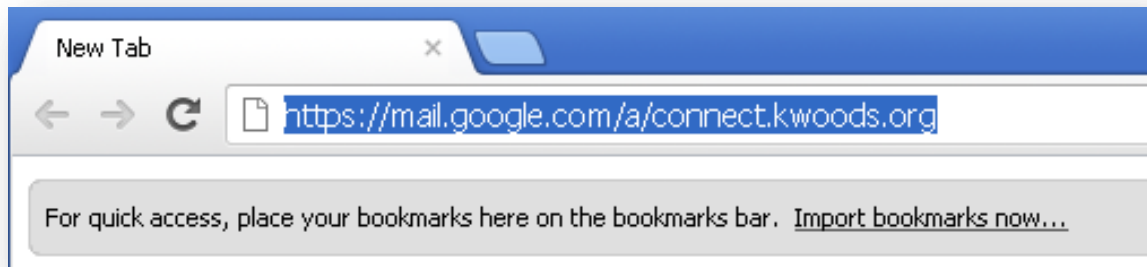


# HOW TO USE YOUR GOOGLE ACCOUNT AT KWOODS

1. Open your web browser
2. Go to <https://www.mail.google.com/a/connect.kwoods.org>



**YOU CAN ALSO SIMPLY GO TO MAIL.GOOGLE.COM, BUT YOU WILL HAVE TO TYPE IN "@CONNECT.KWOODS.ORG" WHEN YOU LOG ON. "@GMAIL.COM" WILL NOT WORK.**

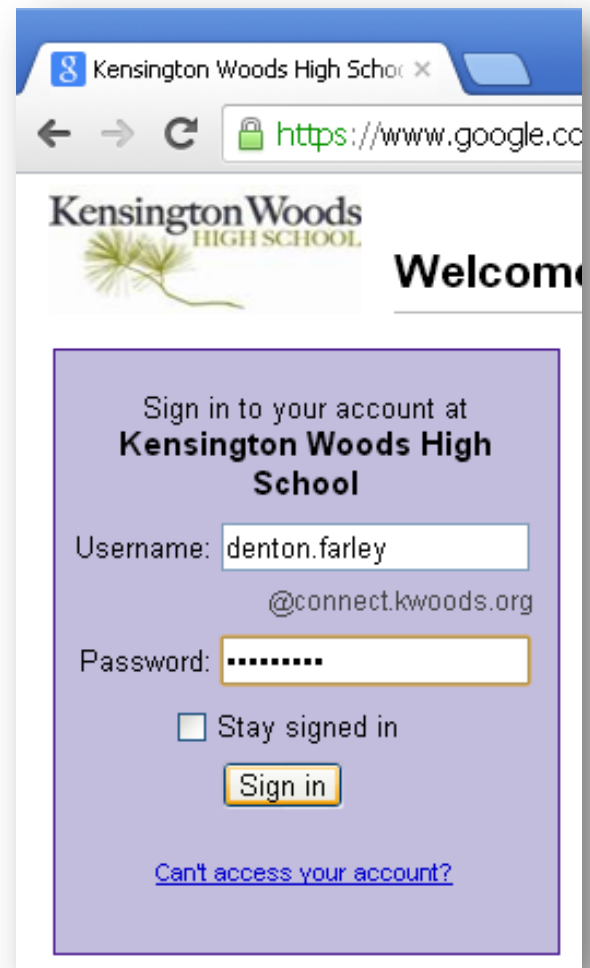
3. Log in using your username from school

Example:

