

Help Document- Logging in to your new School email account

The nomenclature of all email id's for student is **s+ Admission number @salwanpublicschool.com**.
Example-

Student Name	Admission No.	Gmail id Username for Gsuite
Aadhvika Rajput	26001	s26001@salwanpublicschool.com
Swapnil Bansawal	23497	s23497@salwanpublicschool.com

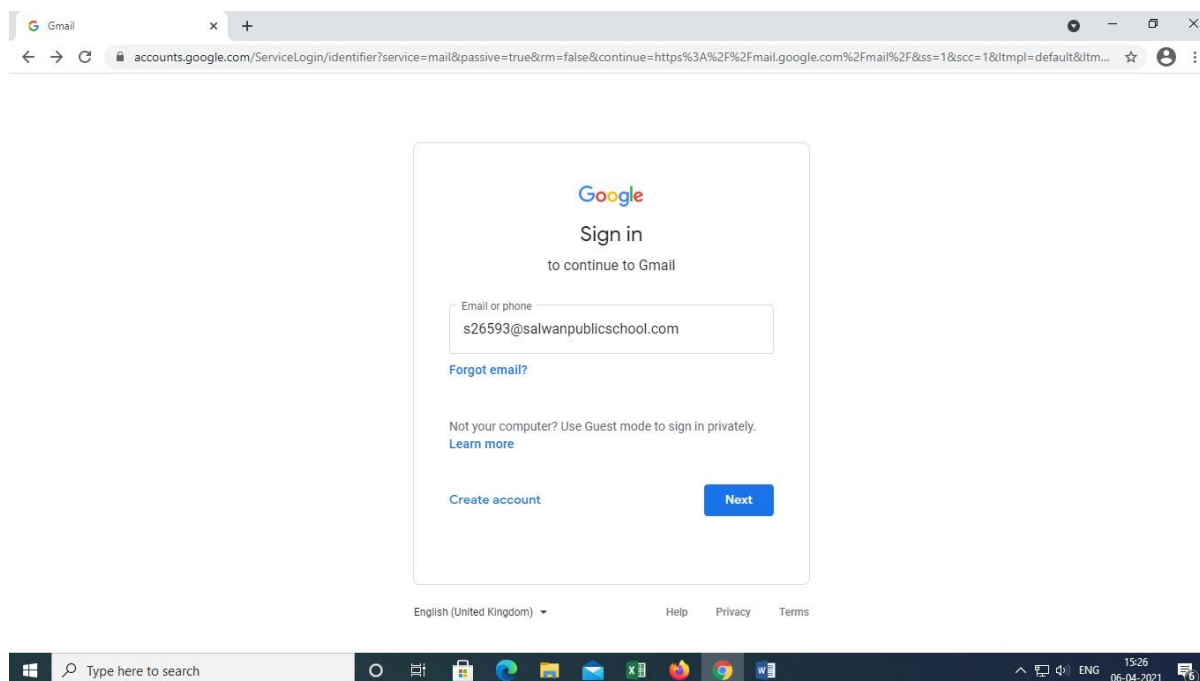
Note: - The First time login Password given below is same for everyone.

