

## Help Document- Logging in to your new School email account

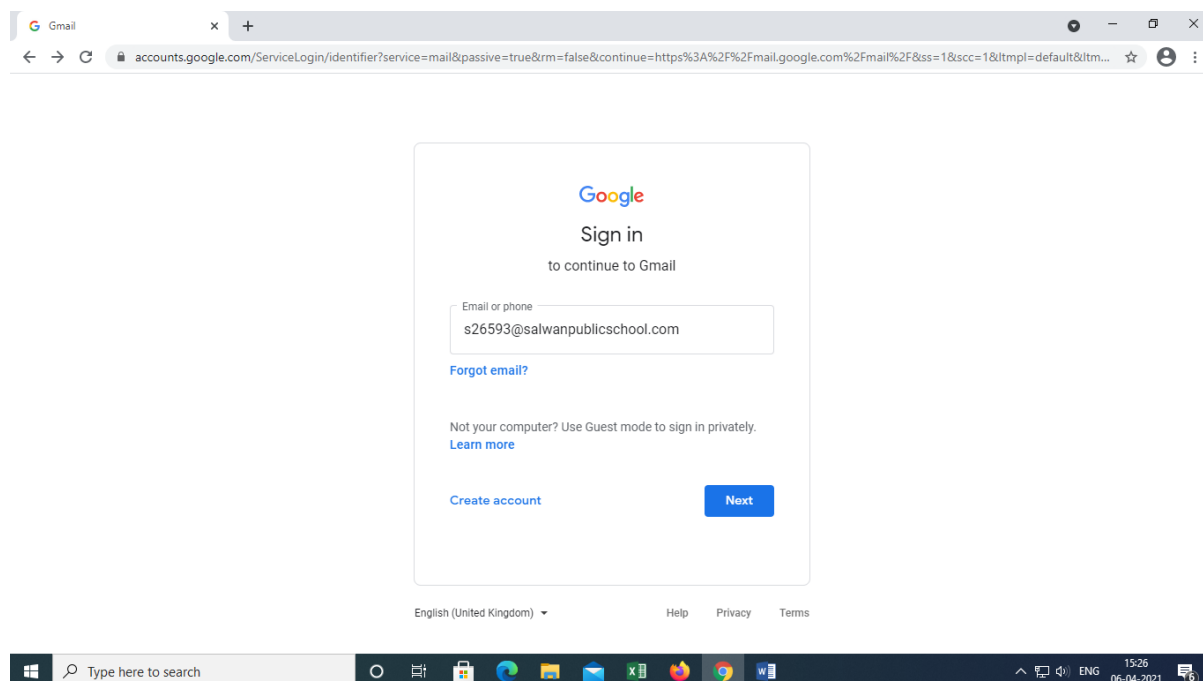
For Students the Email id Nomenclature is [ **S ADMISSION NO@SALWANPUBLICSCHOOL.COM** ].

As an Example for the student with Adm. No. 26593, the email ID will be [s26593@salwanpublicschool.com](mailto:s26593@salwanpublicschool.com)

