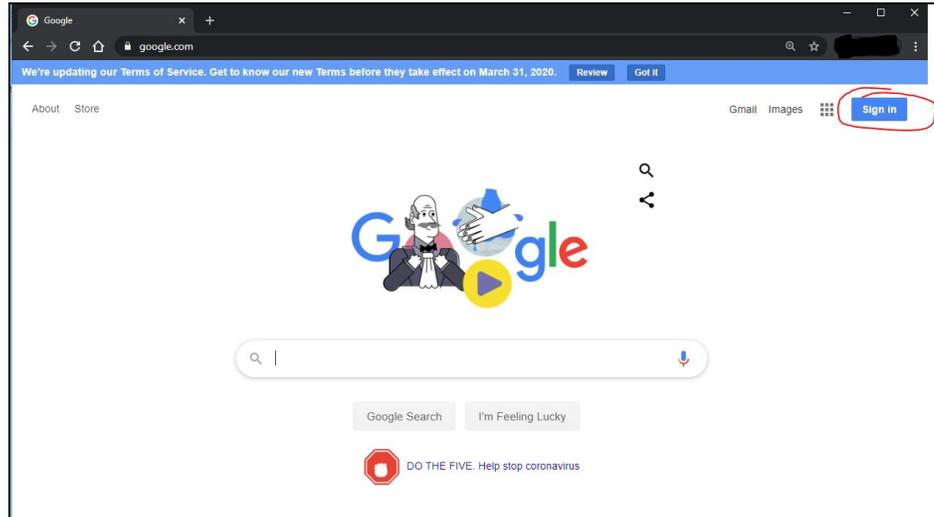**To login to Gmail (Google Mail) as an APW student, you will need to do the following:**

If you are already logged into any Google Accounts, it is advisable to log out of other accounts before logging into your APW account.

Log into your APW Google Account

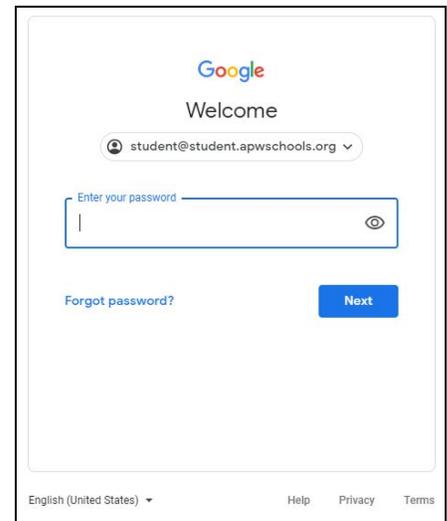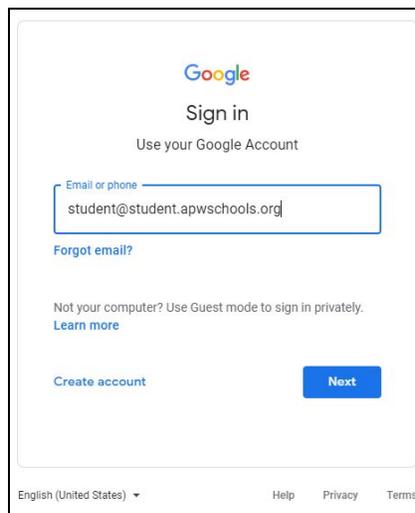1. In your Internet Browser (Google Chrome preferred), please go to https://google.com.

2. Click the blue Sign in button.

3. Please enter your APW username (it looks like an email address). For most people, it will be *firstinitiallastname@ student.apwschools.org*

Then click the blue Next button.

