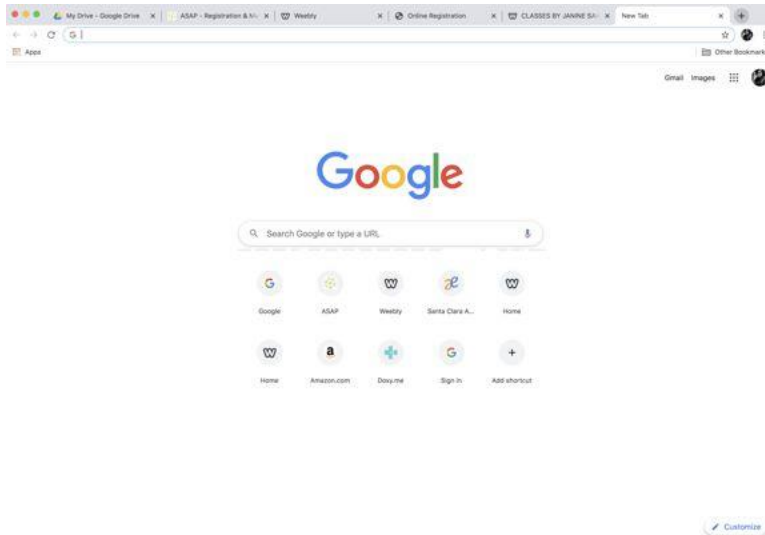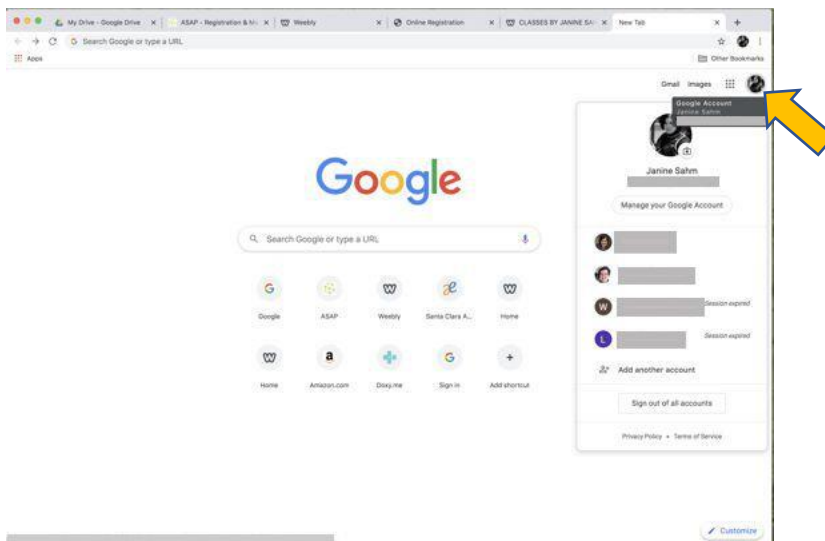# Set up a Google account with your district email
and
Join a class in Google Classroom

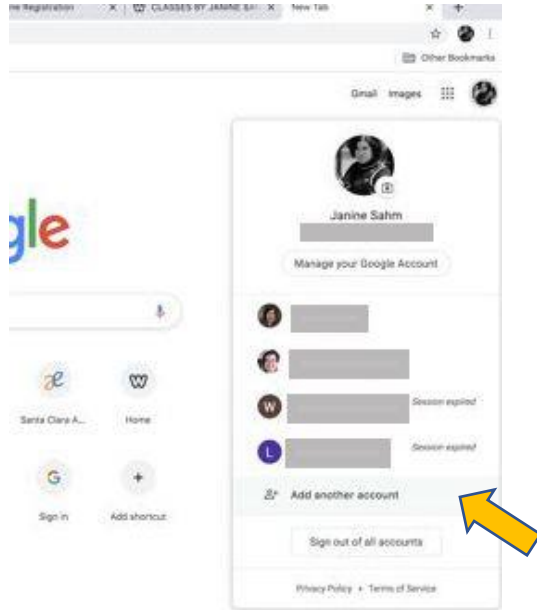**Set up a Google account using your district email address:**

1. Open a browser page and go to www.google.com . (*Note: for this example I am using Chrome as my browser on an iMac. You may experience different views in different browsers and on different devices. If this is the case and you are having problems, let me know.*)

