

Setting up

# Google Workspace

(Android/iOS Phones & Tablets)

## Step 1: Making sure you got everything you need on your device.

- Do you have a screen lock on your phone? If yes, go to the next step. If no, please set a screen lock on your phone (PIN, Pattern, Fingerprint lock etc.). **THIS STEP IS REQUIRED.**
- Please check if you have these two apps pre-installed on your device:



Gmail



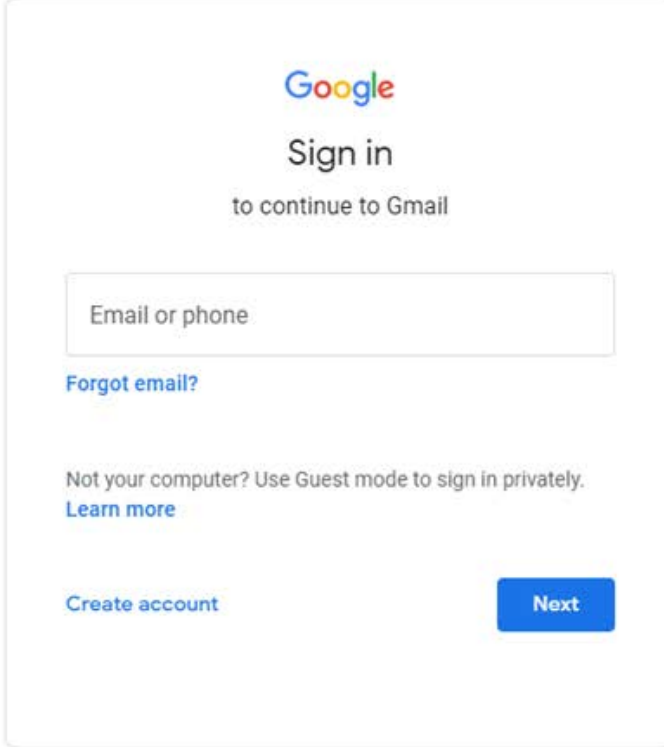
Google Classroom

If you do not have these apps, please download, and install these two apps, Gmail and Google Classroom, from the Play Store (Android)/ App Store (iOS).

- Move on to the next step once you have **these 3 things**: Screen lock, Gmail and Google Classroom app.

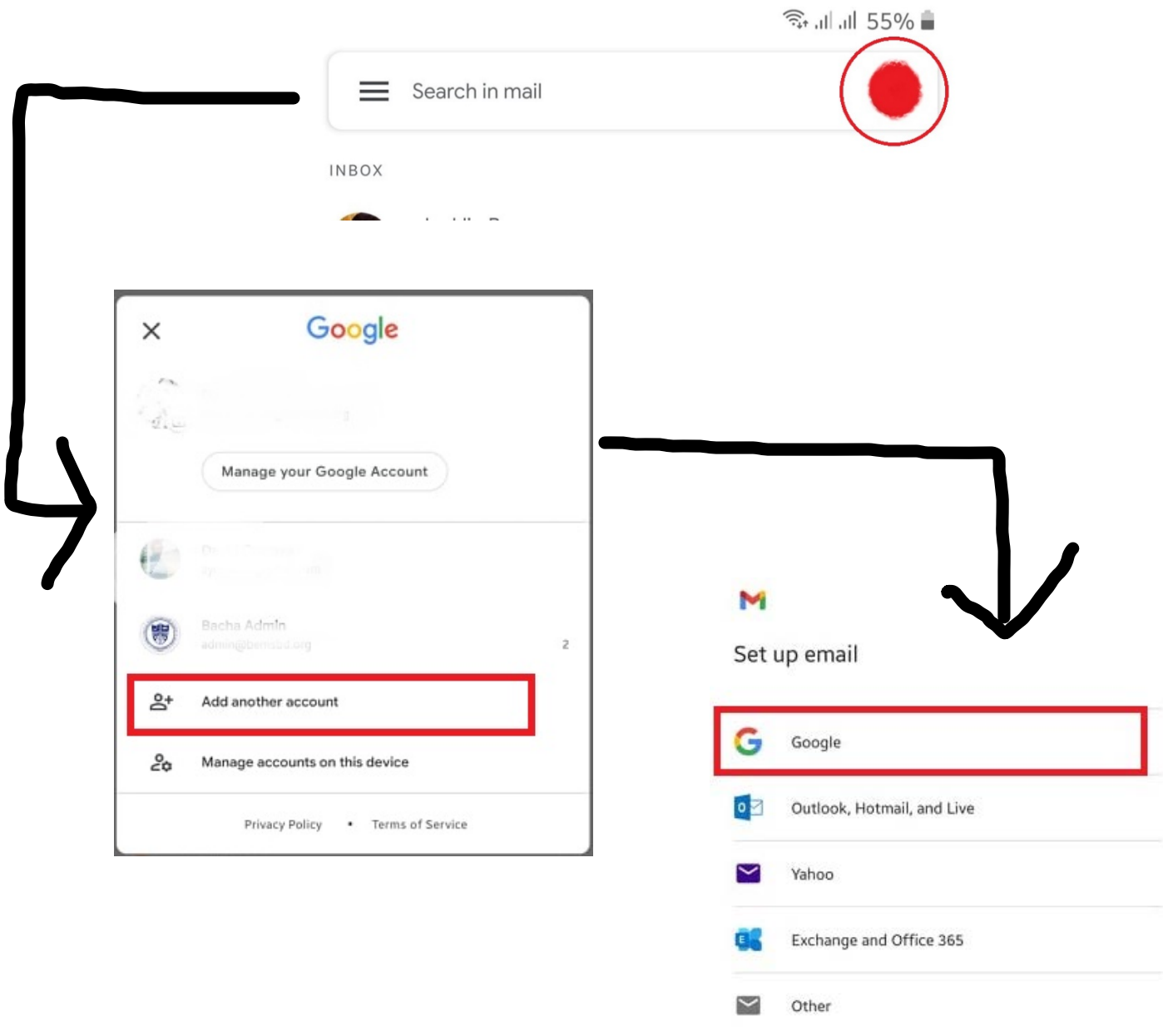
## Step 2: Setting up Gmail.

