

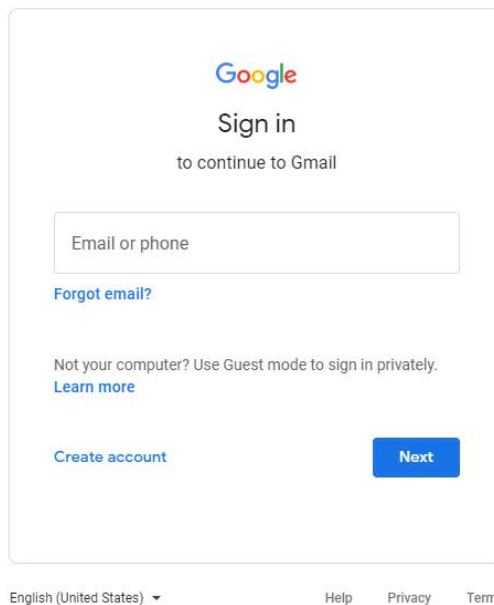
Setting up

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:



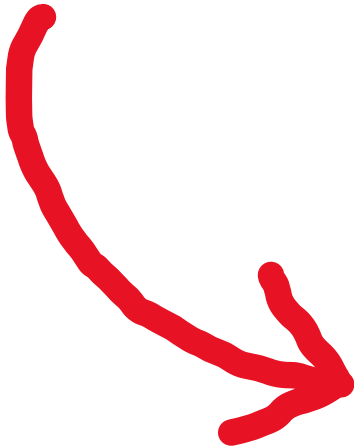
The screenshot shows the Gmail sign-in page. At the top center is the Google logo. Below it, the text reads "Sign in to continue to Gmail". There is a text input field labeled "Email or phone". Below the input field is a link for "Forgot email?". Further down, there is a note: "Not your computer? Use Guest mode to sign in privately." with a "Learn more" link. At the bottom left is a link for "Create account" 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 4312, then the student's email will be 4312@bemsbd.org

Enter your email here.

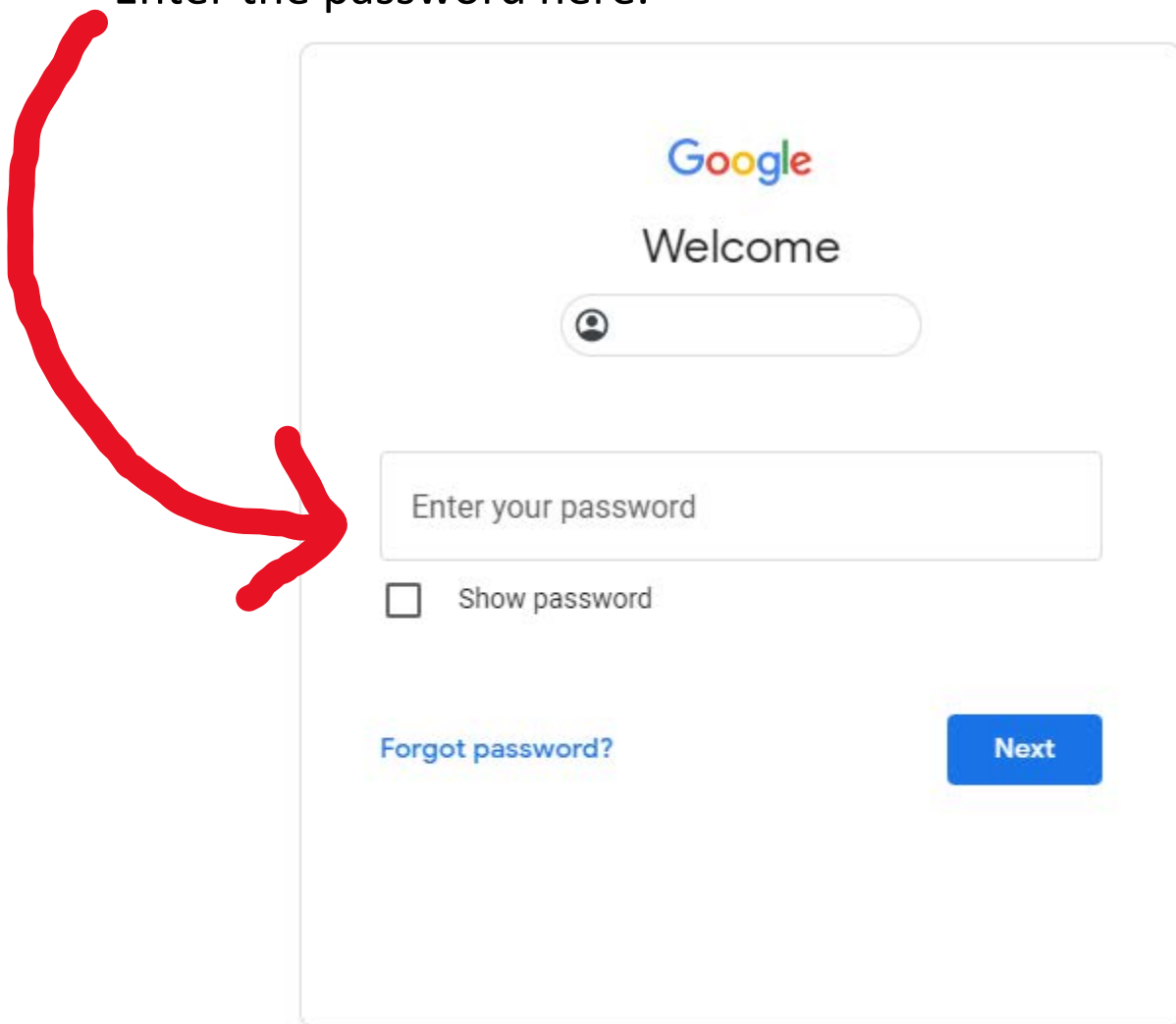
A screenshot of the Google sign-in page. At the top is the Google logo, followed by the text 'Sign in to continue to Gmail'. Below this is a text input field labeled 'Email or phone'. Underneath the input field are links for 'Forgot email?' and 'Not your computer? Use Guest mode to sign in privately. 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](#)