2. Click on circular icon on the top right-hand corner of your screen. (*If you already have a Google account this maybe a solid color with your initial or you may have a customized photo. In my example I have a picture of me in fencing gear. Also, note that the gray bars will not appear on your screen. I edited the screenshot in order to protect my information.*)
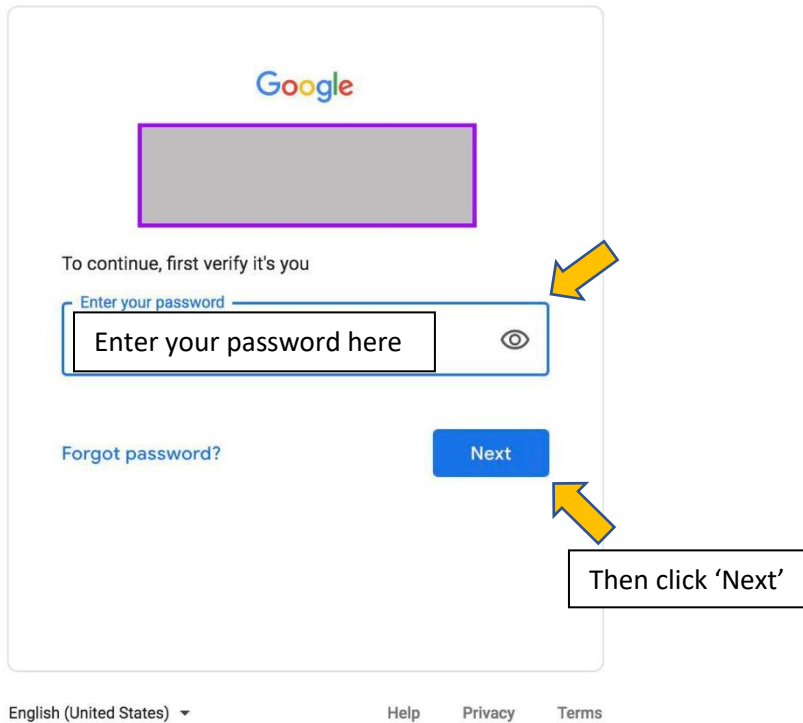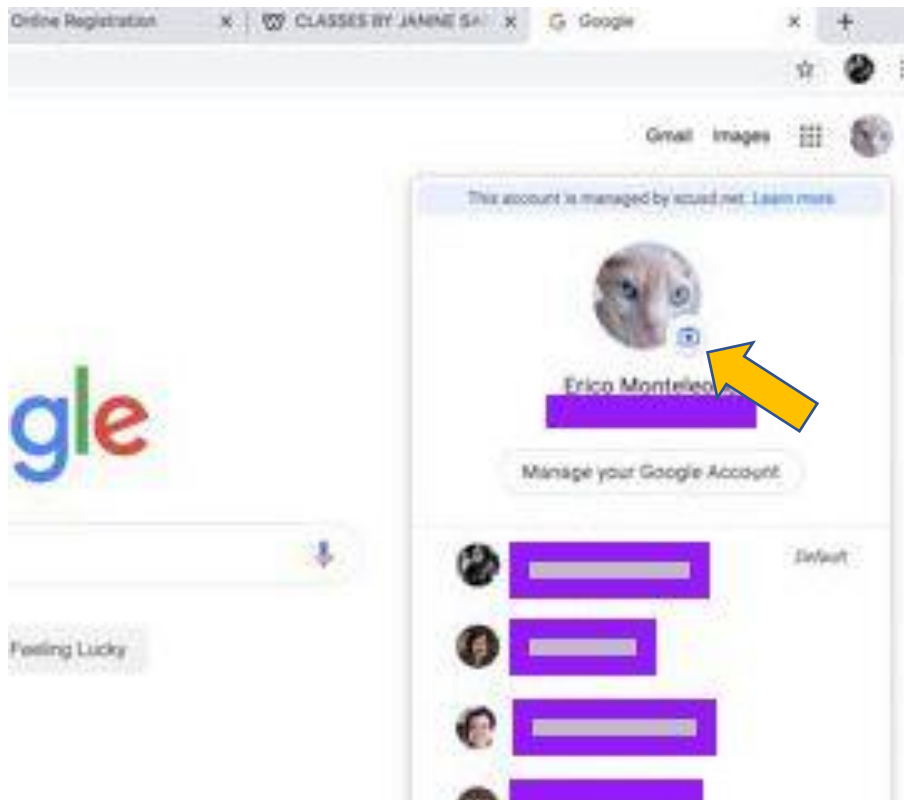
3. Click on 'Add Another Account.'

