

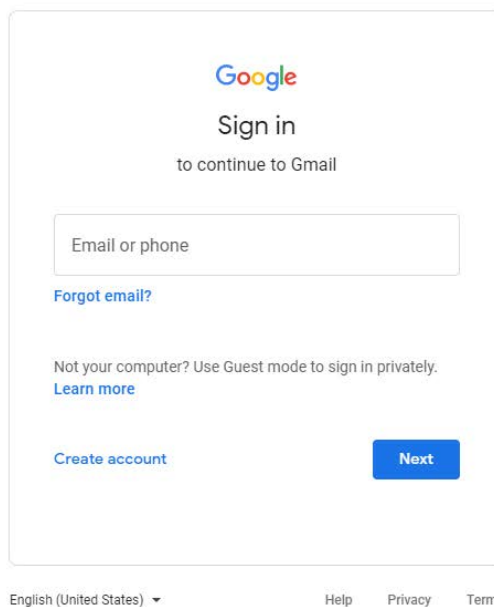
Setting up

Google Workspace

(Windows Desktops & Laptops)

Step 1: Setting up Gmail.

- Open your browser and go to www.gmail.com and **SIGN IN (Do not sign up)**.
- If you are already signed in with an existing account, then click on the circular icon on the top right corner and then select “**Add another account**” from the drop-down menu.
- You should arrive here:



The screenshot shows the Google Sign in page. At the top is the Google logo. Below it, the text reads "Sign in to continue to Gmail". There is a text input field labeled "Email or phone". Below the input field is a link for "Forgot email?". Further down, there is a note: "Not your computer? Use Guest mode to sign in privately." with a "Learn more" link. At the bottom left is a "Create account" link, and at the bottom right is a blue "Next" button. At the very bottom of the page, there are links for "English (United States)", "Help", "Privacy", and "Terms".

- Your email is based on your ID number and follows the following format:

ID@bemsbd.org

For example, if a student's ID is 432, then the student's email will be 432@bemsbd.org

Enter your email here.

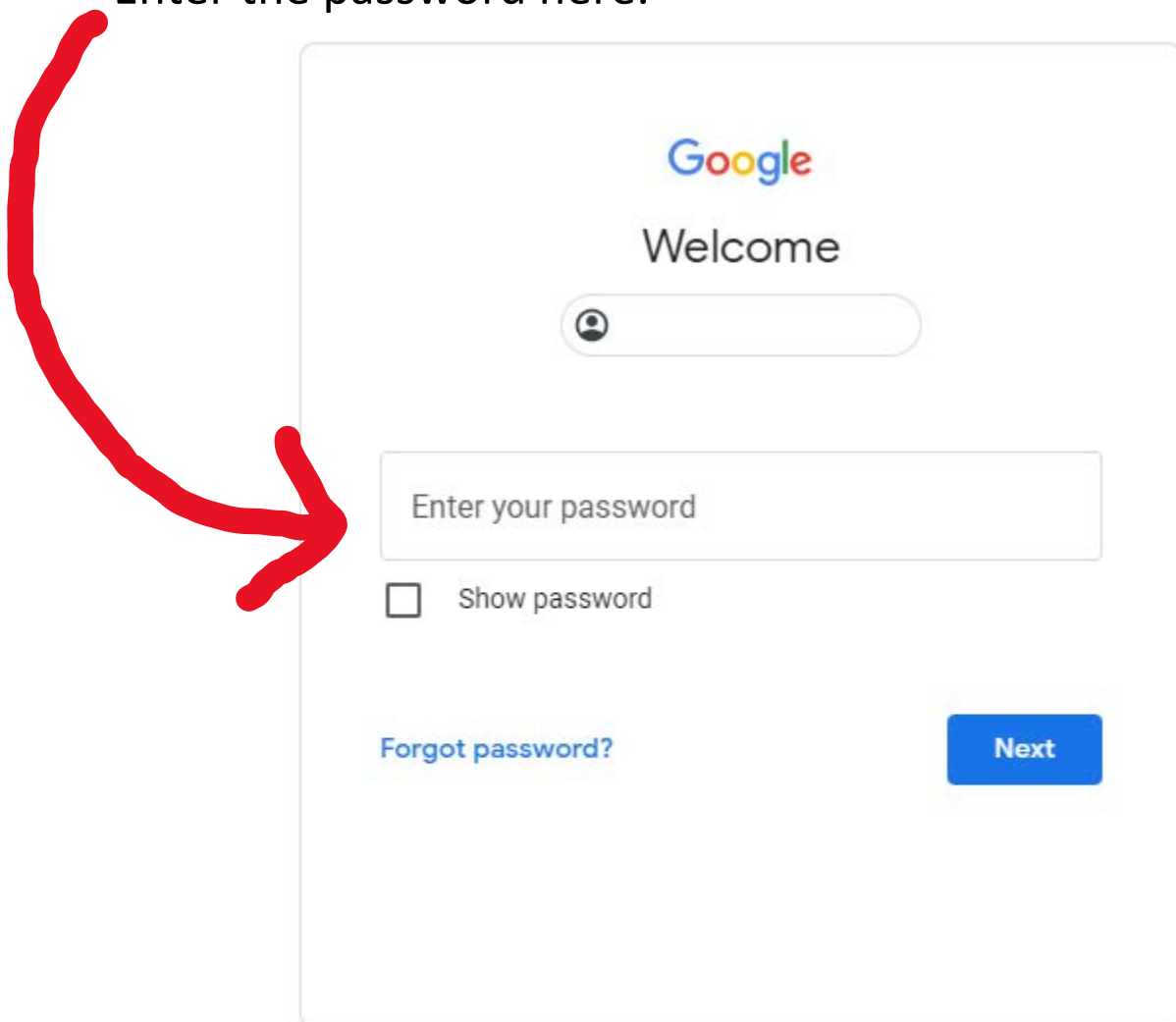
A screenshot of the Google sign-in page. At the top is the Google logo, followed by the text 'Sign in to continue to Gmail'. Below this is a text input field labeled 'Email or phone'. Underneath the input field is a blue link for 'Forgot email?'. Further down, there is a line of text: 'Not your computer? Use Guest mode to sign in privately.' with a blue link 'Learn more' below it. At the bottom left is a blue link 'Create account', and at the bottom right is a blue button labeled 'Next'.

