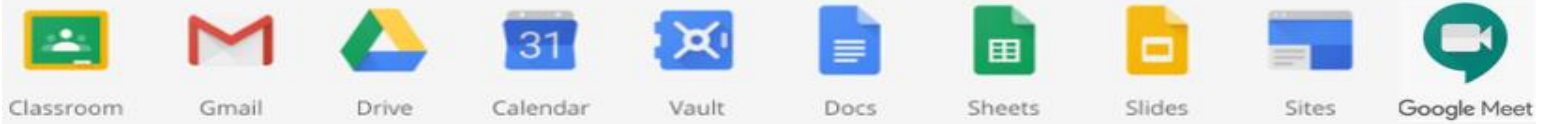


# The G Suite for Education Core Services

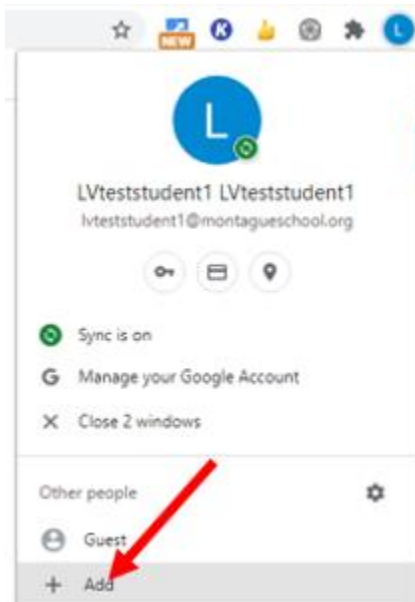
Tools that your entire school can use, together



- It's best to use the Google Chrome Browser when accessing any of the Google suite for education services.
- If you do not have Google chrome installed on your device you can go to Google website to download and install it: <https://www.google.com/chrome/>

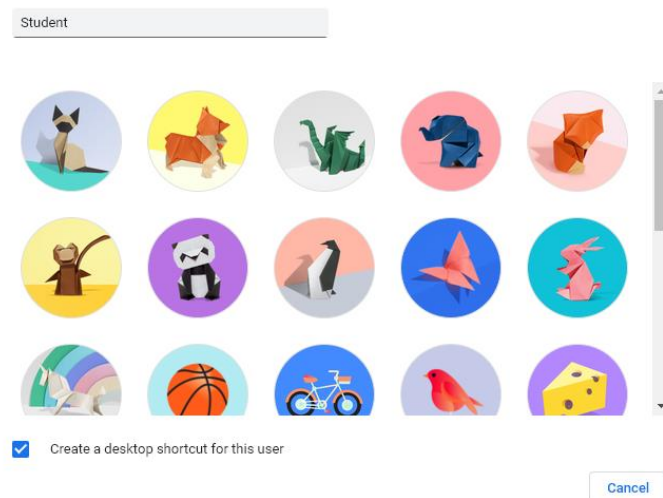
**\*\*Note\*\*** This step is to add a 2<sup>nd</sup> user to a Chrome browser with more than one user. (If this is not the case for you please skip ahead to step 1)

Click on th little "L" icon at the top right-hand corner (Your letter or icon will be different based on your user account) and click + **Add**

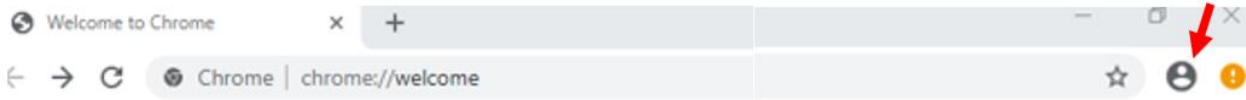


Next type in your name under add person, select a desktop icon, and click add. Next follow steps 1 through 10

