The Parents' Guide to Logging on to Google and Gmail Access

What is Gmail?

Gmail is your child's personal Santa Ana Unified email address through their school Google account. Gmail will be how they can accept an invitation so we can meet up in a Google Hangout which is a conference call with other students from our class.

Getting Started

Your child was provided with a google email address
and password that is unique to them.

Their google email address is:
Their ID#@sausdlearns.net
Their password is their 8 digit birthdate

Getting Started

1 Click on the Google Chrome browser icon.

Getting Started

2 Type www.google.com into your web address bar.

Getting Started

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

Getting Started

4 Type in your child's Google Email address & click "next."

Getting Started

5 Type in your PASSWORD & click "next."

NOW YOU'LL SEE

that you are signed in to your Google Apps for Education account!

GOOGLE SUITE

Click on the 9 squares (Waffle/Rubik's Cube) icon in the top right hand corner to see the Google Suite of Products!

GOOGLE ICONS TO RECOGNIZE:

CHROME DOCS DRIVE SLIDES SHEETS FORMS CALENDAR

GMAIL PHOTOS MAPS KEEP CLASSROOM MEET HANGOUTS

SITES CONTACTS CLOUD CLOUD SEARCH YOUTUBE NEWS VAULT

MY ACCOUNT GROUPS

Gmail Access

1

Click on the waffle button and then the GMAIL icon.

Navigating Gmail

2

There should be an invitation from me in their list of emails.

Navigating Gmail

3

- Have students accept the invitation from me.
- At the specified time, have students log onto their Gmail account.
- Click on the invitation, then click on the link below Join Hangouts Meet.
- Your device will ask for permission to use the microphone and camera which you should allow.
- When ready you will click the green Join Now button
- We will be able to have a group conference call on our computers or devices.

ACCESS ANYWHERE

ANDROID

IPHONE

TABLET

DESKTOP