English (United States) ▾

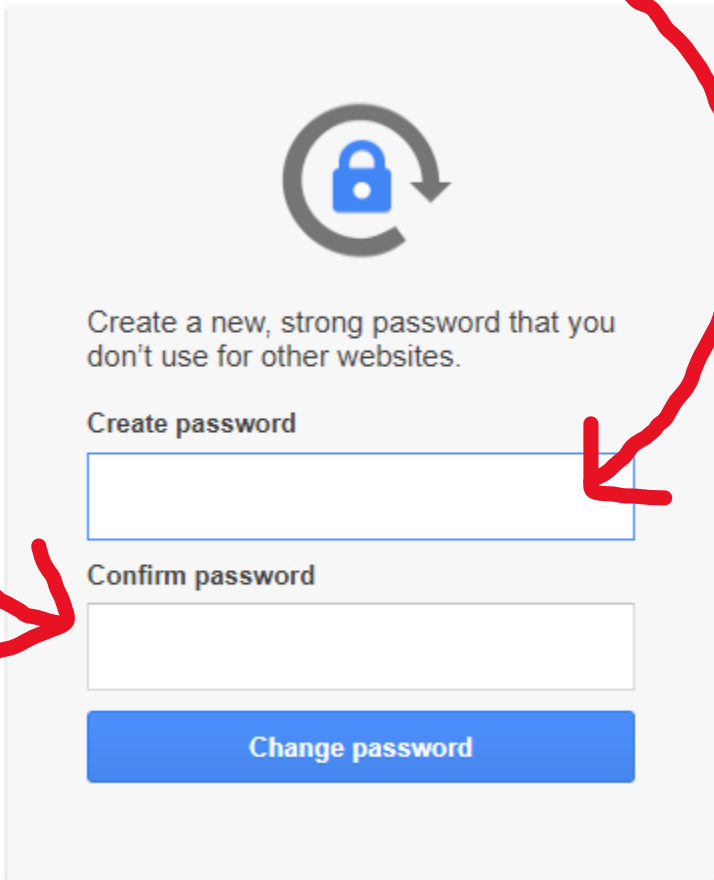
[Help](#) [Privacy](#) [Terms](#)

- You will be asked for the password in the following page. Your password is the **same as your email**. For example, if a student's email is 432@bemsbd.org, then the password is also 432@bemsbd.org.

