

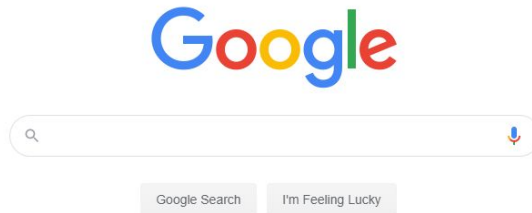
# GSuite for Education

## Logging into Google Chrome

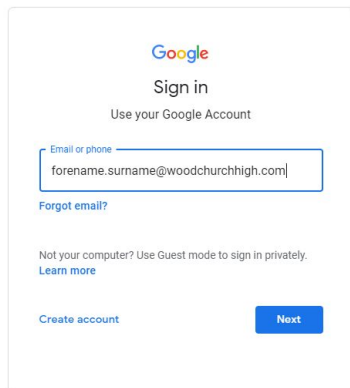
To log into the Google Chrome browser with your new @woodchurchhigh.com account please do the following:

Open up the Google Chrome Browser

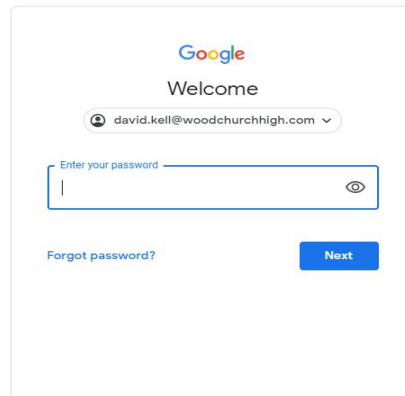
In the top right hand corner click on the 'Sign In' button



You will then be prompted to enter your new Google email address and then your password, the first time you login you will be asked to enter a password of your own choosing. This will need to be 8 characters long with a capital letter and a symbol.

A screenshot of the Google Sign in page. It features the Google logo and the text 'Sign in' and 'Use your Google Account'. There is a text input field for 'Email or phone' containing the placeholder text 'forename.surname@woodchurchhigh.com'. Below the input field is a link for 'Forgot email?'. There is also a link for 'Not your computer? Use Guest mode to sign in privately. Learn more'. At the bottom left is a link for 'Create account' and at the bottom right is a blue 'Next' button.

English (United States) ▾ Help Privacy Terms

A screenshot of the Google password entry page. It features the Google logo and the text 'Welcome'. There is a dropdown menu showing the email address 'david.kell@woodchurchhigh.com'. Below that is a text input field for 'Enter your password' with a password strength indicator and an eye icon. Below the input field is a link for 'Forgot password?' and a blue 'Next' button.

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**Please remember your password.**

*ICT Support will not retain your password but do have the ability to reset it if needed.*

Once you have logged into Chrome you will see that in the top right hand corner it will show your first Initial. Next to your initial are 9 small squares (this is called the waffle). Within the waffle are all of the programs that you need.

Gmail is your email program

Drive is where all your work is saved

Classroom will be where your home learning tasks will be set

Docs is your word processor (Word)

Sheets is a spreadsheet application (Excel)

Slides is a presentation package (Powerpoint)

