

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 this app pre-installed on your device:

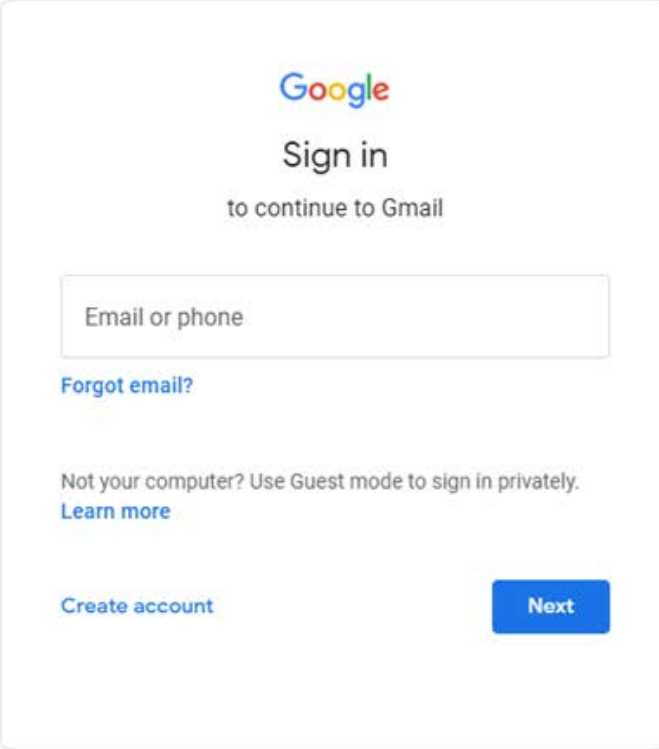


If you do not have this, please download, and install the Gmail app from the Play Store (Android)/App Store (iOS).

- Move on to the next step once you have **these 2 things**: Screen lock and Gmail app.

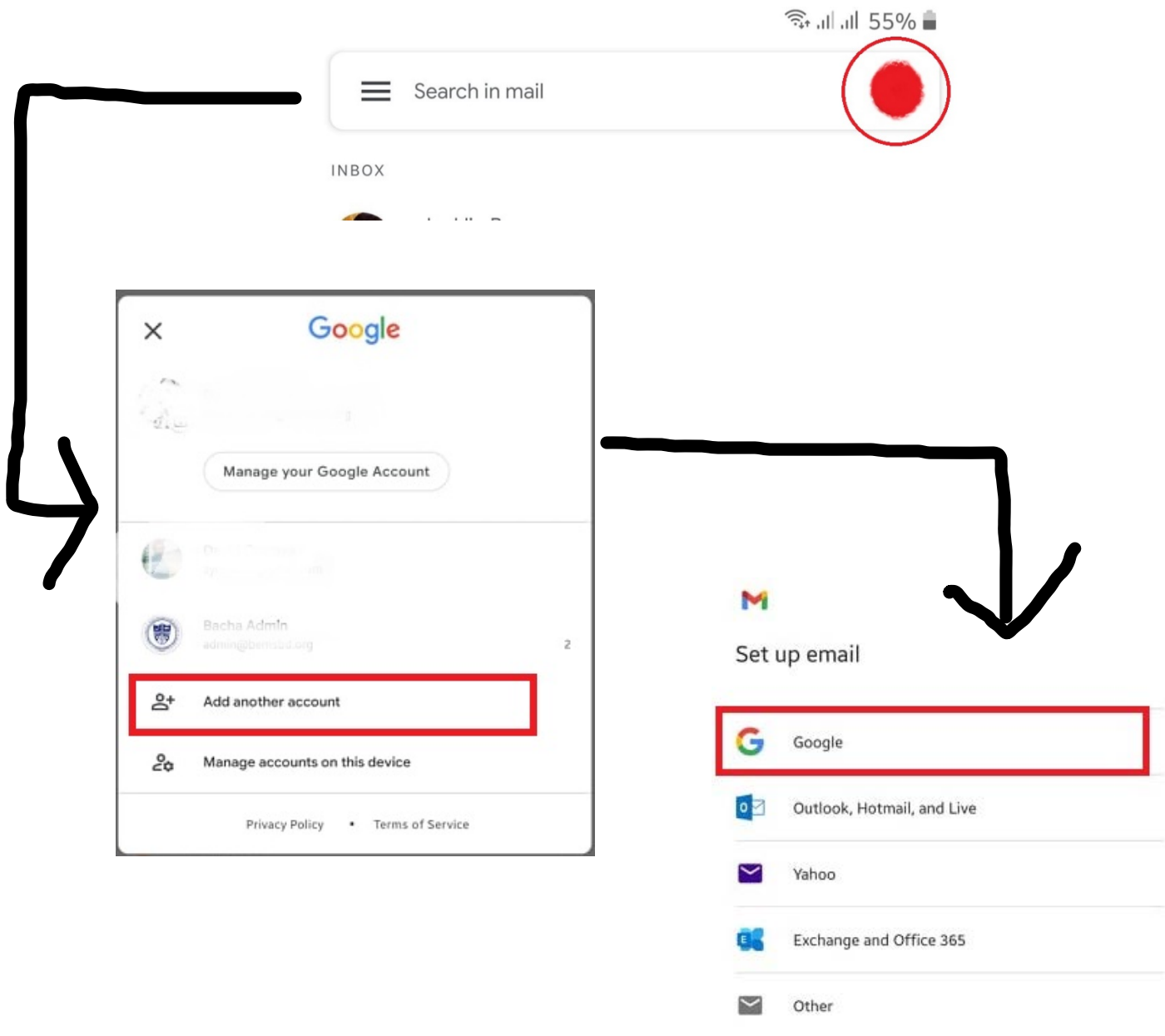
Step 2: Setting up Gmail.