Enter the password here.



- In the next page, **click 'Accept'** to accept the terms & conditions.
- After accepting the terms & conditions, you will be asked to create a new password. Please type your new password in these fields.



The image shows a password creation form with a blue padlock icon and a circular arrow. The text reads: "Create a new, strong password that you don't use for other websites." Below this are two input fields: "Create password" and "Confirm password". A blue button labeled "Change password" is at the bottom. Red arrows point to the input fields, and a red circle highlights the entire form area.

Make sure your password is at least 8 characters long.

Click on "**Change Password**". This is now your new password. **DO NOT FORGET THIS PASSWORD.**

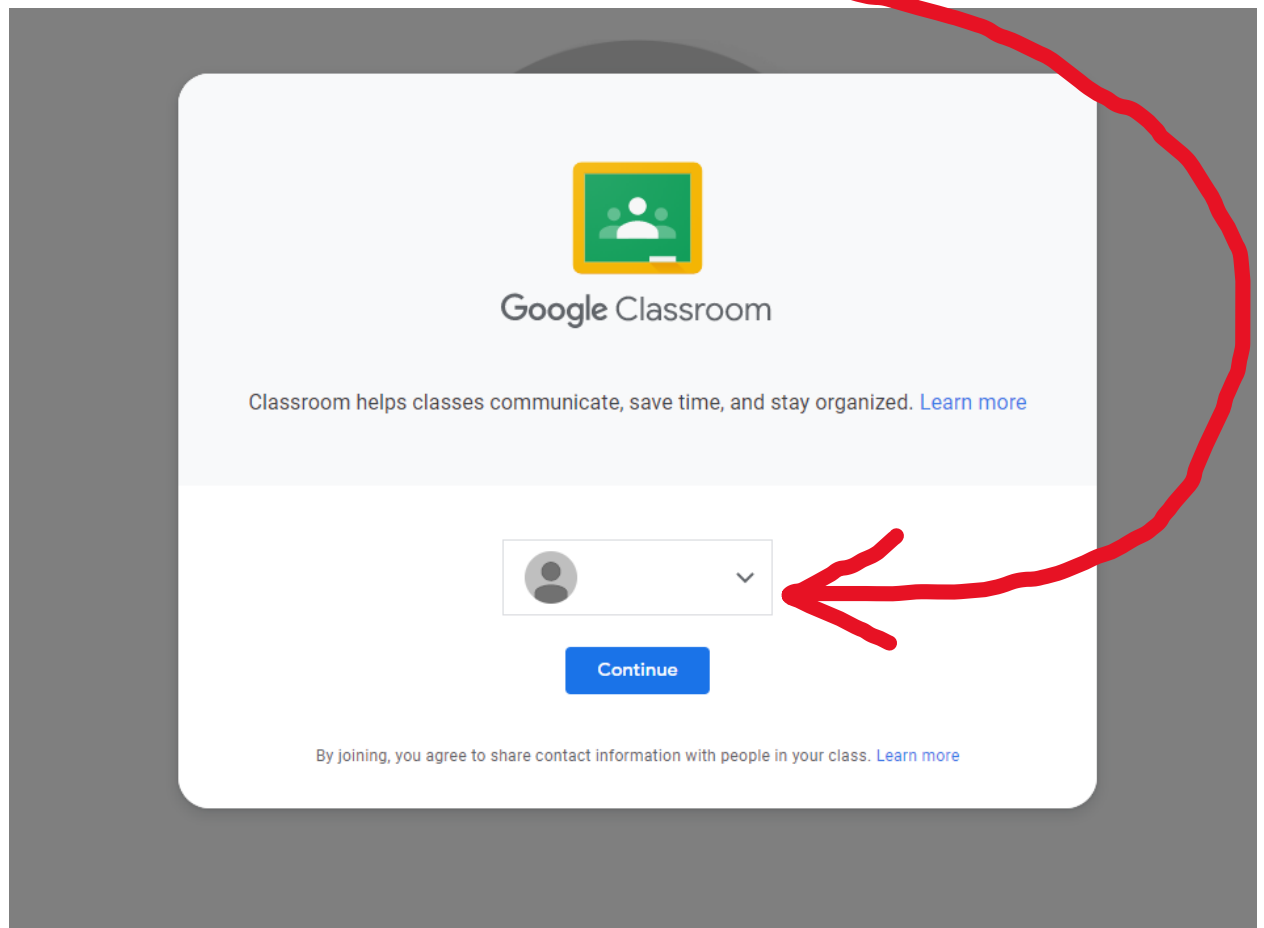
- You will now get access to your Gmail account. Follow up on any pop-ups that may appear on your screen.
- Good job! You have created your **Gmail account**. Use this for sending/receiving emails to/from school.

