

## How to Access Your Email from Home

Google Gmail – then, at log in page

If someone is already logged in “switch user” or “add user”

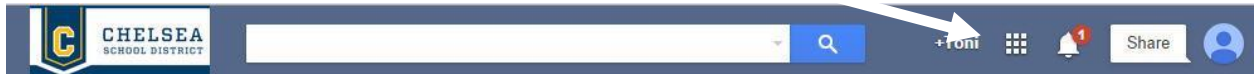
For **user name** type in your school

username@**chelsea.k12.mi.us**

For your **password** use your school password

Once you are in Gmail

Go to the upper right hand corner - find the 3x3 square of dots



Click on the 3x3 - Select “drive” - It will open to “My Drive”

You will see your files there. If not check, “Shared with Me” for more files.