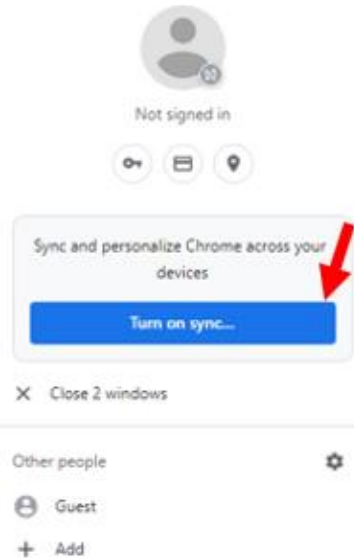
Add person



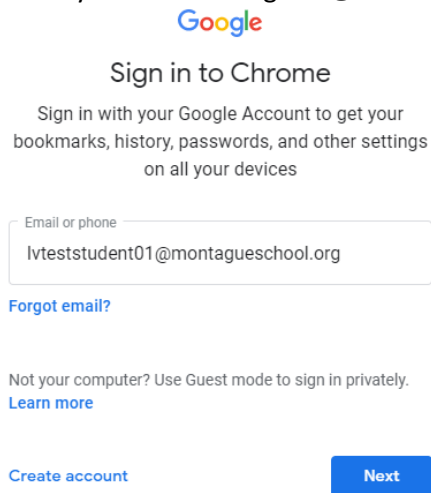
1. Once the Google Chrome browser is open click on the user icon in the upper right corner of the browser



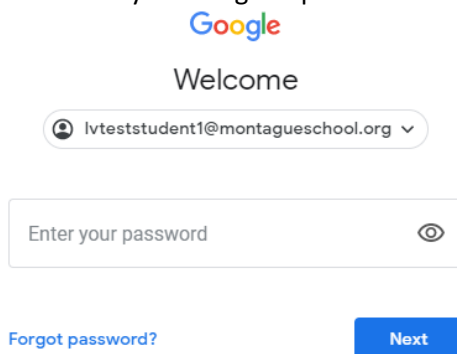
2. Next click turn on sync



3. Enter your school assigned @montagueschool.org email address click next



4. Next enter your assigned password click next



5. Click link data (This links all Google features to your Montague School account)

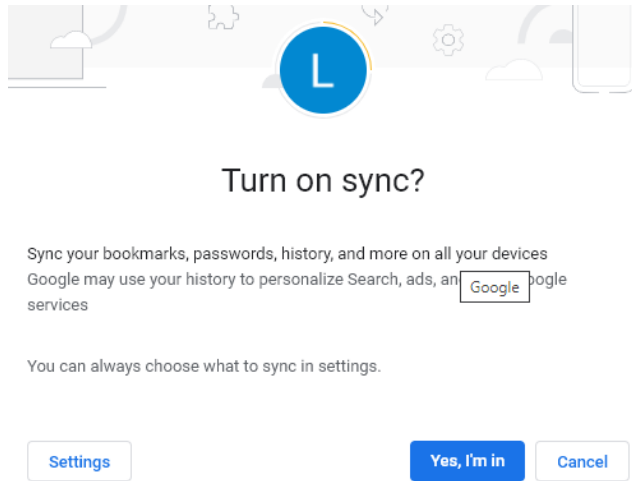
Link your Chrome data to this account?

This account is managed by [montagueschool.org](https://montagueschool.org)

You are signing in with a managed account and giving its administrator control over your Google Chrome profile. Your Chrome data, such as your apps, bookmarks, history, passwords, and other settings will become permanently tied to [lvteststudent1@montagueschool.org](mailto:lvteststudent1@montagueschool.org). You will be able to delete this data via the Google Accounts Dashboard, but you will not be able to associate this data with another account. [Learn more](#)

[Link data](#) [Cancel](#)