All updates/notices/announcements/class routines will be sent directly to your email from now on.

Let us now set up Google Classroom.

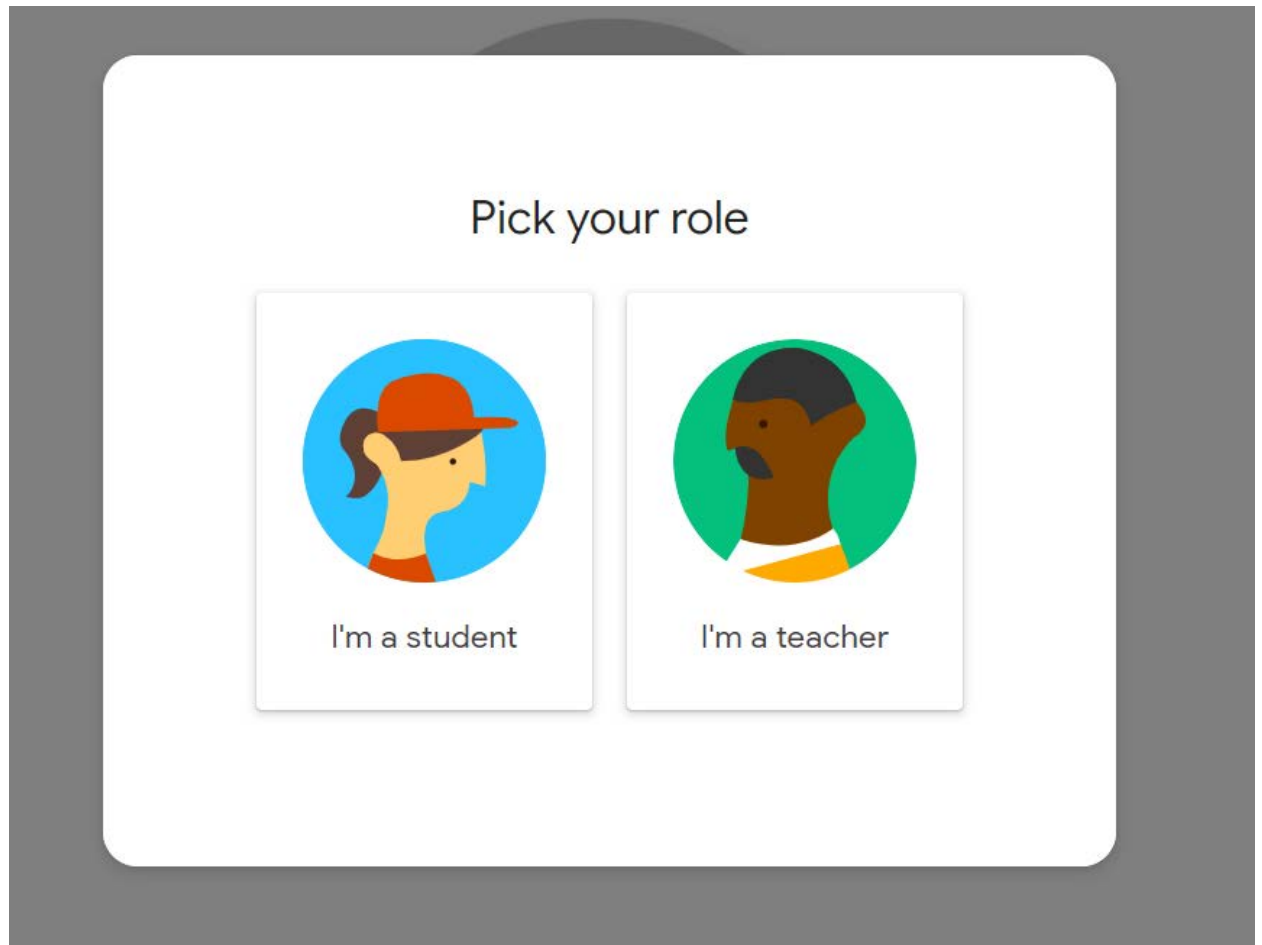
Step 2: Setting up Google Classroom.

