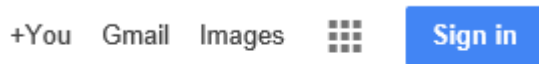


MRGS Google Drive & Students email

Note ** MRGS Google login password will be changed when you reset your school login password**

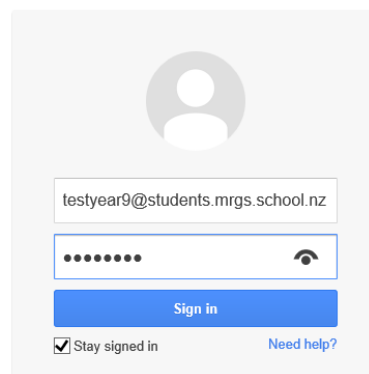
1. Go to <http://google.com>, click  at the top right of the webpage.



2. Sign in using email address: For staff - (*Firstname.Lastname@mrgs.school.nz*) and password. For Students - (*Firstname.LastnameIDNUMBER@students.mrgs.school.nz*) and password. This is the password the students use to log onto the school PC's. If they haven't logged onto the school PC yet with student2015 then changed it as asked they need to do this. Remember there is a short time lag before Google resets a changed password.

One account. All of Google.

Sign in with your Google Account

A screenshot of the Google sign-in form. It features a grey profile icon placeholder at the top. Below it is a text input field containing the email address 'testyear9@students.mrgs.school.nz'. Underneath is a password input field with masked characters and a visibility toggle icon. A blue 'Sign in' button is positioned below the password field. At the bottom left, there is a checked checkbox labeled 'Stay signed in'. At the bottom right, there is a blue link labeled 'Need help?'.

Welcome to your new account

Welcome to your new account: testyear9@students.mrgs.school.nz. Your account is compatible with nearly all Google products, but your students.mrgs.school.nz administrator may decide which products are enabled for your account. For tips about using your new account, visit our [Help Center](#).

Google has made its services available to organizations using Google Apps. In addition to the [core suite](#) of messaging and collaboration applications, you may access many [Google services](#) ("Additional Services") using your testyear9@students.mrgs.school.nz account. Your students.mrgs.school.nz administrator determines which Additional Services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

Please be aware that when you use Google services, your domain administrator will have access to your testyear9@students.mrgs.school.nz account information, including your email. You can learn more [here](#), or by consulting your domain administrator's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, the username that appears at the upper right corner of most Google services will help you ensure that you're using the intended account.

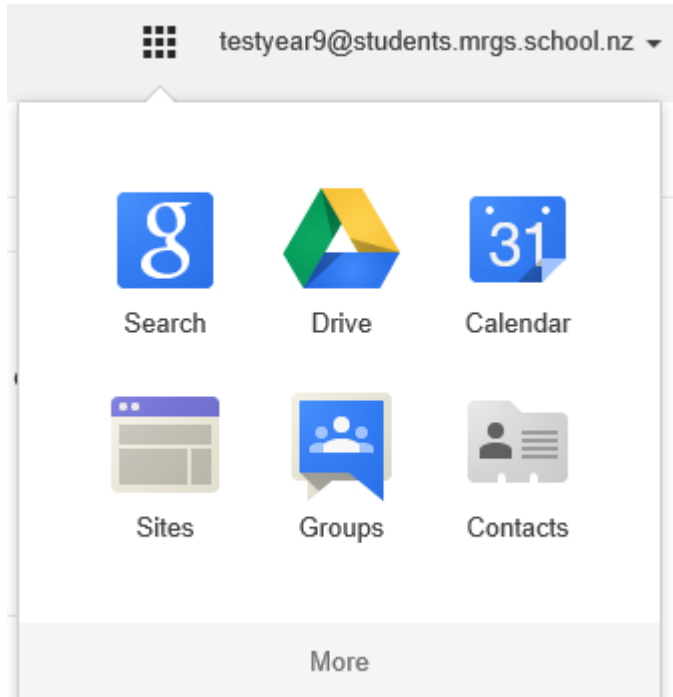
The Additional Services are provided by Google to you under these [terms of service](#) and [privacy policy](#). Certain Additional Services may also have [service-specific terms](#). If your domain administrator enables any of the Additional Services, Google will treat your use of any of the Additional Services as acceptance of the applicable service-specific terms.

Click "Accept" below to indicate that you understand the changes to your account and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#) for your use of Additional Services.

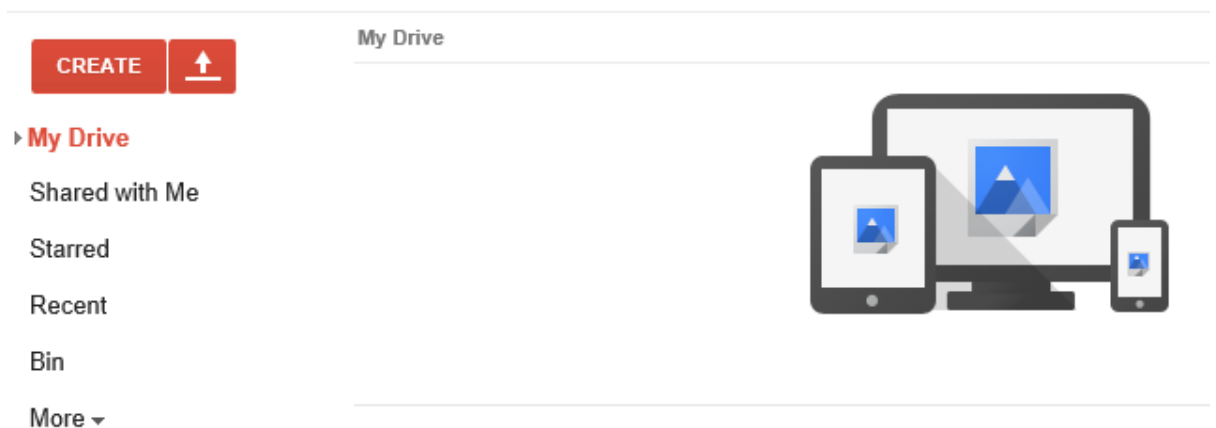
3. Click on **I accept. Continue to my account.**



