

## Student **GMAIL ACCOUNT** Access

Over the next few months our teachers will be providing student work materials communicated through student emails. However, teachers are learning how to use other platforms of online communication, such as Google Hangouts/Classroom/Meet, which are limited to only **Gmail accounts**. All of our staff and students are registered with Gmail accounts. Below is the login information to help your child access Google Drive, Gmail accounts, Google Meet and Google Classroom.

**Username:** is your child's first name, then a period, and then last name followed by @mhcb.e.ab.ca

**Password:** all children should know their password. If you are having issues getting logged in, we can reset your password so please email your child's teacher.

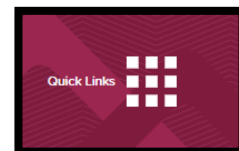
### Respect of Technology Use and Online Programs:

Normally, students are supervised by teachers to ensure privacy and respect of use. Any students or users that violate the access or privacy of others will be removed from Google Drive access and **all other technology communication** within our school (Mike Weisgerber, Principal of St. Mary's School)

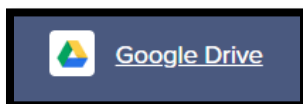
Below are the directions to help your child login into their personal Google Drive accounts to help connect with their teacher through Gmail and other Google platforms.

**Student Google Drive Access** (includes Gmail, Hangouts, Meet, Docs/Slides, Calendar, etc.):

1. Search [mhcb.e.ab.ca](http://mhcb.e.ab.ca) into a google search bar. Then scroll down until you see the "Quick Links" waffle. Click on this waffle for access to Google Drive. Do not click on the "Student Email" link as this access is within Google Drive.



2. Click on the "Google Drive" link.



3. Once you have logged into your child's Google Account click on the **Google waffle** for access to the many Google platforms. From here you can access Gmail, Hangouts, Meet and Drive. Students and parents new to this access should take time to play and explore the many abilities.



4. Once you've clicked on the Google waffle scroll down to access Gmail to view message from your teacher or create messages to send to your teacher.
5. You can also access other Google platforms from the waffle scroll down to access all the Classrooms and Google Meet.