- 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 4312@bemsbd.org, then the password is also 4312@bemsbd.org.

Enter the password here.



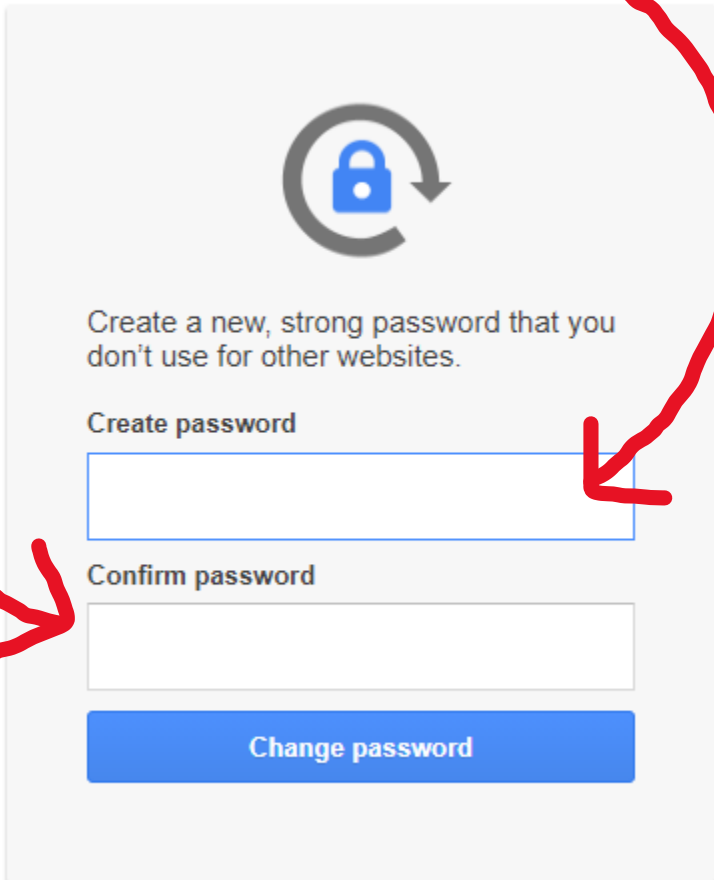
English (United States) ▼

[Help](#)

[Privacy](#)

[Terms](#)

- 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 "Create password" field, the "Confirm password" field, and the "Change password" button. A red circle highlights the top part of the form.

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 will be sent directly to your email from now on.