6. Click Yes, I'm in (This links all Google features to your Montague School account)



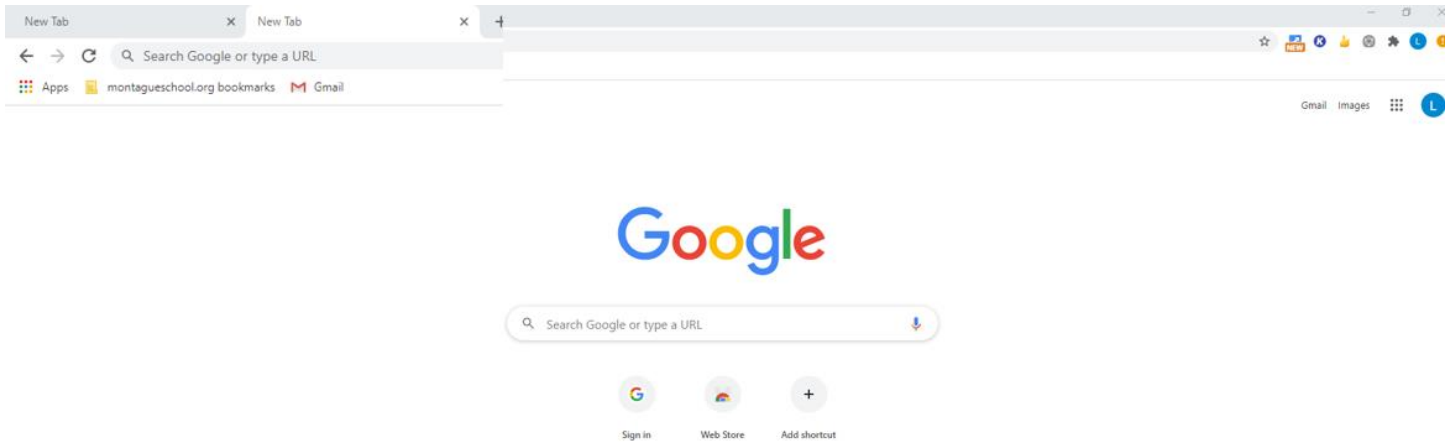
Turn on sync?

Sync your bookmarks, passwords, history, and more on all your devices  
Google may use your history to personalize Search, ads, and Google services

You can always choose what to sync in settings.

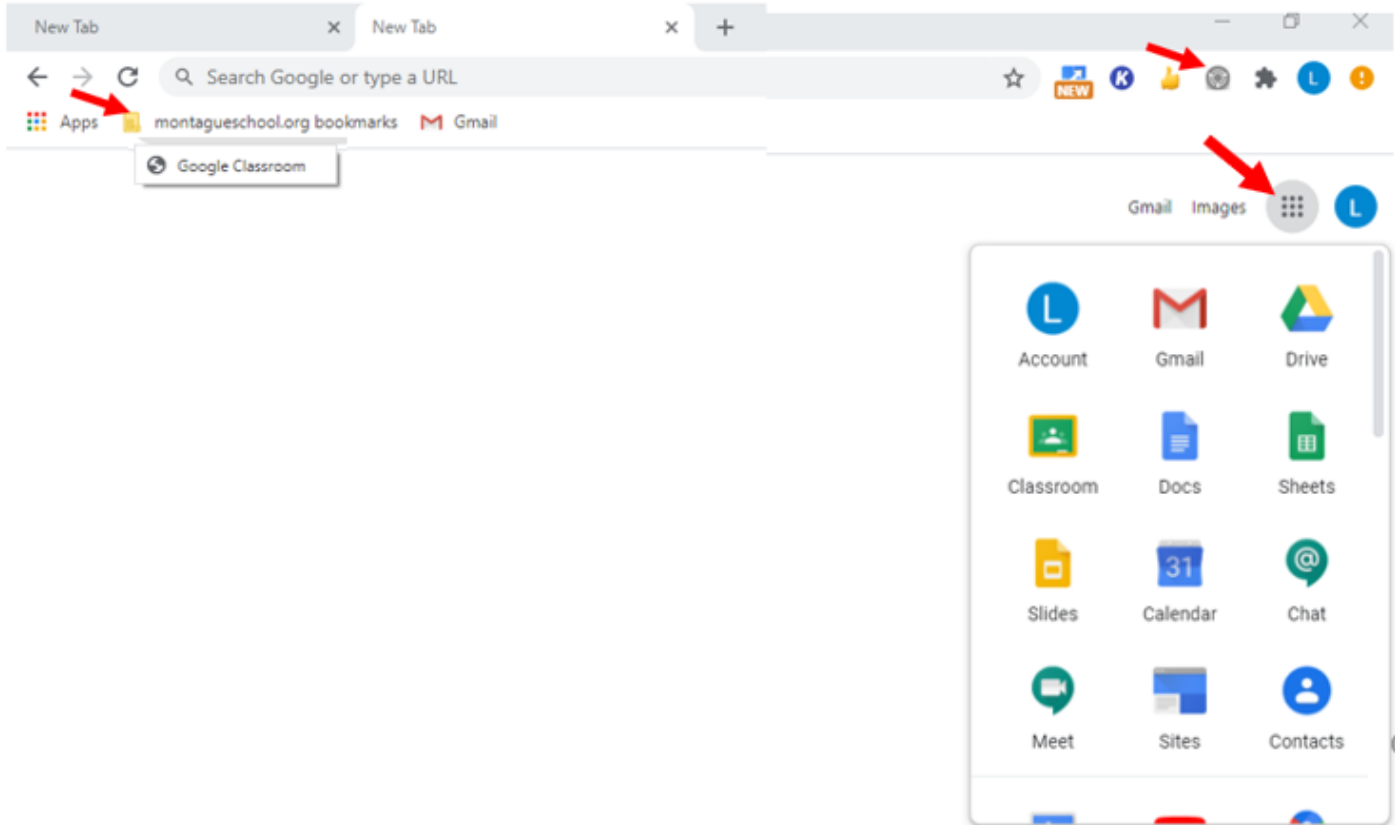
[Settings](#) [Yes, I'm in](#) [Cancel](#)

