

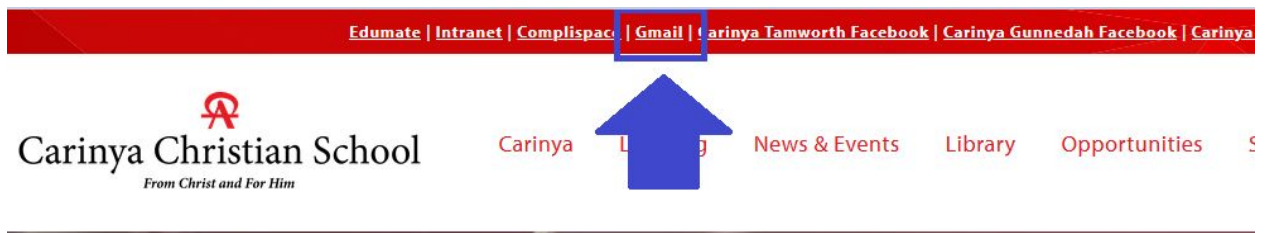
Logging into Google Mail & Classroom

To log into Google Mail please follow these steps:

1. Go to the Carinya website at www.carinya.nsw.edu.au



2. Click on the **Gmail** link at the top of the webpage.



3. Clicking on the **Gmail** link will open up the following webpage.

Carinya
CHRISTIAN SCHOOL
From Christ and For Him

Carinya Christian School Email Powered By **NextMail**

Enter your username and password

A service has requested you to authenticate yourself. Please enter your username and password in the form below.

Username

Password

Help! I don't remember my password.

You need to enter the same username and password which you user to access the computers at school. If you have done this but are still unable to logon use the network admin helpdesk to get assistance.

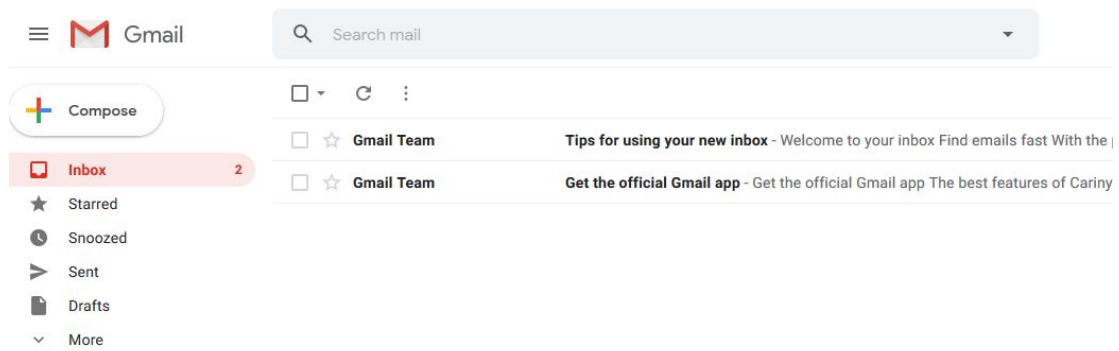
4. Enter in the username and password and click the **Login** button.

Please note that students' username will start with the first letter of their first name and then their surnames. For example, student Jane Smith's username will be **jsmith**.

Each student username is unique. So some students will have a username in a different format. This format is first name and then surname. So in the case of Joan Smith, her username will be **joansmith**.

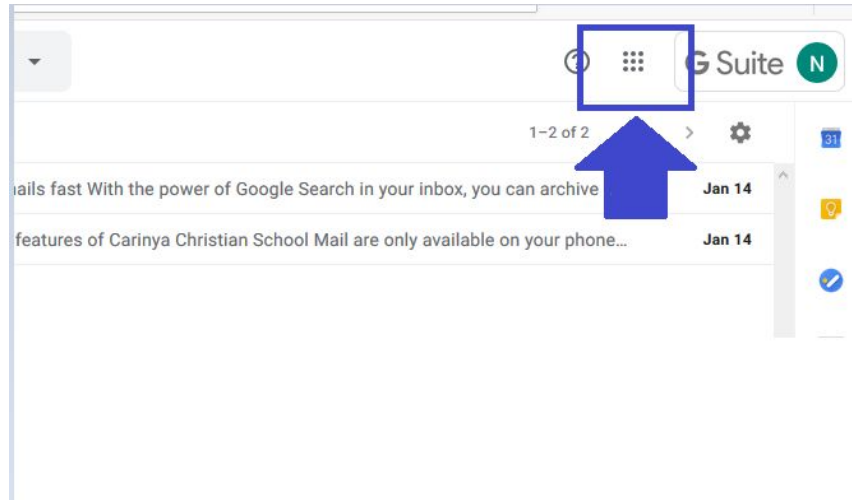
Note: each student's username and password will be communicated to parents and caregivers in due course.

Once a student logs in GMail will open.

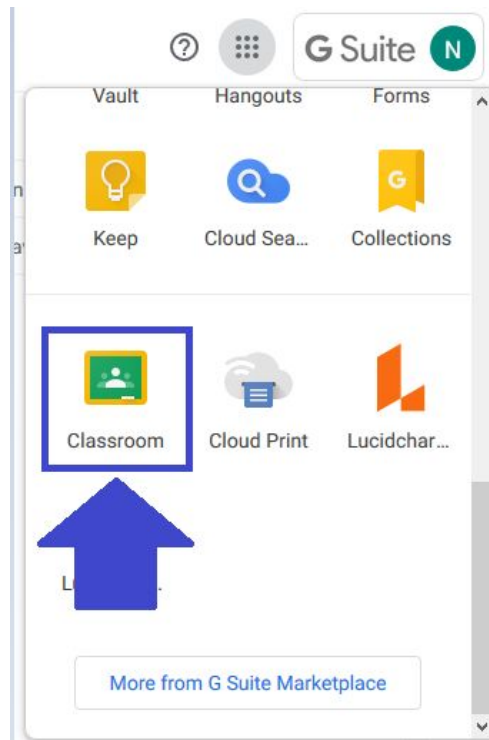


5. To log into Google Classroom follow these steps.

Click on the **waffle icon** in the top right hand corner of the screen.

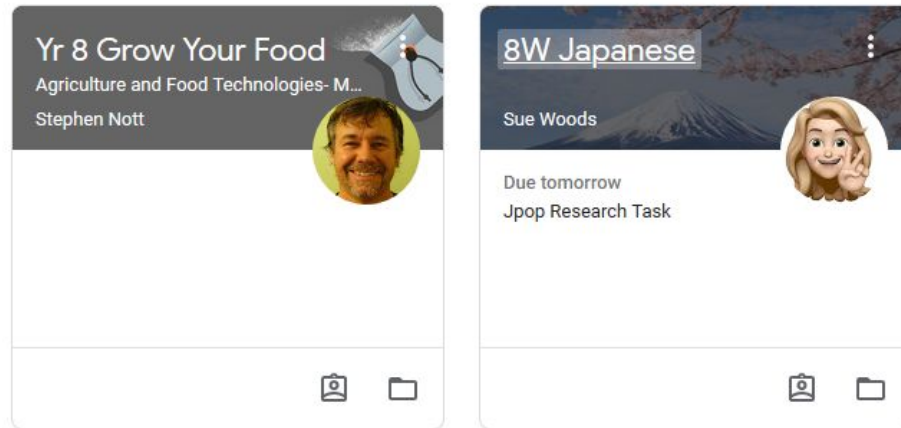


A screen will open, scroll to the bottom of the screen and click **Classroom**.



Google Classroom will open and the subject classrooms will appear on screen.

☰ Google Classroom



Double click to access the Google Classroom.

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