This year, documents that you create will all be done on Google “Drive” and shared with your teachers. You can create and edit Google Drive and they automatically save as you write them. In order to be able to accomplish this you need to have an exclusive enCompass Academy GMAIL account. Regardless if you have your own personal account outside of school, you will be required to have a separate, professional, and school appropriate one. We will be keeping your email address and password on file.

Here’s how you set one up:

1. Go to: [mail.google.com](http://www.gmail.com)
2. Click on “create new account”
3. Complete form. Where it says “choose your username” and password, you will set your user name to the following:
4. [**Firstname.middleinitial.lastname@gmail.com**](mailto:Firstname.middleinitial.lastname@gmail.com)
5. ***Example:*** [***toby.w.wiedenmayer@gmail.com***](mailto:toby.w.wiedenmayer@gmail.com)
6. If it indicates that the address you just entered is already in use, you may do something similar but add some numbers to make it different. Using numbers from your student ID is a good idea.
7. GIVE YOUR USERNAME and PASSWORD to Kristen RIGHT AWAY. Write it on the notecard she gave you and turn it in to her.
8. You may use your cell phone to get a text message confirmation.
9. Click “Next Step”, then scroll down and click “I agree”.
10. Have a text message verification sent to your phone and enter it into the box provided. Submit it and on the next page click “Continue to gmail”.
11. On the next screen, click “next step.” This should take you to your home email page. If it doesn’t, just go back to mail.google.com again to log in using your new username and password.
12. In the black header above the “Google” logo, click on “Drive.”
13. DO NOT click on “Download Drvie for PC”
14. Click on “Create”. Then click on “Folder.”
15. Name your folder “Math.” Repeat step 10 and 11 for all of your classes (English, Science, World History, etc.)
16. If there is time, you may click on “+You” in the black header above the Google logo and set up your Google+ account and profile. All of Emily’s students will be required to be on Google+.