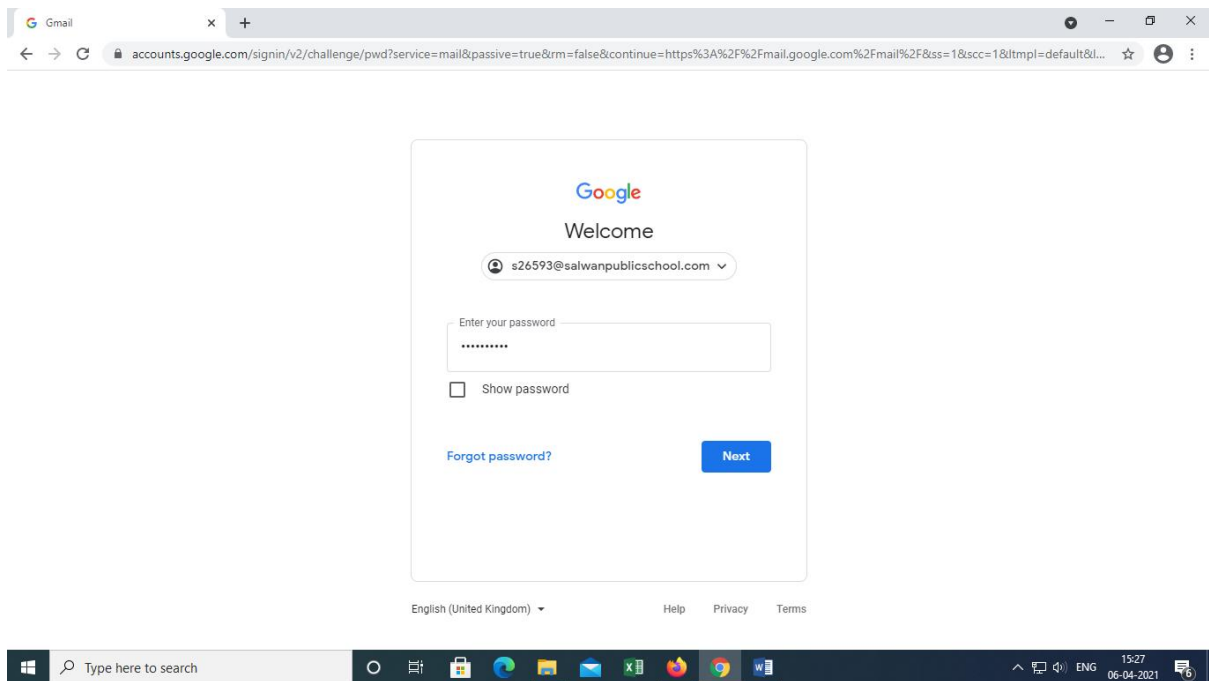
**Note:** - The First time login Password is same for everyone i.e. 'Salwan@123'. All users must change password at the next logon. Students can send email within school domain only.

### Steps:

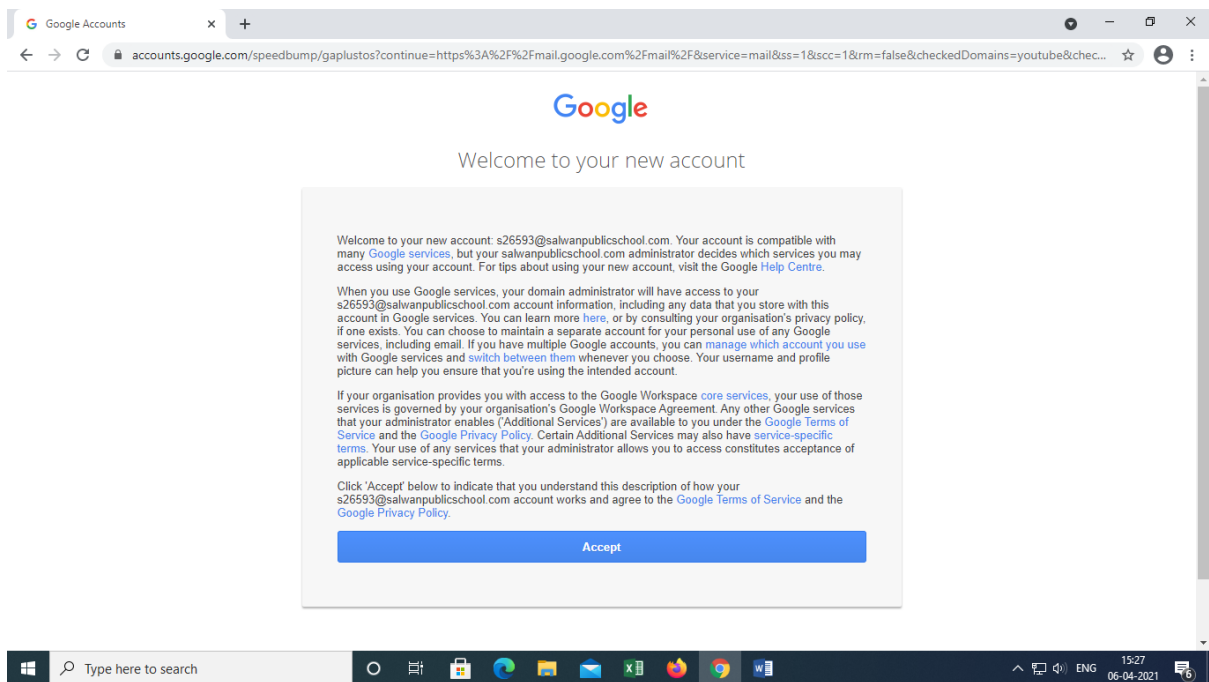
1. Visit Gmail.com or accounts.google.com to sign in
2. Enter your newly issued official email id @salwanpublicschool.com and click on Next