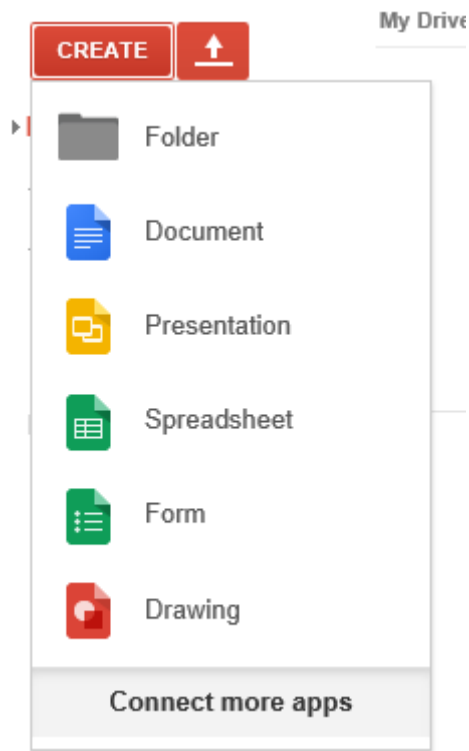
4. Click Apps icon  and click on **Drive** , it will automatically redirect to Google Drive page




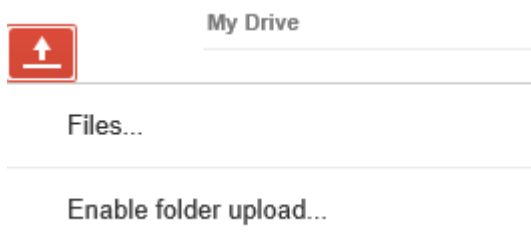
Drive




5. There are two ways to add files to your drive. You can create Google drive documents, or you can upload files from your computer. To create a new file, click **CREATE** button. When you do, a drop down menu should appear that'll give you a bunch of different options. You can make a spreadsheet, a word document, a slideshow presentation, etc.

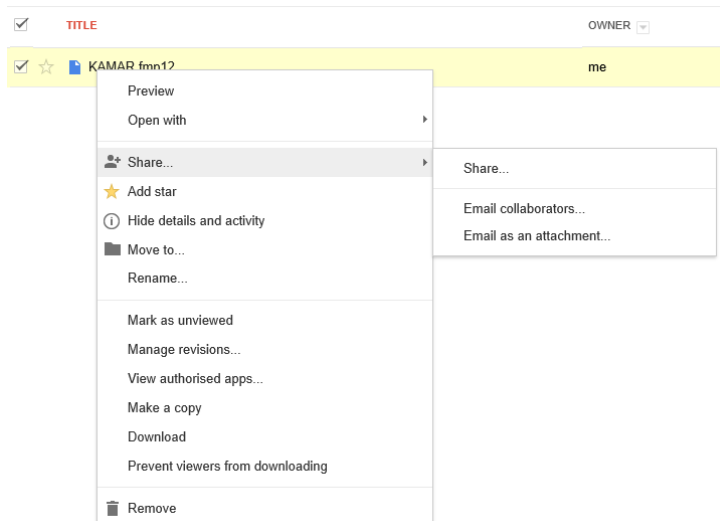


To upload a file from your device, just click the upload button  right next to the big CREATE button. Then click **Files** to find the file which you want to upload to Google drive.



<input type="checkbox"/>	TITLE	OWNER	LAST MODIFIED
<input type="checkbox"/> ☆	 KAMAR.fmp12	me	11:40 me

6. To Share the file, right click your mouse on the file and choose **Share**



- Enter the person name who you want to share your file with, then click **Send**. You also have the options to choose “Can edit” or “Can view” permission for the file.

Sharing settings

Link to share (only accessible by collaborators)

<https://drive.google.com/a/mrgs.school.nz/file/d/0BwMoxdY9obkldW9zZUMwMUJEbll>

Who has access

Private – Only you can access [Change...](#)

test year9 (you) testyear9@students.mrgs.... Is owner

Invite people:

"Test management" <testmgmt@mrgs.school.nz>

Notify people via email - [Add message](#)

[Send](#) [Cancel](#) Send a

Can edit

Can edit

Can comment

Can view

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

- Now, Test Management user can see the file in his “Shared with Me” folder.

Drive

testmgmt@mrgs.school.nz

CREATE [+](#) SHARE DATE

My Drive

Shared with Me

Starred

Recent

Bin

Less

All Items

KAMAR.fmp12

mrgsschoolnz.csv

GADS_sync.log

Google Directory Sync.xml...

Students Google Email

- Click **Mail** to load into student email account:

+You **Mail** Images testyear9@students.mrgs.school.nz ▼

Inbox - testyear9@student x

https://mail.google.com/mail/u/0/?tab=wm&pli=1#inbox

MOUNT ROSKILL GRAMMAR SCHOOL

Loading...

Click here to enable desktop notifications for Mount Roskill Grammar School Mail.

Mail

COMPOSE

No new emails! See what people are talking about

Inbox

Starred

Sent Mail

Drafts

More

Setup progress

10%

Account Created

Learn how to use Gmail

Set a signature

Change profile image

Profile icon