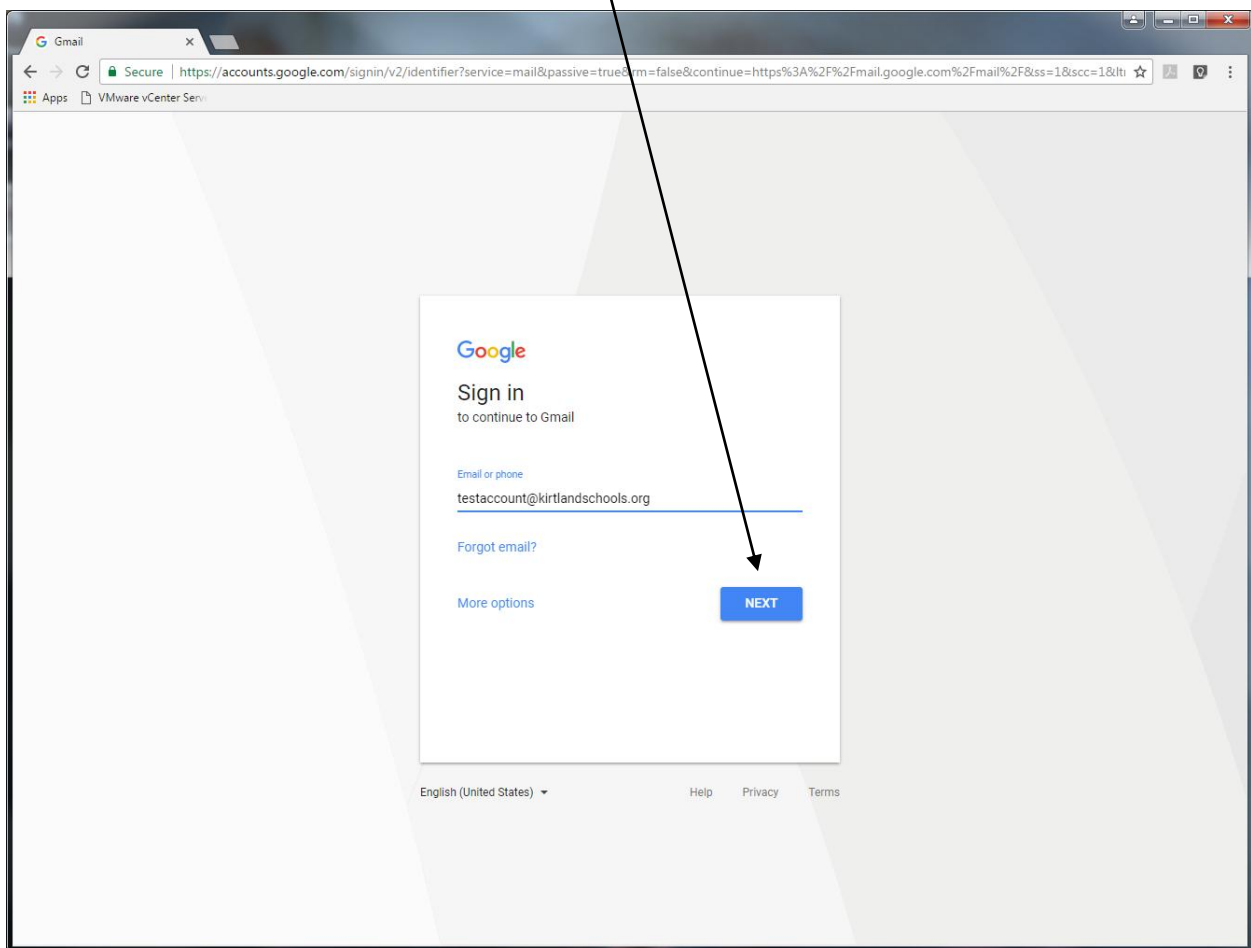


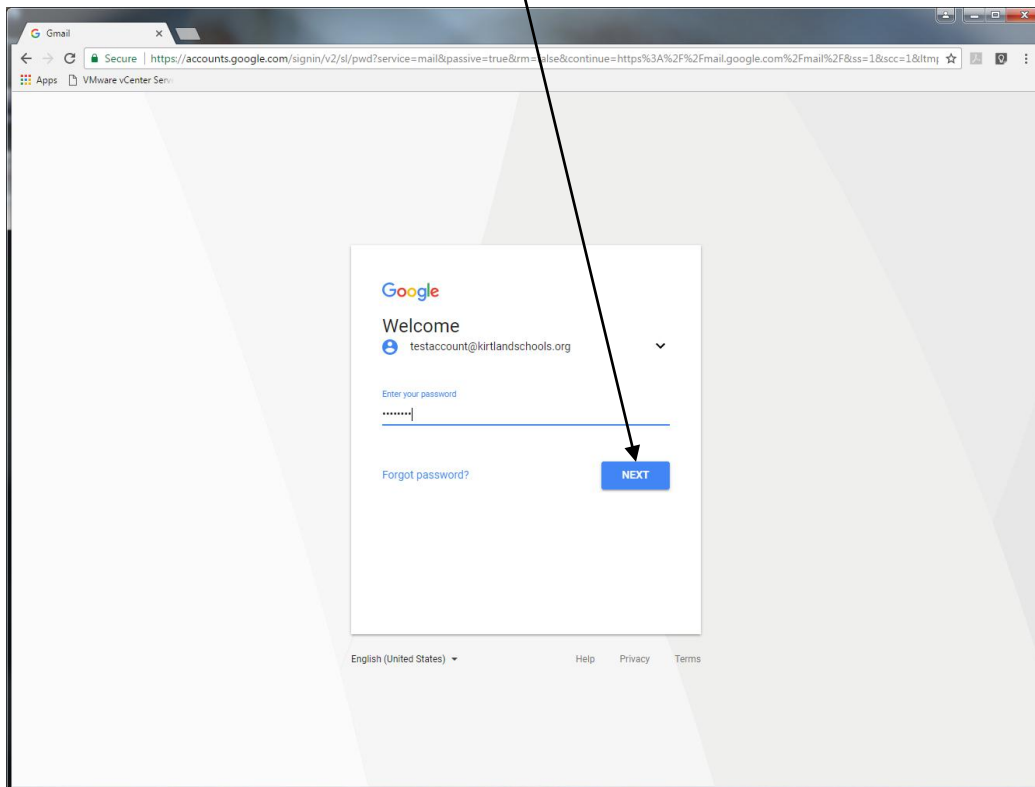
# Logging in to Gmail for the first time

We have moved all our email accounts over to gmail. If you previously were using gmail for an account [lastnameFirstinitial@kirtlandhornet.org](mailto:lastnameFirstinitial@kirtlandhornet.org) then your password will be the same. Your email account is now [firstname.lastname@kirtlandschools.org](mailto:firstname.lastname@kirtlandschools.org) just like it was before.