- 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, the Google logo is displayed in its multi-colored font. Below it, the text "Sign in" is centered, followed by "to continue to Gmail". A text input field with the placeholder "Email or phone" is positioned below the text. Underneath the input field is a blue link labeled "Forgot email?". Further down, there is a line of text: "Not your computer? Use Guest mode to sign in privately." followed by a blue link "Learn more". At the bottom left, there is a blue link "Create account". At the bottom right, there is a blue button labeled "Next". At the very bottom of the screen, there is a language selector "English (United States)" with a dropdown arrow, and three links: "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.

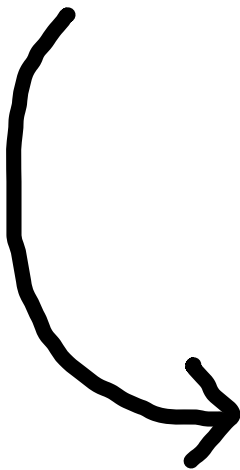


- Your email is based on your ID number and follows the following format:

ID@bemsbd.org

For example, if a student's ID is 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?', '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) ▾

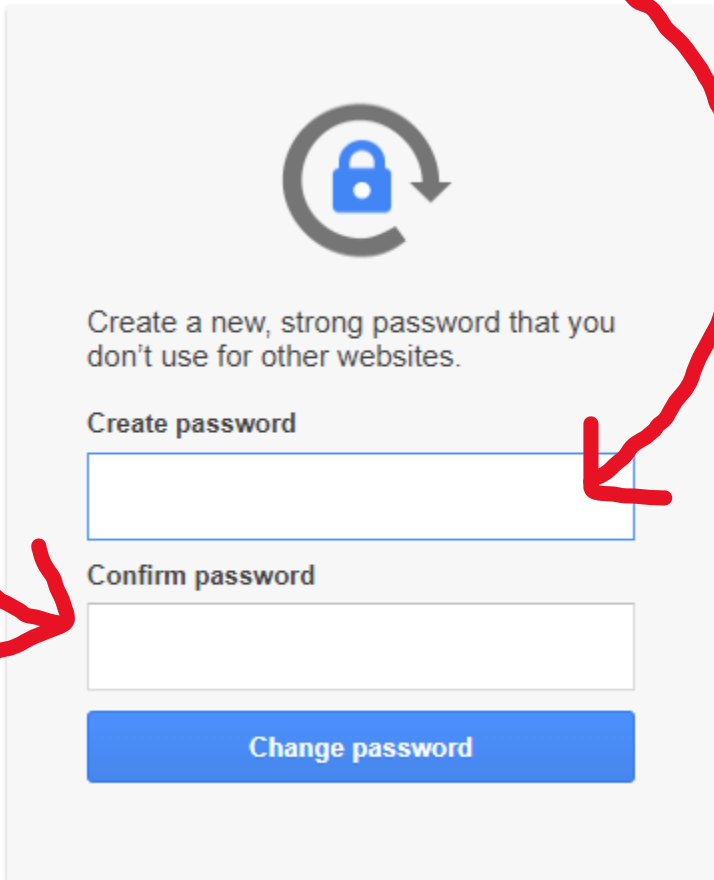
[Help](#) [Privacy](#) [Terms](#)

- 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 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, **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 annotations include a large circle around the entire form, a red arrow pointing from the top right to the "Create password" field, and another red arrow pointing from the left side to the "Confirm password" field.

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 will be sent directly to your email from now on.