Password: Salwan@123

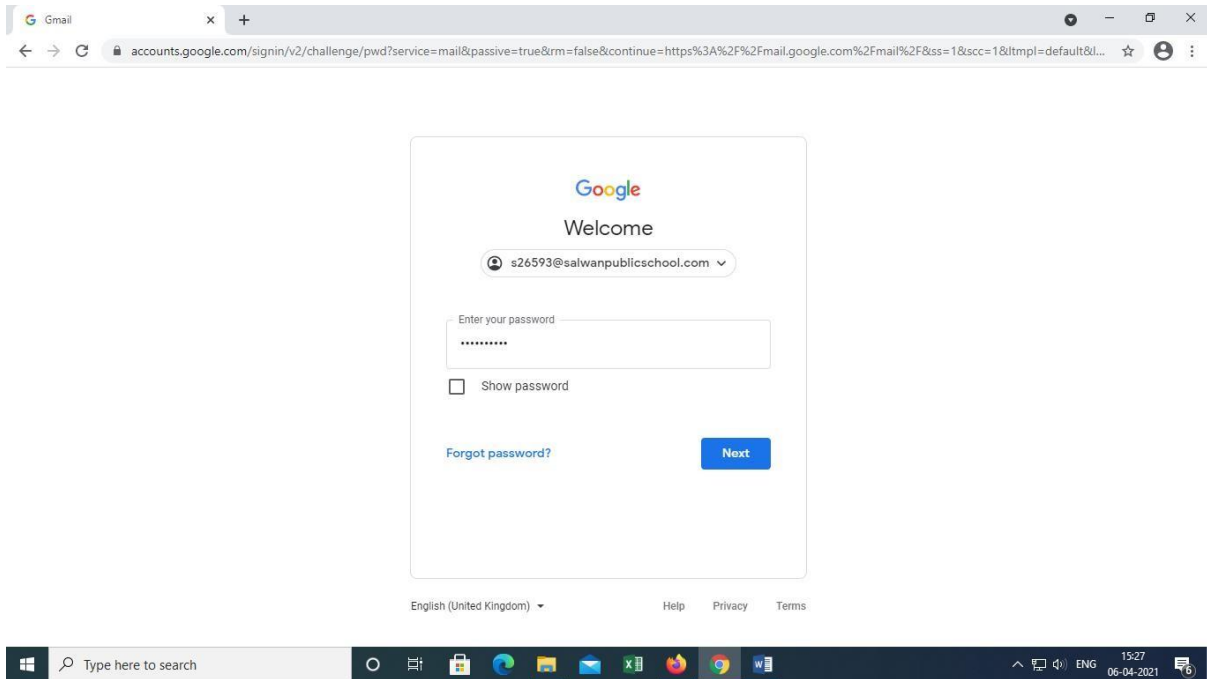
User must change the password at the next logon. Student can send email within domain only.

Steps:

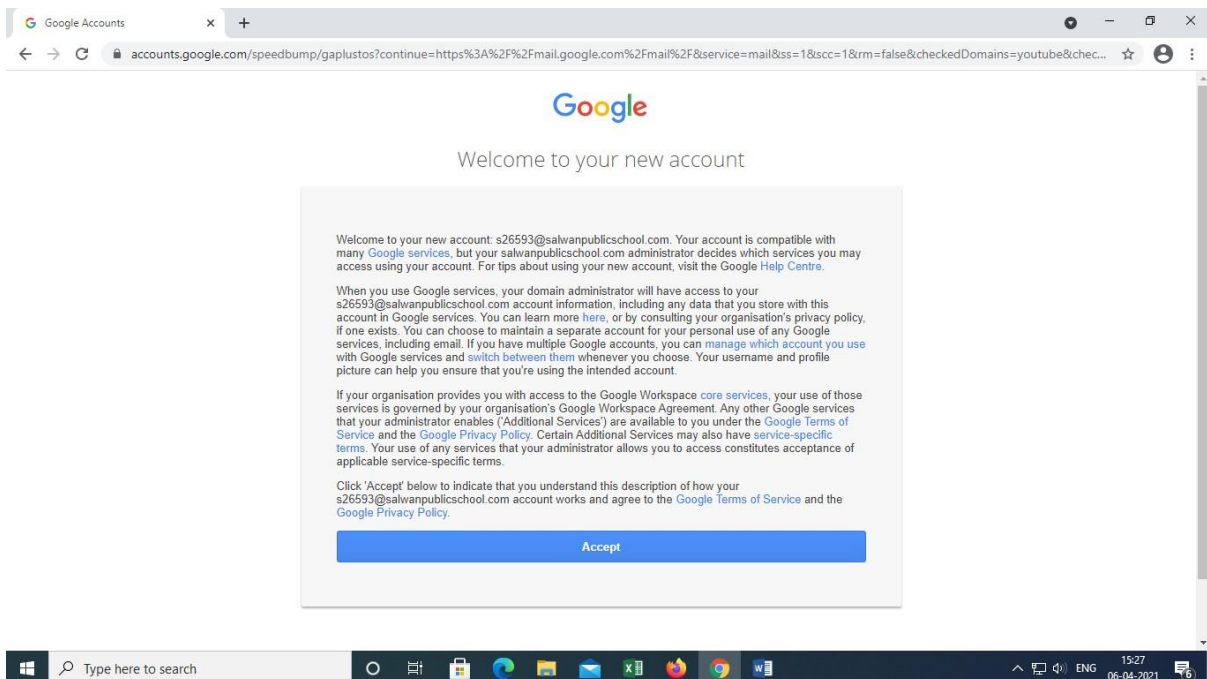
1. Visit Gmail.com/ accounts.google.com to sign in
2. Enter your newly issued official email id [@salwanpublicschool.com](mailto:salwanpublicschool.com) and click on Next



