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

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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.

Google Sign in Use your Google Account	Google Welcome (2) student@student.apwschools.org ~				
Email or phone	Enter your password				
Not your computer? Use Guest mode to sign in privately. Learn more	Forgot password? Next				
Create account Next					
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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:

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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:

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- 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 \mathbb{U} .
- 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 $\stackrel{*}{=}$.
- 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 \bigstar .
- 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.