- Open your Gmail app.
- If you are opening the Gmail app for the first time, you should arrive here (appearance may vary across devices):



The screenshot shows the Gmail sign-in interface. At the top center is the Google logo. Below it, the text reads "Sign in" followed by "to continue to Gmail". A text input field is present with the placeholder text "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 link for "Create account", and at the bottom right is a blue button labeled "Next". At the very bottom of the screen, there are three links: "English (United States)" with a dropdown arrow, "Help", "Privacy", and "Terms".

If you are already using Gmail and 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 pop-up menu. Select Google on the following page.

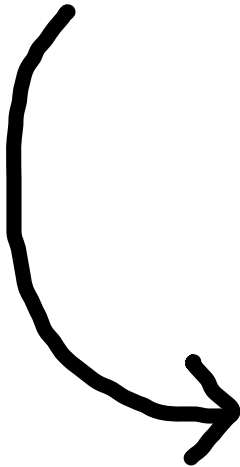


- Your email is based on your ID number and follows the following format:

**ID@bemsbd.org**

For example, if a student's ID is 432, then the student's email will be [432@bemsbd.org](mailto: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 are links for 'Forgot email?', 'Not your computer? Use Guest mode to sign in privately. Learn more', and 'Create account'. A blue 'Next' button is located at the bottom right of the sign-in area.

English (United States) ▾

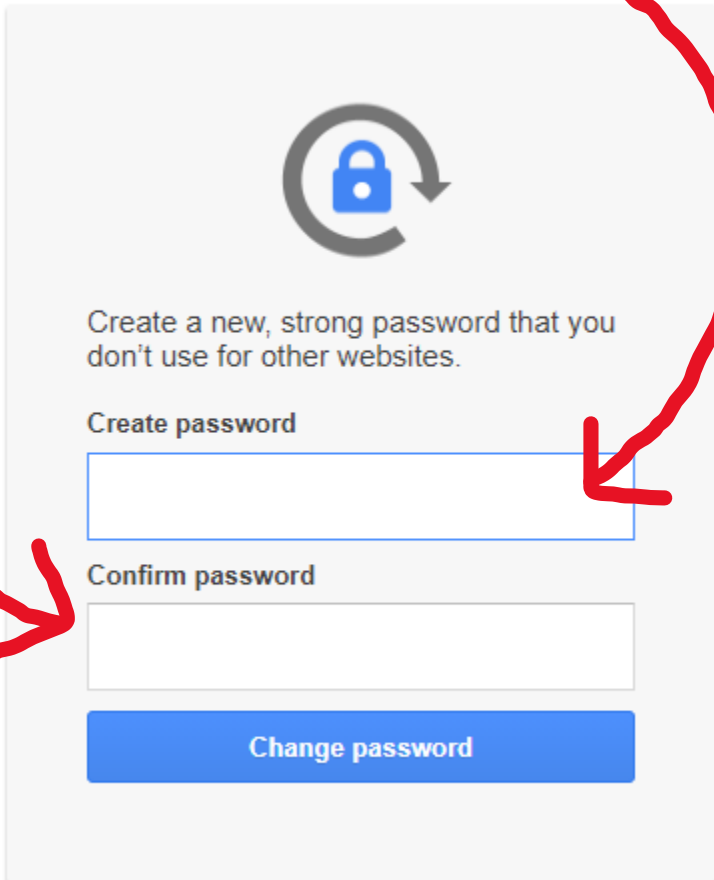
[Help](#) [Privacy](#) [Terms](#)