4. You should now see a 'Sign In' dialogue box. Enter your district email address in the box and click 'Next.' (*This is the prompt you are looking for where you can enter in an email address, click 'Next', and then a password. If you can get to this dialogue box in another way, that is fine.*)

Enter your district email here

Then click 'Next'

5. Enter your password. Click 'Next.' (*A password will initially be given to you from the district. You can change your password inside 'Manage Your Account'*.)
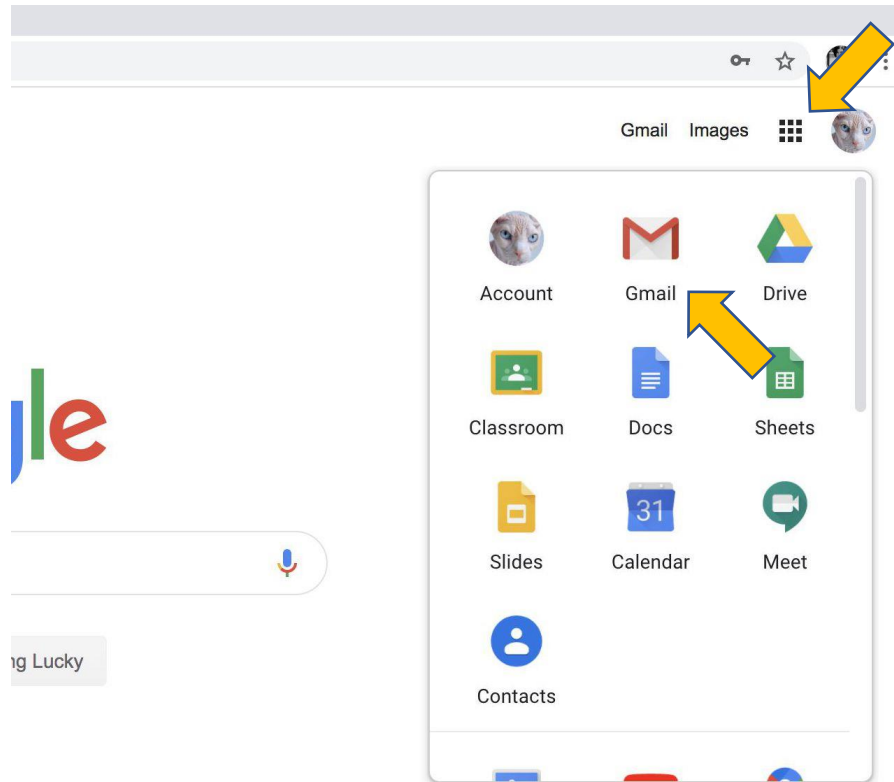

