**New Email Setup  (Gmail)**   
  1.  Open any browser and go to:       h[ttp://www.google.com/a/hinghamschools.org](http://www.google.com/a/hinghamschools.org)  
  2.  Enter your username  (ex: jdoe@hinghamschools.org) and this start up password: xxxx.  
  3.  Change the start up password.  Your new password must be at least 8 characters and include at least one number.   Ex:  abcdefg5  
  
 The first time you login, you’ll be asked to take a moment to set up your account.  (This includes a security step to prove you are not a robot.  We’ve all seen this before.)  Agree to the terms of service.  
  
 We each have 25GB of storage, but don’t let that stop you from deleting unnecessary emails.  
  
**Gmail app for your iPhone or Android**  
On your cell, go to your App store icon.  Search: gmail app for iphone.  The app will come up.  Just click Free then Install.  You’ll be asked for your apple id password.  Done!  
  
**Gmail Groups**  
East has been set up with various gmail groups to facilitate collaboration.  These are:    
East Grade K  through East Grade 5  
East Specialists, East SPED  
East Staff (this includes the entire East population)  
  
Feel free to use these.  If you would like to create additional groups:  
In Gmail, click: GROUPS (top tab)  
Click: MY GROUPS, Create a Group, type in a Group Name  
Permissions: (suggested)  
          View topics – all organization members  
          Post – all organization members  
          Join the group – only invited users  
Click: CREATE (top of screen)  
Click: Invite people to join (add email addresses here)  
Click:  Send Invite  
Click:  Done  
That’s it!  Your invited list will receive an email and accept your invitation.  
  
**Google Apps for Education**  
Helpful sites:      <http://hinghamschools.com/google-apps-for-education/>  
  
 Optional Google Apps Account:    
If you wish to take advantage of this optional service, login to our google portal via the following:  <http://www.google.com/a/hinghamschools.org>  
 Our support site for all Google Apps is at:  <https://sites.google.com/a/hinghamschools.org/hps-google-apps-learning-center/>  
 Helpful Videos:  <http://learn.googleapps.com/training-videos>