- 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](mailto:432@bemsbd.org), then the password is also [432@bemsbd.org](mailto:432@bemsbd.org).

Enter the password here.

English (United States) ▾ Help Privacy Terms

- In the next page, **tap '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 mobile app screen for creating a new password. At the top, there is a circular icon with a blue padlock and a grey arrow pointing clockwise. Below the icon, the text reads: "Create a new, strong password that you don't use for other websites." There are two input fields: "Create password" and "Confirm password". A blue button labeled "Change password" is at the bottom. Red arrows and a red circle highlight the input fields and the button.

Make sure your password is at least 8 characters long.

Tap on '**Next**'. This is now your new password.  
**DO NOT FORGET THIS PASSWORD.**

- Tap on 'I agree' on the following page.
- 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.

**Now, let us set up Google Classroom.**



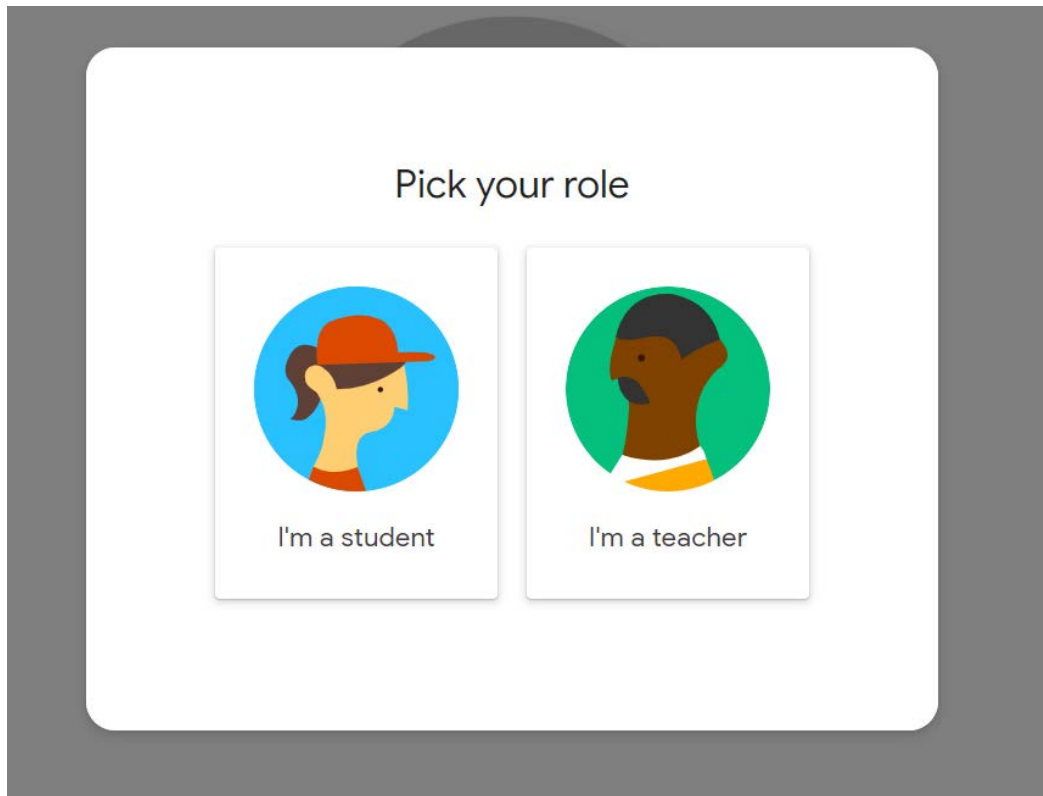
## Step 2: Setting up Google Classroom.

- Go to Google Classroom app.
- Tap on Get Started



- A menu should appear with a list of all your active email accounts. Please tap on the BEMSBD.ORG account.

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



- Voila! You are now logged into 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 tapping on it. You will see a video icon on the top right corner. Tap on that icon to attend the class.



**IMPORTANT NOTICE BELOW**

**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](mailto:admin@bemsbd.org)**