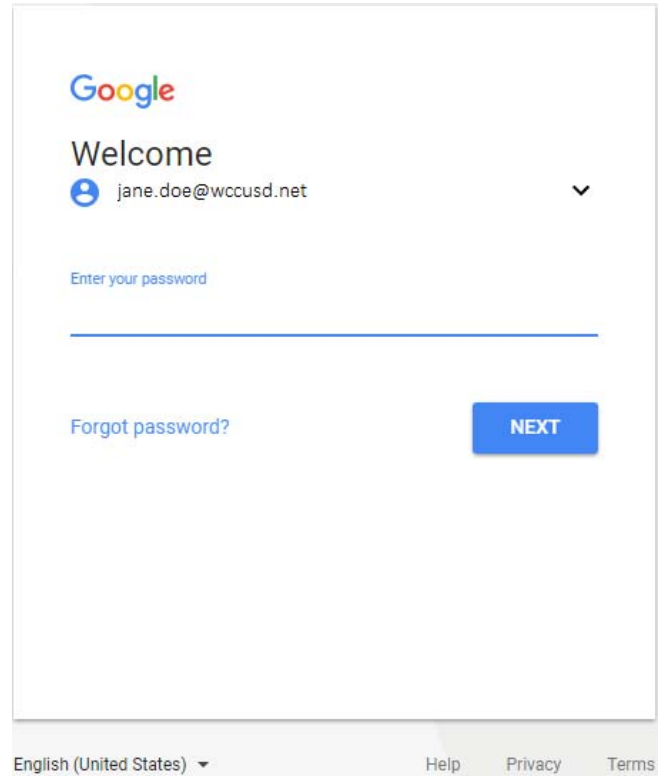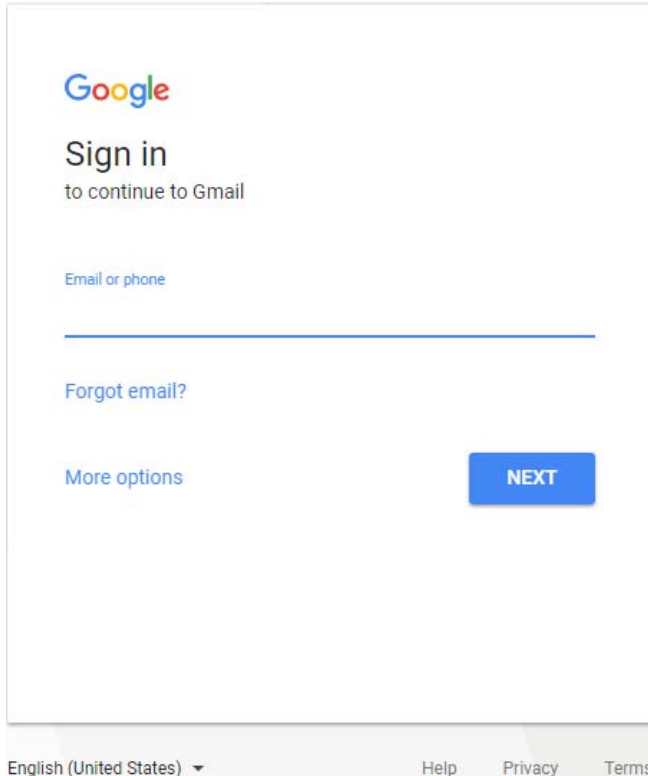# How to Log into Gmail

Method 1:

1. Open (double click) the Google Chrome ( ) icon which is the preferred browser for Gmail.

2. In the address field, type, "gmail.com" and press **Enter**, as seen in following picture:

   ← → C 🗋 gmail.com

   .

3. A Sign-in screen will appear (left picture). Type in your full email address (i.e. jane.doe@wccusd.net or jdoe@wccusd.net) and then press **Enter** or click **Next**. A Welcome screen will appear (right picture). On the Welcome screen below type in your password then press **Enter** or click **Next**.

Method 2:

1. Open (double click) the WCCUSD Gmail icon located on your desktop. We are pushing this icon to all staff computers. If you don't see it yet, revert to Method 1.

2. Follow step 3 above.