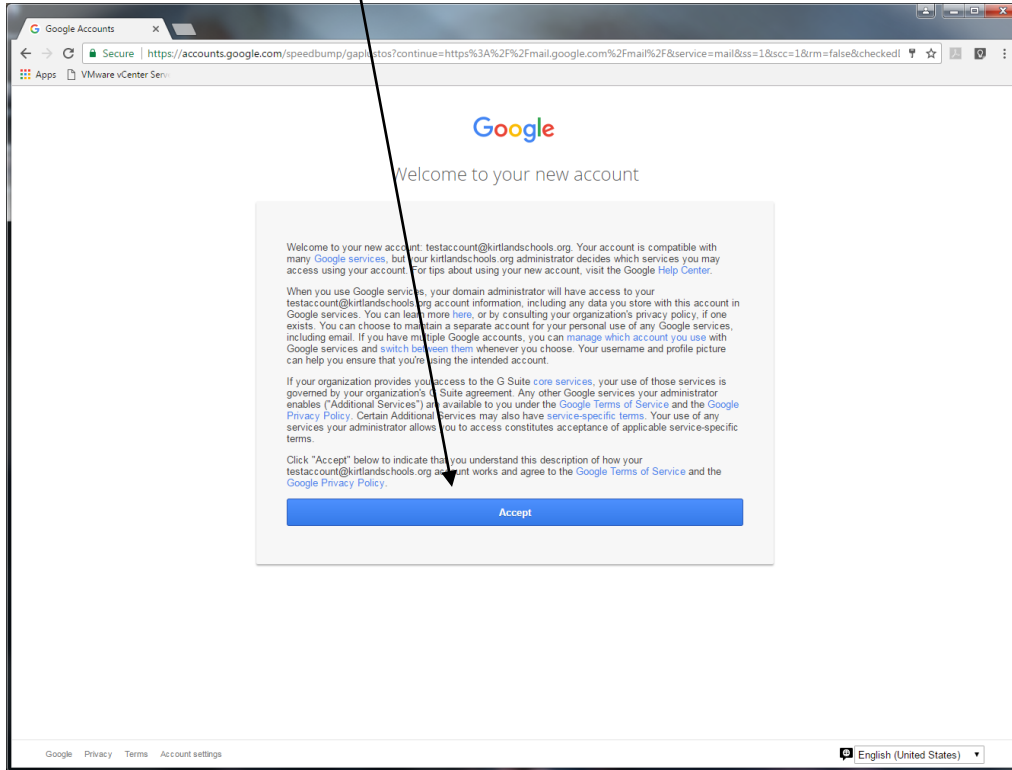
1. For users who have never used gmail. Go to [www.gmail.com](http://www.gmail.com) or our district website [www.kirtlandschools.org](http://www.kirtlandschools.org)
2. Type in your email address and click Next.



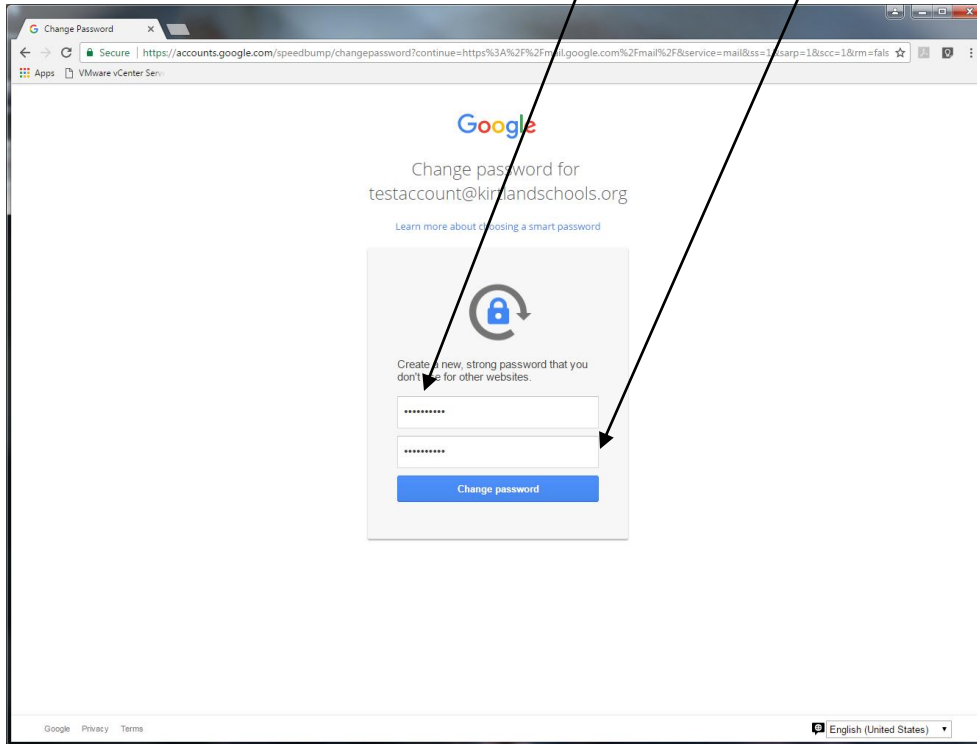
3. Type in your password and click Next.



#### 4. Click to accept the agreement.



5. Create a new password. Your password needs to be 8 characters, 1 uppercase letter and 1 number. Make sure to type it in the “create and confirm” boxes.



6. Once your password has been accepted you are all set.