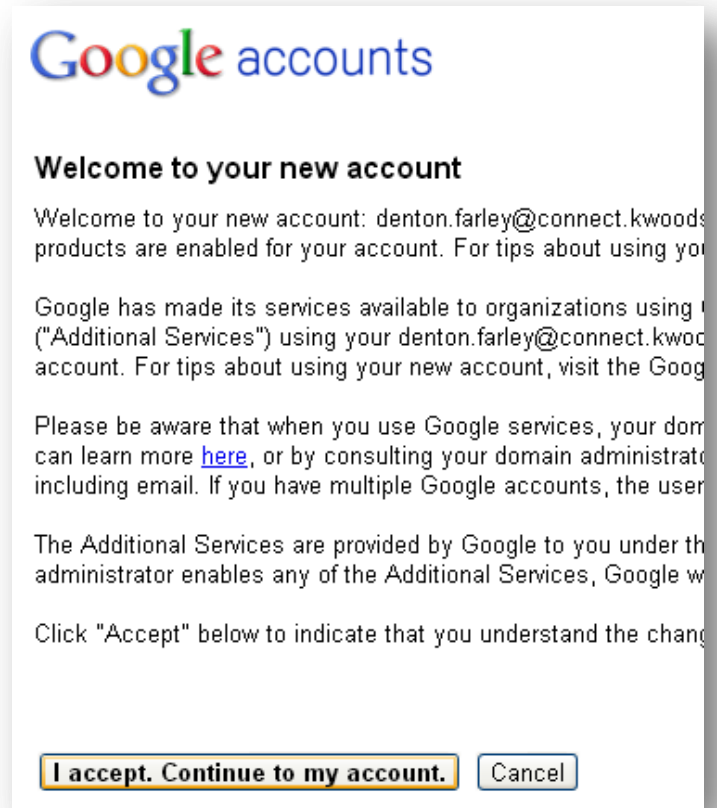
Username: denton.farley

Password: **kwoods123**

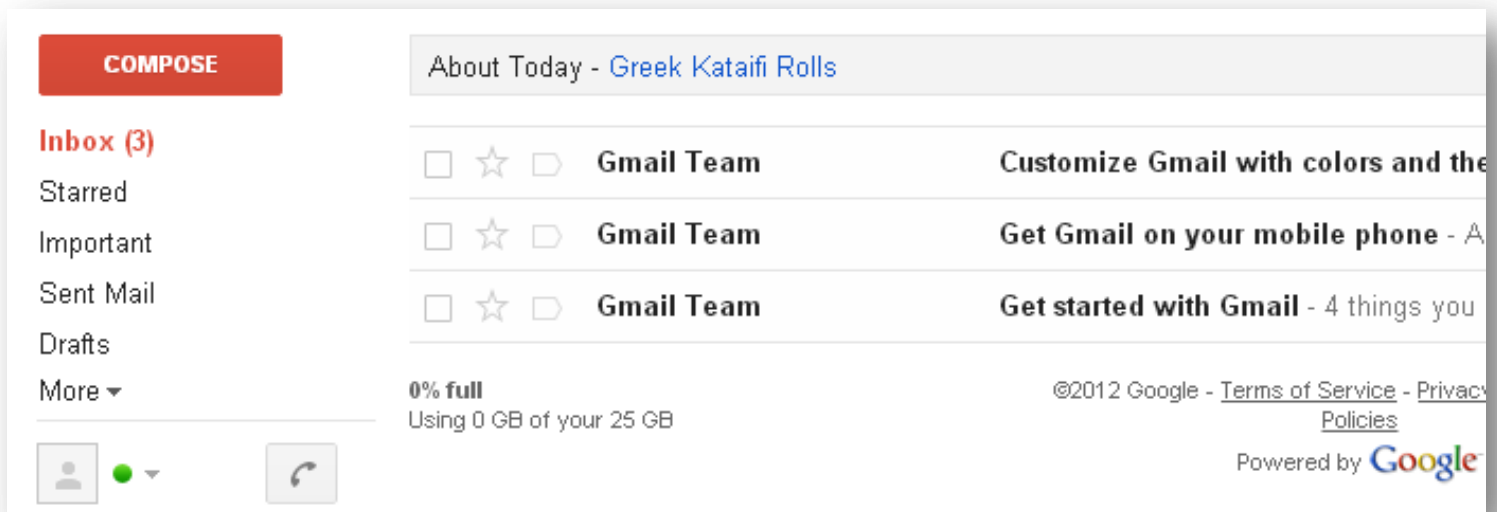
If you have never logged on before your password will be **kwoods123** Remember to change it to something you will remember and not forget.