- Go to <https://classroom.google.com/h>.
- A pop-up box will appear asking you to select your account. You may see your name on this box. Make sure your school email is selected here.



Click **Continue**.

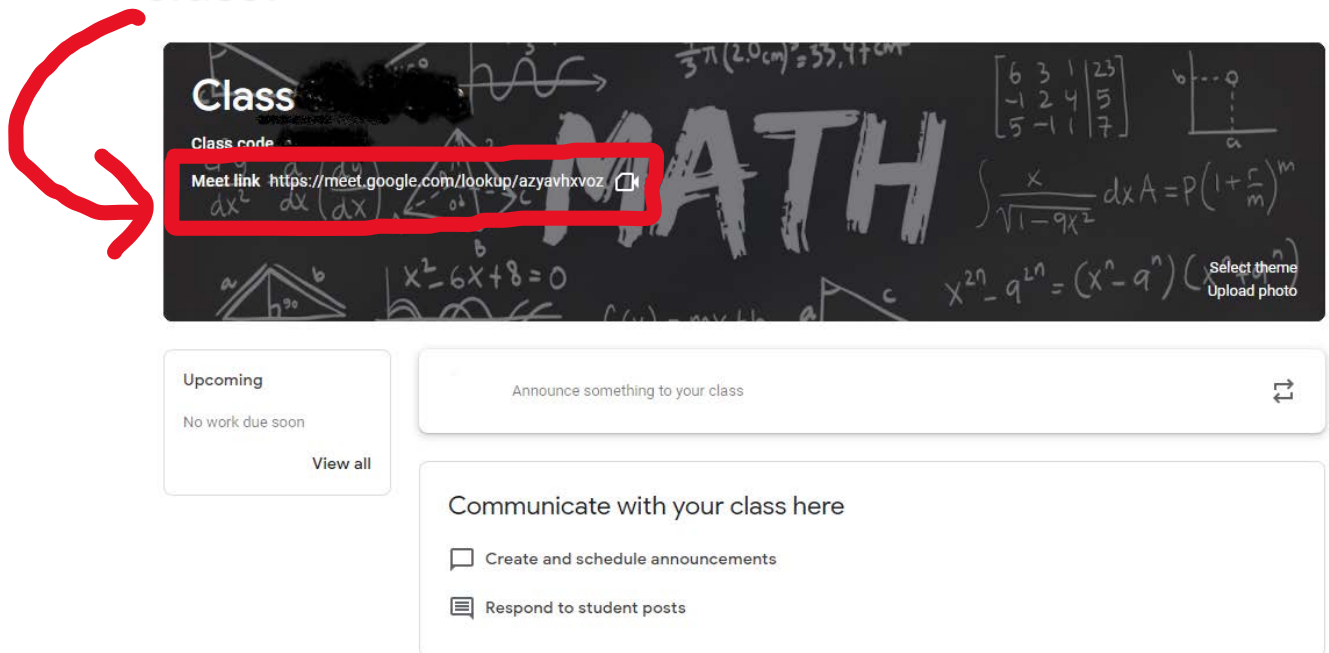
- Click on **I'm a student**.



- Voila! You are now logged in to your Google Classroom account. On the dashboard, you will see a box with your class name on it.

Step 3: How to attend a class?

- Go inside a class by clicking on it. You will see a Google Meet link on the banner. Click on that link to attend that class.



The screenshot displays a Google Classroom interface. At the top, there is a class banner with a dark background and white mathematical formulas. The word "MATH" is prominently displayed in the center. A red box highlights the "Meet link" field, which contains the URL <https://meet.google.com/lookup/azyvvhxvoz>. A red arrow points from the left towards this link. Below the banner, there are three main sections: "Upcoming" (showing "No work due soon" and a "View all" link), "Announce something to your class" (with a refresh icon), and "Communicate with your class here" (with options to "Create and schedule announcements" and "Respond to student posts").

Morning shift starts from 7:45am.

Day shift starts from 1:00pm.

NOTE: If you attend your online class before your teacher, you'll be sent in a waiting room. Wait for your teacher to join and give you access.

If you face any technical problems during the setup process, please email here:

admin@bemsbd.org