6. This should get you back to the main page of Google, only now the circular icon in the upper right-hand corner will be a solid color with your initial. You can change the image to customize it if you choose. You can do this by clicking the camera icon and then uploading an image.
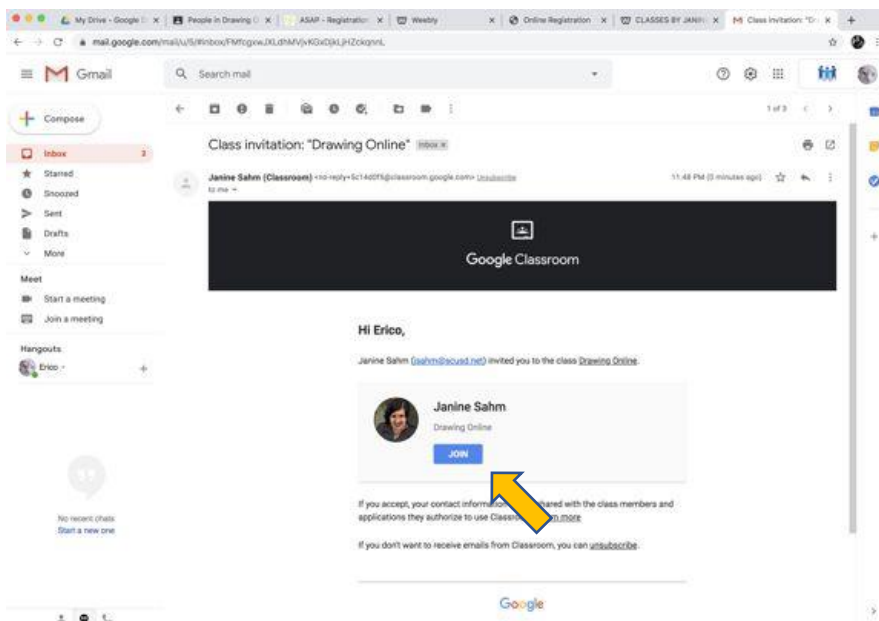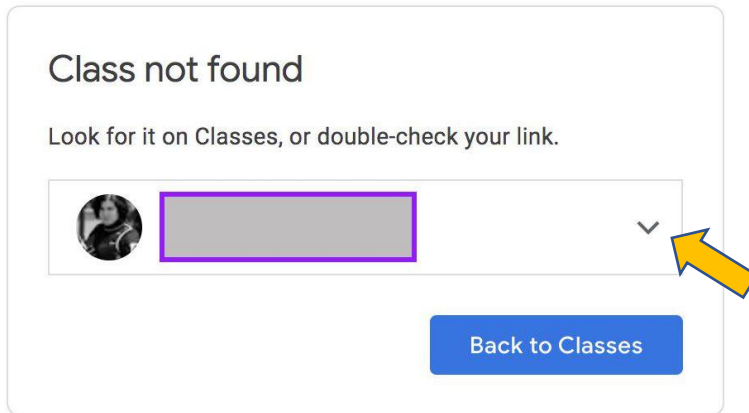
Join a class in Google Classroom:

7. Click on the nine-dot icon next to the circular account icon. This drops down a box listing the apps available. Click on 'Gmail'. (*This is also where you will find the Classroom app when you need to go to your class.*)
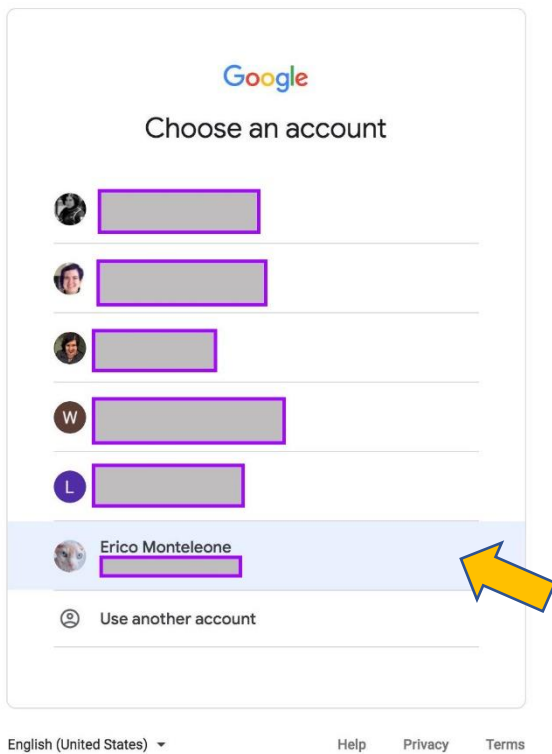