4. Proceed by clicking the, "I accept. Continue to my account." button

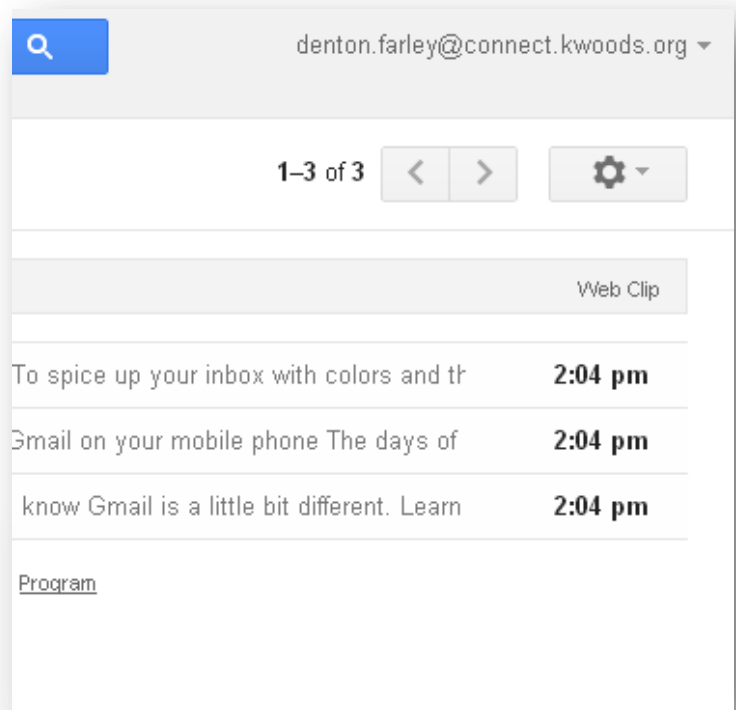
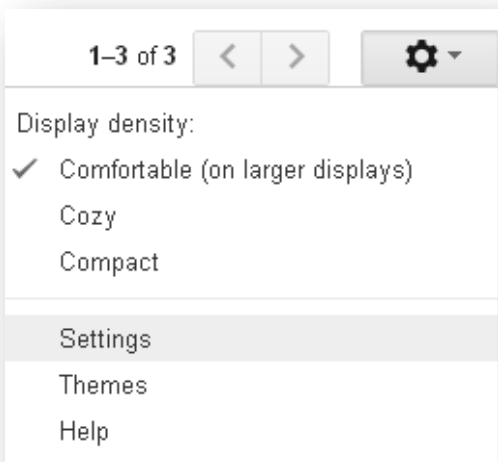


From here you can easily read or send emails.



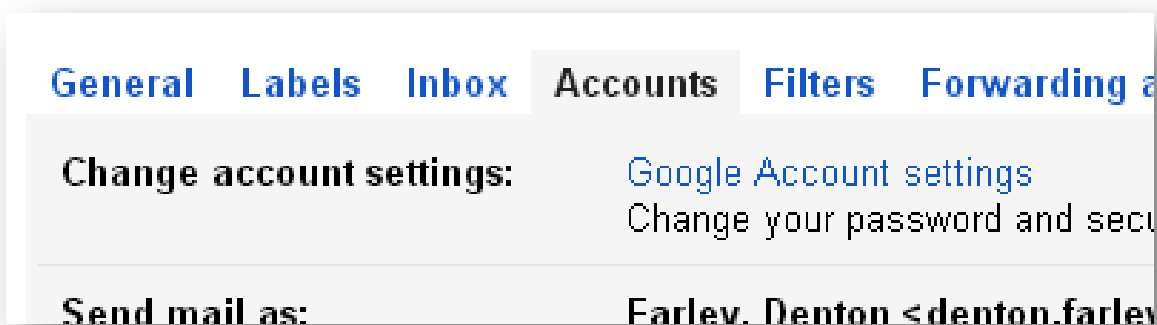
At any time, if you want to change your password follow these steps

