GSuite School Accounts for Students

Students cannot use their personal accounts for communication with teachers.

How to log into your Google account on a mobile device

1. Open **the Gmail** app on **your** iPhone, iPad, or Android **device**.
2. Tap **the "Sign in"** button at **the** bottom **of your** screen. Tap **the "Sign in"** button. …
3. Your account is **your.name20@colaisteris.ie** Your password is Colris123$ for your first log in. You <u>must </u>change this password as soon as possible.
4. **On the** next page, tap "Google." ...
5. Tap "Continue" to allow Google to **sign into your** account. ...
6. Follow **the** steps to **log in**.

If you already have a Gmail account you can go to "Manage My Accounts " and add this new account. You can swipe to change between accounts.

This is more than just an email account. It has a word processor, slideshow and spreadsheet program for you. Click the apps button - the nine dots on the top right.

How to log into your Google account on your computer

1. Open the internet.
2. Go to www.google.ie
3. Click the Sign In button on the top right.
4. Your account is your.name20@colaisteris.ie Your password is Colris123$ for your first log in. You <u>must </u>change this password as soon as possible.

If you have a double-barrel surname we included both parts, like this -

your.name.again20 @colaisteirs.ie

Or

your.name-again20@colaisteris.ie

Of course, if your email was created last year then it will be

your.name19@colaisteris.ie

If you have trouble getting into your account please contact-

louise.purcell@colaisteris.ie