8. Once in Gmail, open the message with the class invitation. Click 'Join.' (*Note: this invitation is generated and sent by the teacher.*)
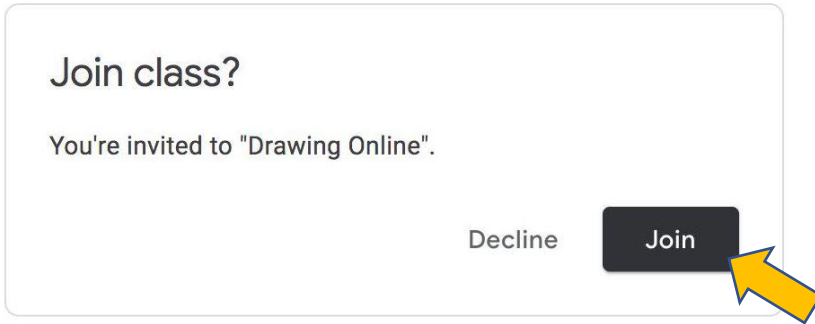
9. If after clicking 'Join' you see a 'Class not found' dialogue box, check to make sure you are in the right account (*the account your just set up with your district email address*). If you have multiple Google accounts it may be set on the default which is NOT your district account. If this is the case, click the down-arrow to drop down a list of all your accounts, and click on the district account.
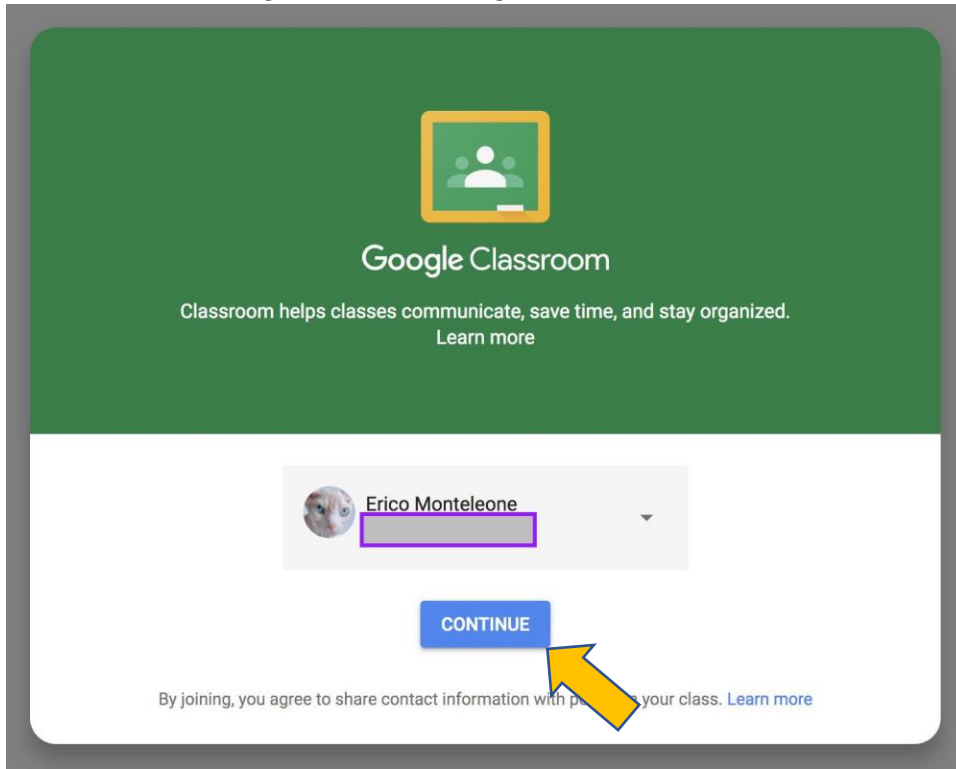

10. From the drop-down box select your district account.
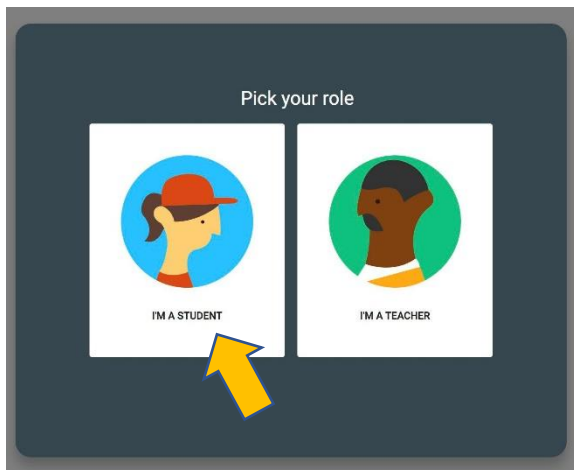
11. This should get you to a 'Join class?' dialogue box. Click 'Join.'

12. You should see a Google Classroom dialogue box. Click 'Continue.'

13. Choose 'Student.'

14. And, you are in! Just click on your class and begin.