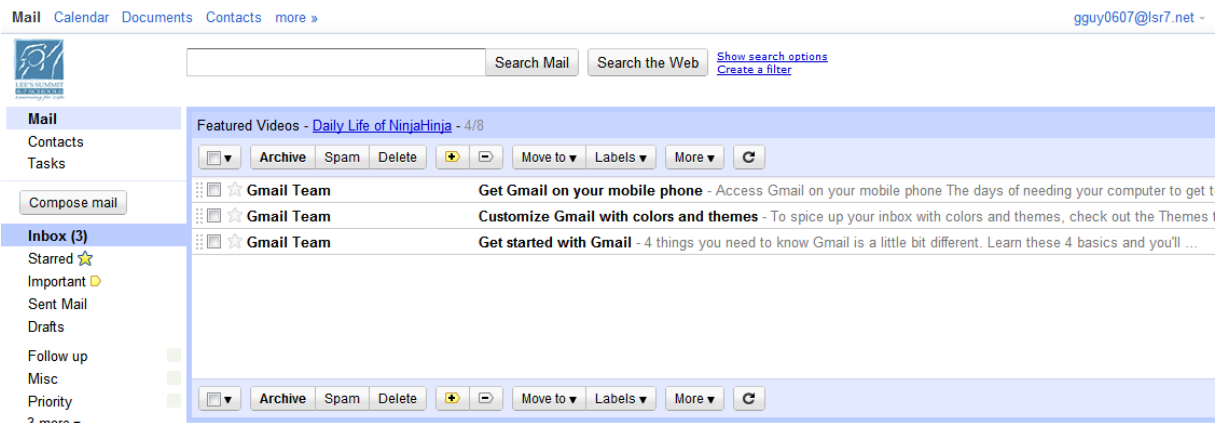
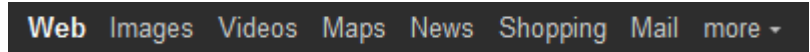
Student Gmail

How to Login

1. Open your browser and go to <http://www.google.com>
2. In the top right corner of the Google home page click > Sign In
3. Type your new district email address (username@lsr7.net)
Note: Your username is the same username used to login to a district computer.
4. Type your password (also the same password used to login to a computer)
5. If you are on a district computer uncheck the box next to "Stay signed in"
6. Click > Sign in
7. Confirm your login was successful by checking to see that your district email address is now displayed in the top right corner of the Google homepage.

Accessing Gmail

1. Once logged in, click > Mail in the black navigation bar at the top of the Google homepage
2. Your Gmail inbox will load and display your messages
Note: The first time you login to your Gmail you will have three messages in your inbox. These emails will explain the basics of Gmail, how to customize the look of your Gmail, and how to set up Gmail on your mobile device.



Note: Teacher email addresses will not be changing to Gmail. If you need to email your teacher the address is still firstname.lastname@leesummit.k12.mo.us