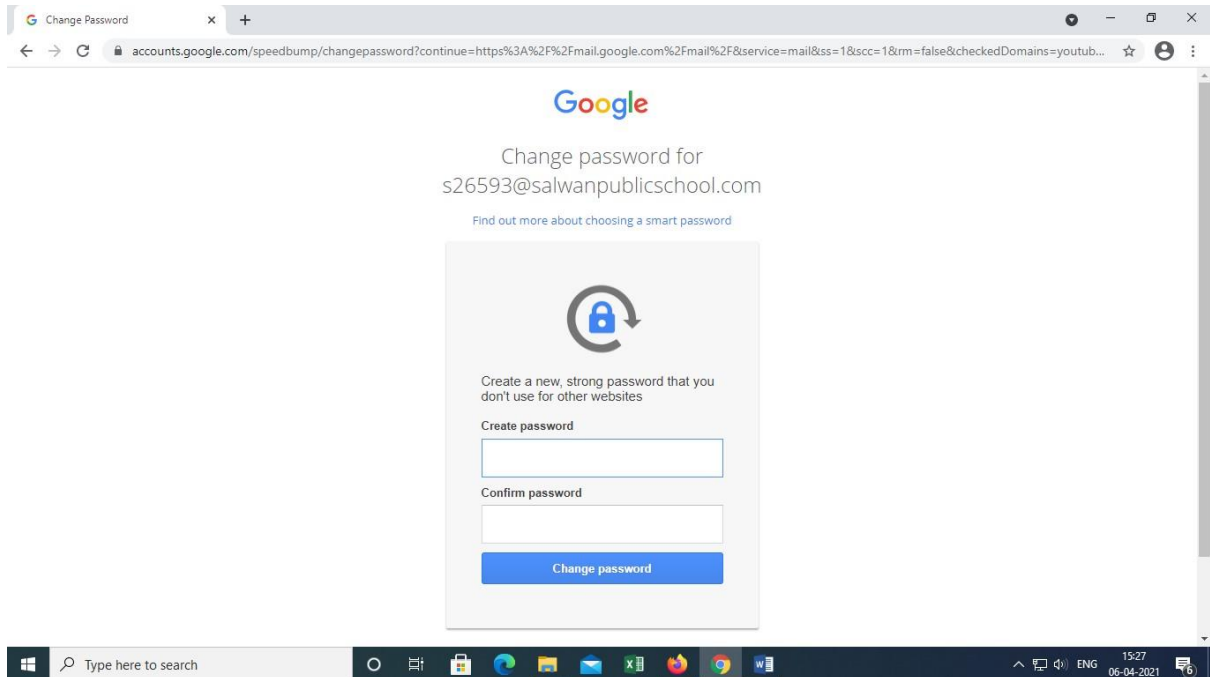
3. Enter the password as Salwan@123 and click on Next



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.