7. Once you click Yes I'm in your web page should look like this

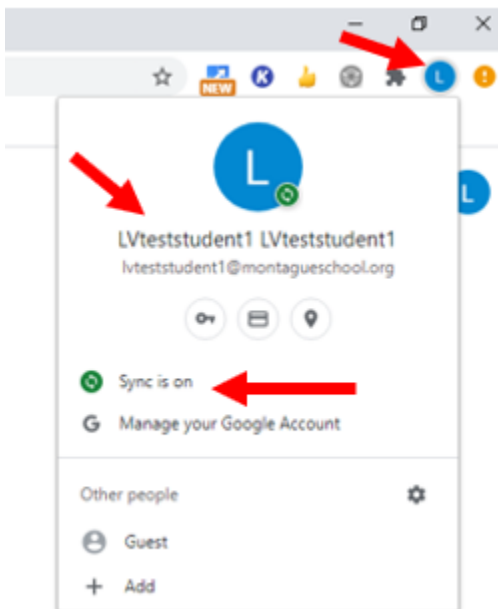


The screenshot shows a Chrome browser window with two tabs. The address bar contains the search prompt "Search Google or type a URL". The page content displays the Google logo, a search bar, and three buttons: "Sign in", "Web Store", and "Add shortcut". The "Sign in" button features a profile icon with the letter "L".

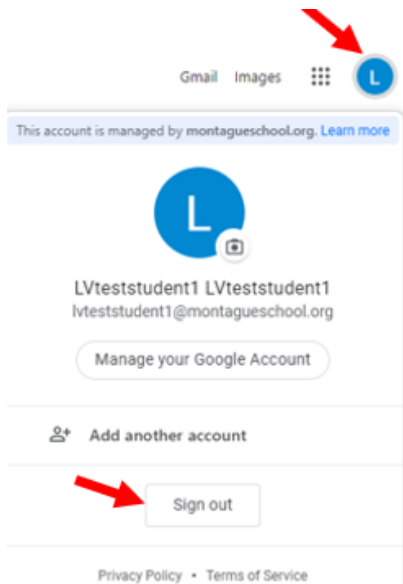
8. See the red arrows below that point out some of the features of Google G suite.
- Montagueschool.org bookmarks where you can find Google classroom.
  - Click on the 3x3 grid of dots next to the word images to see other features that are available.



9. If you click on the little “L” icon at the top right-hand corner (Your letter or icon will be different based on your user account) to see your login information and that your sync is turned on.

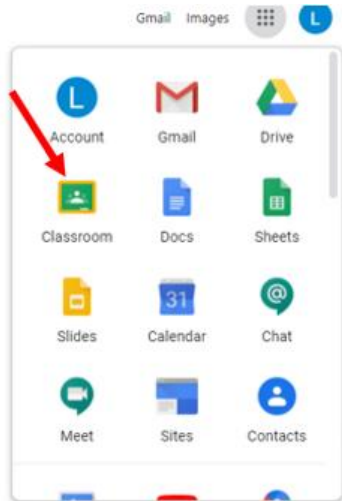


10. If you click on the larger “L” icon next to 3x3 grid of dots in the right hand corner (Your letter or icon will be different based on your user account) you will be able to log out of your account. **\*\*\*Note do not adjust account settings\*\*\***

