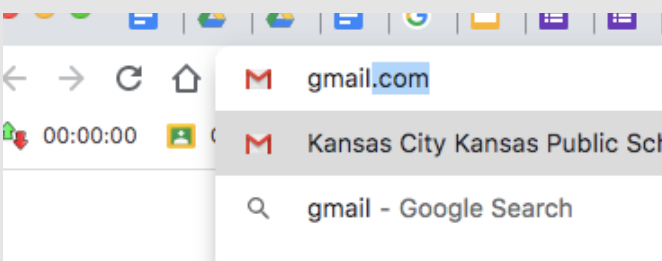




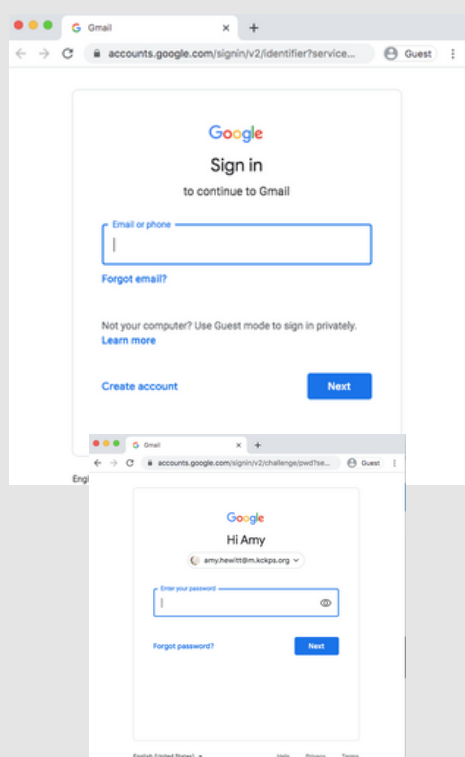
DID YOU KNOW YOU HAVE AN EMAIL?

It's your login for the computer. You should check this account regularly for communication during distance learning.



1 GO TO GMAIL.COM

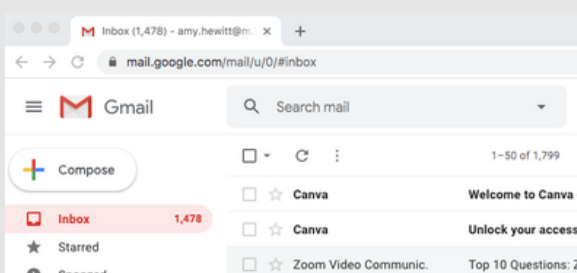
On a computer, open chrome. On the address bar, type gmail.com. Press enter.



2 TYPE IN YOUR COMPUTER LOGIN

Your email address starts with your two-digit graduation year, then the first 3 letters of your first name and the first 3 letters of your last name, followed by @m.kckps.org. Then press next.

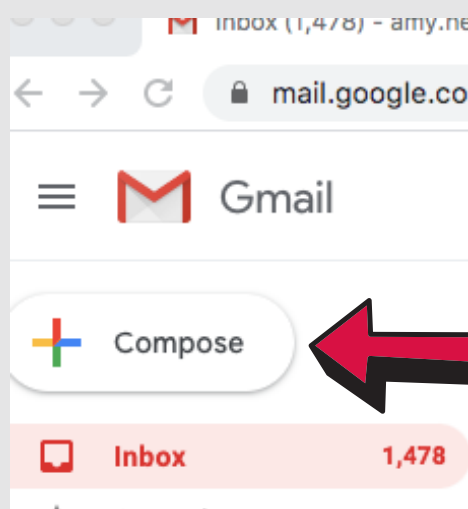
Enter your password. Press next. Your password starts with the letters "kckps" then random letters. Some passwords have "kckps" then the student's 6 digit birthday. If you don't know your password, message or call a teacher. We can look it up for you.



3 READ YOUR EMAIL!

Click a message to view it. Email will be the best way to communicate with teachers during distance learning.

Teachers may send you messages. You should check this account often.



4 WRITE YOUR OWN MESSAGES

To send an email to someone, click "Compose" on the top left-hand side. Working on an assignment in the middle of the night and have a question? Your teacher may not be awake to answer it. So send an email, and they can answer you when they can.

5 WHAT DO I TYPE IN THE BOXES?

There are three parts to an email message:

To: (Type In the email address of the person you're sending the email to

Subject: This is what are you writing about

- Examples?
 - Question about our assignment
 - Can you help me?

Body: Write what you want to tell the person. Remember to be polite and thank the person for their help.

Read over your email to look for mistakes. Click send when finished.

