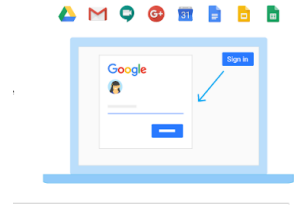




G Suite instructions



Sign in

Start by signing in to your account.

Go to www.google.com and in the top-right corner, click Sign in.

Enter your G Suite email address (example: smith123d.311@crowlandsprimary.com) and password (example: sister3).

You will then be diverted to the page below



Please enter your USO username and password, then click the Login button.


Login

i If you are using a public or shared computer, please ensure that you log out and close all browser tabs so the next user is unable to access your account.

Note for system administrators: do not enable any browser features that re-open recently-viewed web pages at startup.

Username will be the first part of the email address before the @ sign (smithd123.311). The password is the one you just used on the first screen.



Click on what we have named the waffle  top right hand corner and you will have access to the google suite

