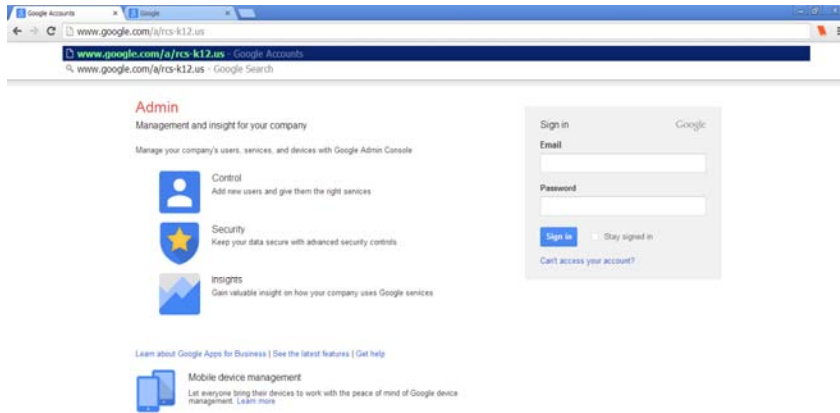


## Accessing Your District Issued Gmail Account

While these accounts are full functioning, they are District accounts and not a personal Gmail account. The accounts are for **school work** and not personal use. Students must abide by the RCS Acceptable Use Policy and Student Code of Conduct. **Students may have their privileges revoked.**

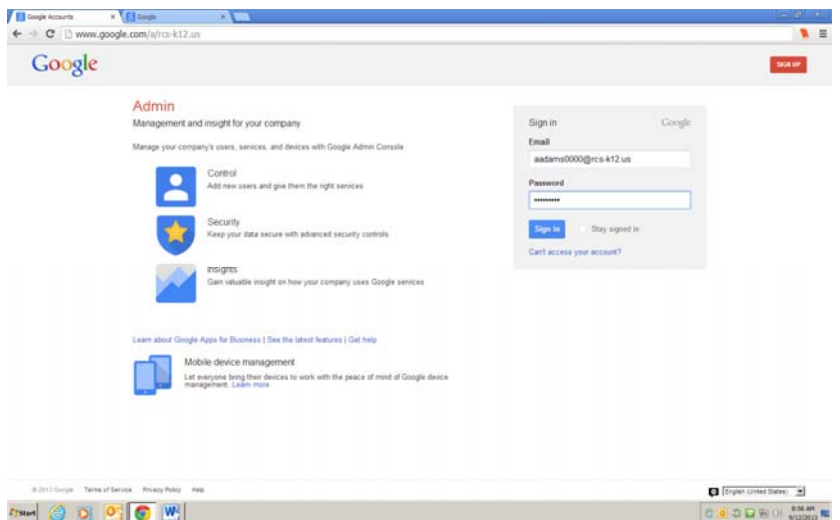
To access your account for the first time: <http://www.google.com/a/rcs-k12.us>



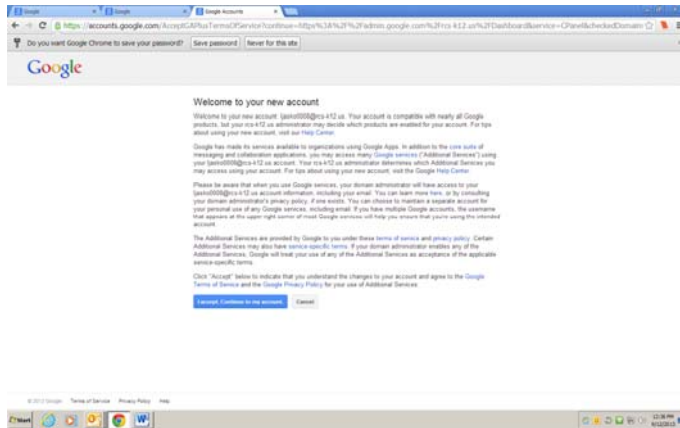
In the Email box type in your student login (same one you use to access the computers) followed by @rcs-k12.us (for example: [asmith0000@rcs-k12.us](mailto:asmith0000@rcs-k12.us)). This will become your District email address. In the Password box type in your password (same one you use to access the computers).

Recommended when working on a network : **Unclick the Stay Signed In box**

Click on Sign In



Read the Welcome to your new Account text and click on I Agree. Click to my Account.



To access your gmail accounts after the initial setup, just go to [gmail.com](http://gmail.com). Enter your Gmail address [asmith0000@rcs-k12.us](mailto:asmith0000@rcs-k12.us) and your computer password.