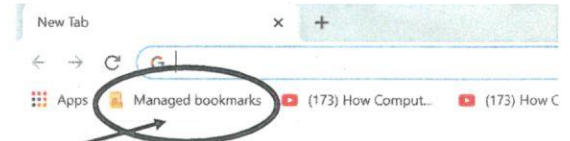




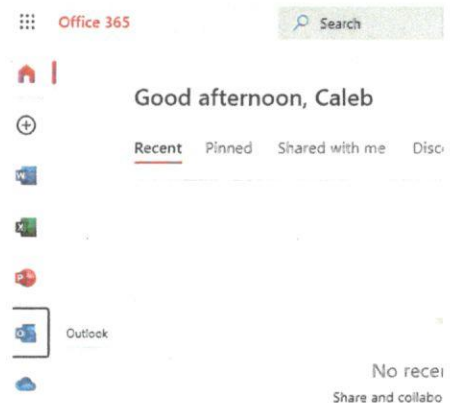
# How to Access Your School E-mail

It is very important that you check your school e-mail daily!

1. Log in to your school laptop.
2. Go to Google Chrome.
3. In the upper-left corner of your screen, you will see a folder called Managed bookmarks. Click on it.
4. Click on ClassLink Launchpad.
5. At the sign-in page, use your school username and password to sign in to Classlink. (Your school username and password is on a label in the bottom-left of your screen.) DO NOT SIGN IN WITH GOOGLE.
6. Save your password. DO NOT TURN ON SYNC. Just exit out the box.
7. You should see a screen of different icons. Scroll down and click on the Office 365 E-mail icon.
8. You will now log in to your school e-mail. Your email is your school username plus @live.gcsd.k12.sc.us For example: SmithBobJ@live.gcsd.k12.sc.us Click Save.
9. Enter your school password and then click Sign In.
10. On your next screen, you will see an icon for Outlook. Click on it and you will see any e-mail messages that have been sent to your school e-mail.



## Sign in to ClassLink

A screenshot of the ClassLink sign-in page. It features two input fields: "Username" and "Password". Below these fields are two buttons: a blue "Sign In" button and a blue "Sign in with Google" button. A red "no" symbol (a circle with a diagonal line) is placed over the "Sign in with Google" button, indicating that users should not use Google for sign-in.

If you have trouble accessing your school e-mail, please e-mail Mrs. Kelly at [lkelly@gcsd.k12.sc.us](mailto:lkelly@gcsd.k12.sc.us). Please include what username and password you are using to login.