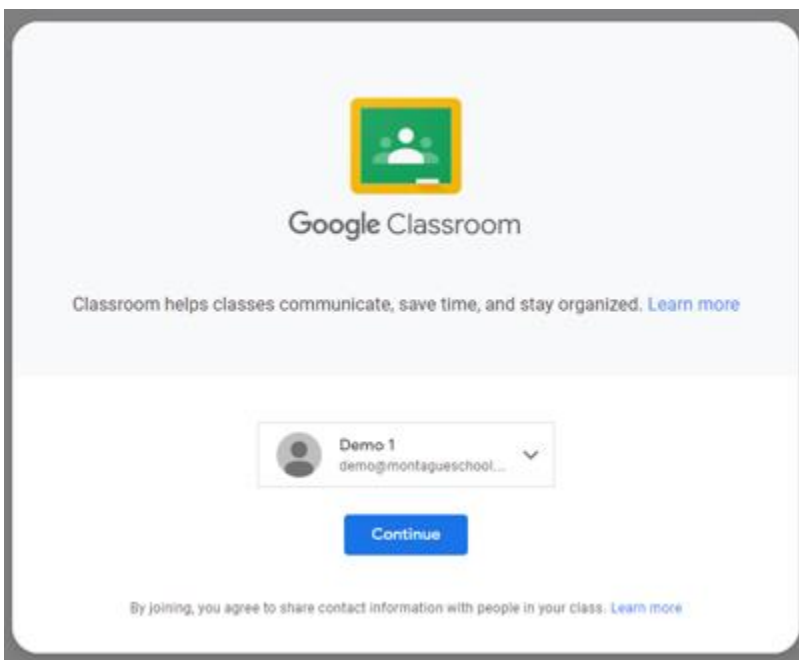


# Accessing Google Classroom

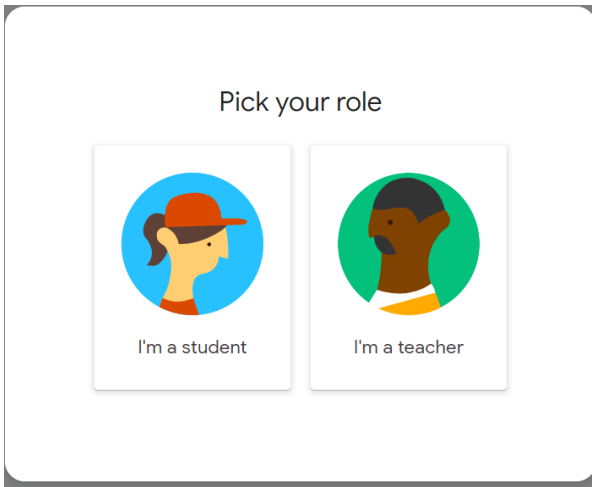
1. Click on the 3x3 grid of dots next to the word images and find the Google Classroom Icon
2. Click on the Google Classroom icon  
**\*\*NOTE\*\*** If you do not see Google Classroom as an option, scroll down from inside the Google apps menu” Or simply go to Montagueschool.org bookmarks where you can find Google classroom. (As a last resort you can type “Google Classroom” into the search bar)



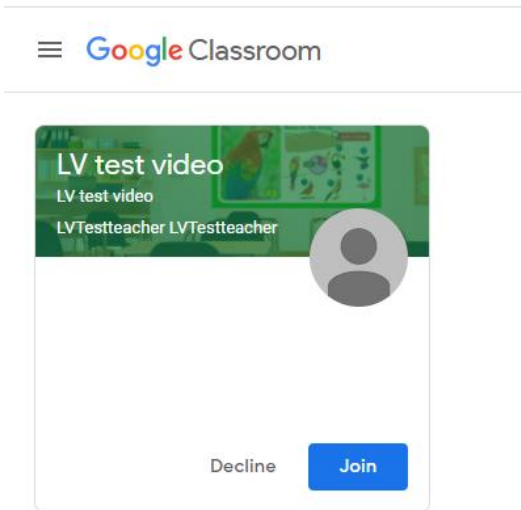
3. Once you click on the google classroom icon it will open to the screen below. Click Continue



4. After you click continue you will see the screen below. Select student



5. After you click student the first time you enter Google Classroom you will see a list of invites for your classes. Click Join



6. Once you join the class you will have access to your assignments