1. Click on the gear in the right corner above your emails
2. Click settings

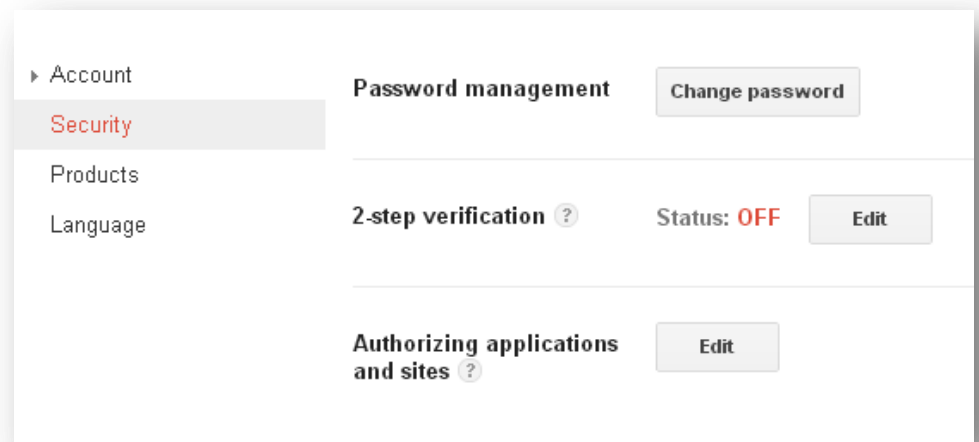


**(A HELPFUL REMINDER: IF YOU HAVE ANY PROBLEMS WITH YOUR PASSWORD, MAKE SURE TO TALK TO DENTON FARLEY AND HE WILL RESET YOUR PASSWORD.)**

3. Once you are in settings go to Accounts
4. Select "Google Account Settings"

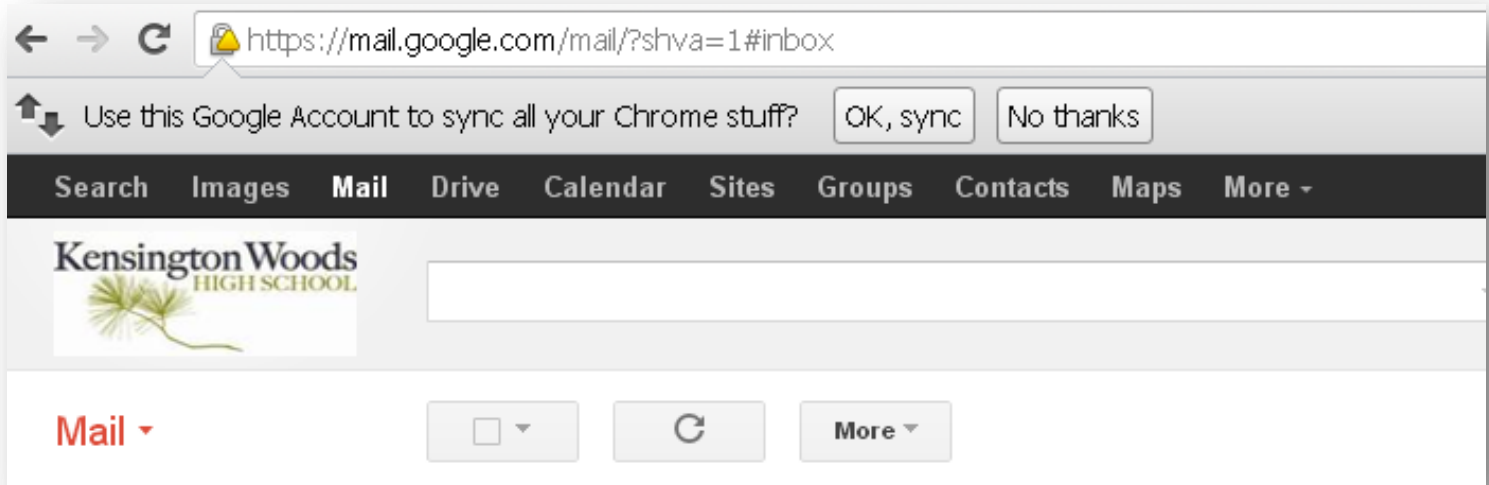


5. Then click security
6. Finally, click  
Change password.



Congratulations you are done close the window and you will return to your Google Drive and you can now explore the many options you have for using Google Drive!

If you look to the top black bar you can find your Google Drive. This is where all of your documents will go. Any of these files can easily be accessed by you from any computer in the school.



**PLEASE REFER TO THE “HOW USE YOUR GOOGLE ACCOUNT WITH MICROSOFT OFFICE,” IF YOU WANT TO SYNC YOUR DOCUMENTS IN MICROSOFT OFFICE.**