



How to Log in to Student Email (Gmail)

Uintah School District

From a desktop or laptop computer (non-chromebook)

1. Open a web browser, preferably Chrome
2. Go to: mail.google.com
 - a. If your browser is already logged into another Google account, sign out.
 - i. To sign out, select the circular icon in the upper-right part of the screen, select *Sign out*
3. On the Google *Sign In* page, enter the student email address and select *Next*
 - a. USD email addresses follow this pattern: *firstname.lastname@student.uintah.net*
 - b. If you get an error message of *Couldn't find your Google Account*, double-check the email address to see if it's typed correctly. If it is typed correctly, contact your student's teacher to get the correct email address
4. Enter the password in the space provided
 - a. USD student email passwords consist of the student's 5-digit student number (lunch number) with three zeros on the end (example, 12345000)
5. After entering the password, the email app (Gmail) should open and show the Inbox

Using a USD chromebook

1. Open the chromebook and if it's connected to a wireless network the *Sign In* page will show
2. On the Google *Sign In* page, enter the student email address and select *Next*
 - a. USD Google email addresses follow this pattern: *firstname.lastname@student.uintah.net*
 - b. If you get an error message of *Couldn't find your Google Account*, double-check the email address to see if it's typed correctly. If it is typed correctly, contact your student's teacher to get the correct email address
3. Enter the password in the space provided
 - a. USD student email passwords consist of the student's 5-digit student number with three zeros on the end (example, 12345000)
4. Once logged into the chromebook, go to the email app (Gmail). Here are two ways:
 - a. Click in the URL space at the top of the page (called the Omnibox) and type: mail.google.com, or
 - b. Click on the Google menu icon found towards the upper-right part of the screen and then select the Gmail app (the Google menu icon is made of 9 dots forming a square; looks like a rubik's cube)
5. The email app (Gmail) should open and show the Inbox