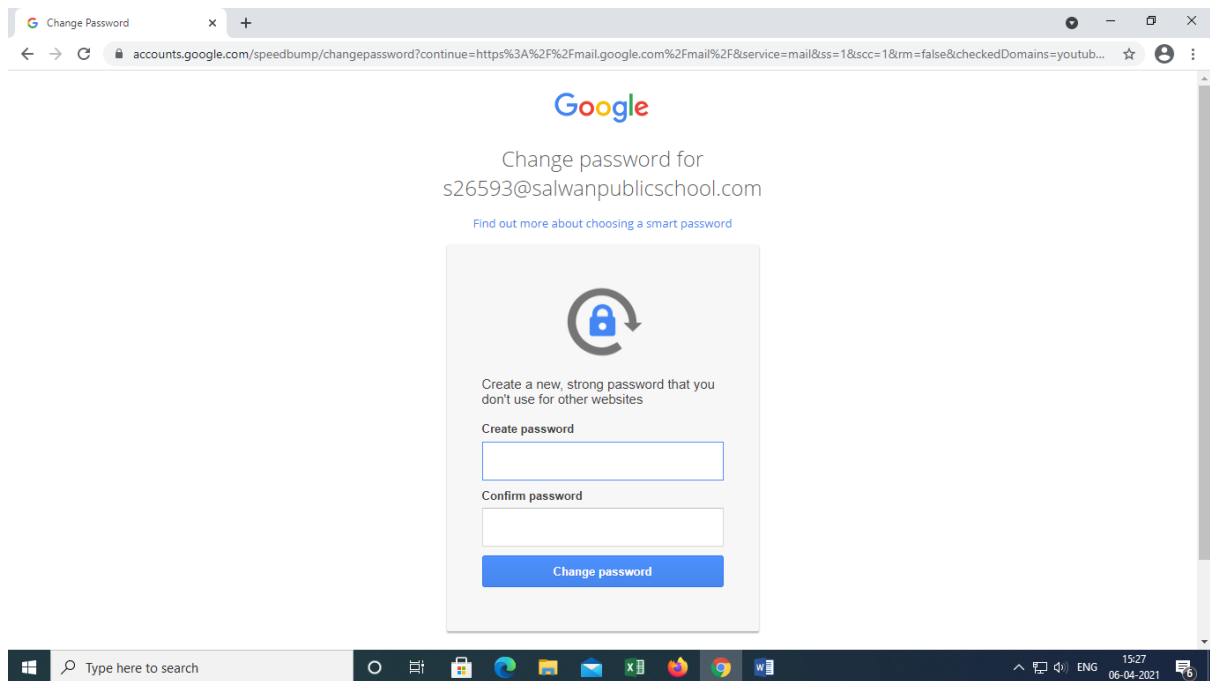
### 3. Enter the password as Salwan@123 and click on Next



### 4. Click on Accept



5. On the next screen you will be asked to create a new password...



6. Click on change password....it's done. You are now logged into your new email account.

