Student Guide: Accessing School Emails on an iOS or Android device (Gmail App)

Step 1 - Download the Gmail App:

- Open the **App Store or Google Play Store** on your iPhone.

- Search for **Gmail – Email by Google**.

- Tap **Get/Install** to download and install the app.

Step 2 - Open Gmail:

- Once installed, tap the **Gmail app icon** to open it.

Step 3 - Sign In:

- Tap **Sign in**.

- Choose **Google** as the account type.

Step 4 - Enter Your School Email Address:

- Type in your **school email address** (e.g. username@sharplesschool.co.uk).

- Tap **Next**.
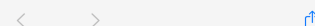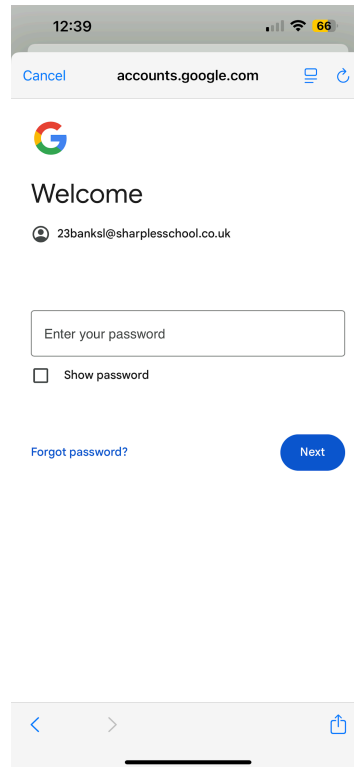
Step 5 - Enter Your Password:

- Type your school **password**.
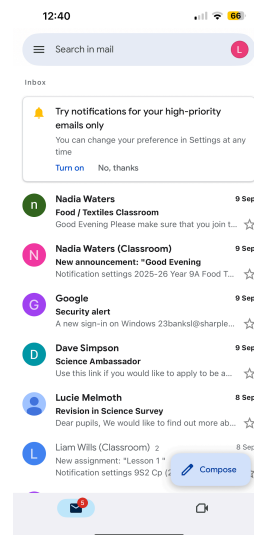
- Tap **Next**.

Step 6 - Accept Permissions:

- You may be asked to accept Google permissions – tap **Accept**.

Step 7 - Access Your Inbox:

- You'll now see your **school email inbox**.

- Tap on any email to open it.

Tips for Students:

✅ Turn on **notifications** so you don't miss important messages.
✅ Check your email **daily** for updates from teachers.
✅ Use the **search bar** at the top to quickly find emails.