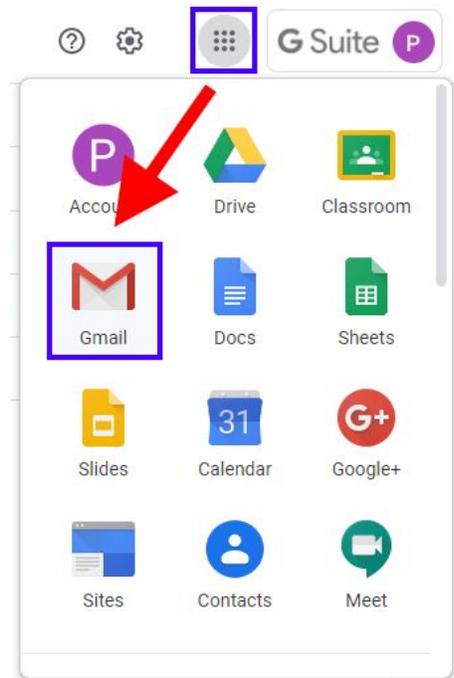4. Enter your APW Computer/Chromebook password.
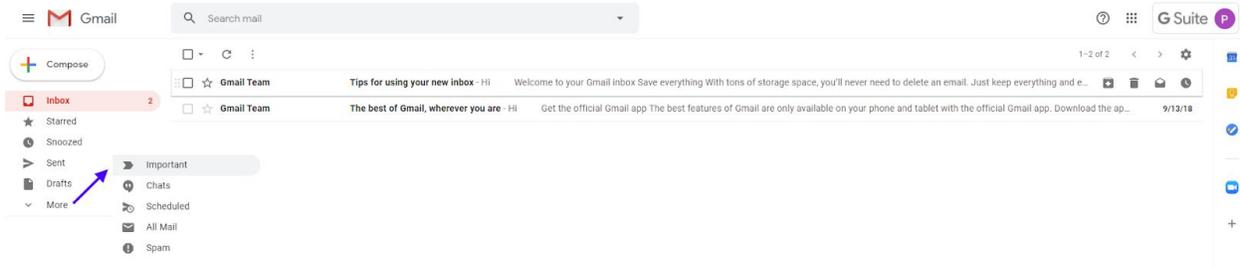

Then click the blue Next button.

5. Congratulations, you are now logged in!

Go to Gmail:

1. Click on the "Waffle" icon near your Initial or Profile picture.

2. Select the Gmail icon

Layout of Gmail:

Read an email:

1. Click on the email you wish to read in your inbox.
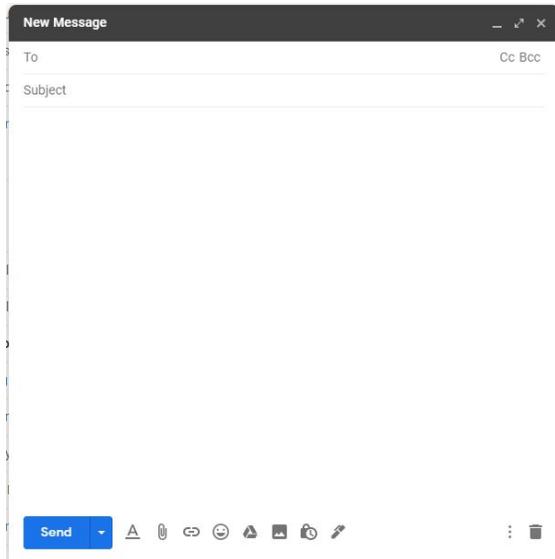
Reply to an email:

1. Click the reply button in the upper right of the email, when in read mode.
2. Write your email.
3. Click Send.

Delete an email:

1. Click the trash can icon at the top of your email read window.

Layout of a Compose box

Write/Compose and send an email:

1. Click Compose.
2. Write your email.
3. Click Send.

Attach files to your email message from the Computer:

1. Click Compose.
2. At the bottom, click Attach.
3. Choose the files you want to upload.
4. Click Open.

Tip: Add an image by dragging it directly into the compose window.

Attach files to your email message from Google Drive:

1. At the top left, click Compose.
2. Click Google Drive.
3. Select the files you want to attach.
4. At the bottom of the page, decide how you want to send the file:
   Drive link: This works for any files stored in Drive, including files created using Google Docs, Sheets, Slides, or Forms.
   Attachment: This only works for files that weren't created using Google Docs, Sheets, Slides, or Forms.
5. Click Insert.
6. Send your message when you are ready.
   NOTE: You may be asked to adjust your file sharing permissions if you share as a Drive link.

Remove an attachment (that you planned to send):

To the right of the attachment name, click Close ✕ .

Download Attachments to your computer or Chromebook:

1. Open an email message.
2. Hover your mouse over the thumbnail, then click Download ⬇ .
3. Locate your downloaded file on your device to open the file.

Download Attachments to Google Drive:

1. Open an email message.
2. Hover your mouse over the thumbnail, then click Save to Drive ▲ .
3. Locate your downloaded file in Google Drive.

Search your Gmail account for a keyword, sender, or email subject:

1. In the Search Box at the top of Gmail, enter what you'd like to find.
2. Press Enter.
3. Look through the results and click on the email that you wish to read.