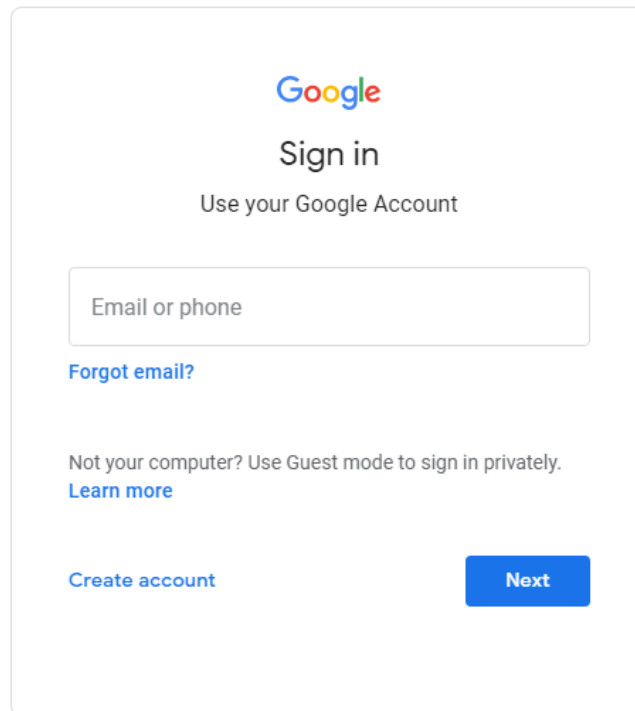


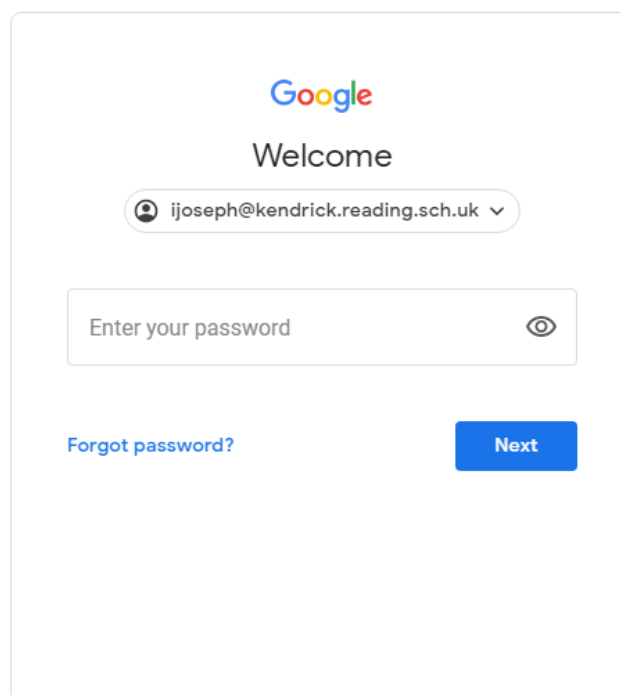
To log in to your Kendrick School Gmail account, go to [GMail.com](https://GMail.com)



The image shows the Google Sign in interface. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone". Underneath the field is a blue link "Forgot email?". Further down, there is a message: "Not your computer? Use Guest mode to sign in privately." followed by a blue link "Learn more". At the bottom left is a blue link "Create account", and at the bottom right is a blue button labeled "Next".

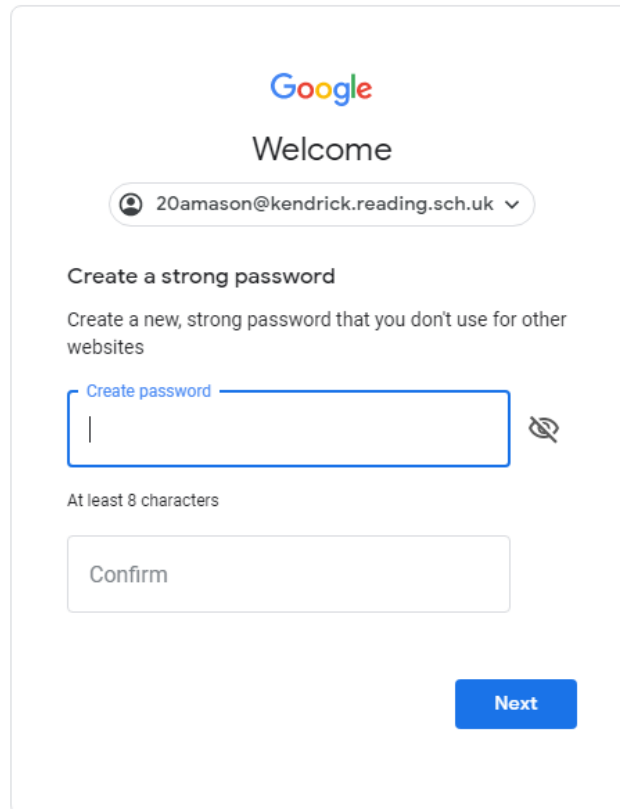
Enter your school email address. I.e: [20username@kendrick.reading.sch.uk](mailto:20username@kendrick.reading.sch.uk) and click Enter.

Now enter **Password1** for your password and click Next.



The image shows the Google Welcome screen. At the top is the Google logo, followed by the text "Welcome". Below this is a dropdown menu showing the email address "ijoseph@kendrick.reading.sch.uk" with a downward arrow. Underneath is a password input field labeled "Enter your password" with a visibility icon (an eye) on the right. At the bottom left is a blue link "Forgot password?", and at the bottom right is a blue button labeled "Next".

Once you enter your password, it should prompt you to create a new password. Your new password must have at least 8 characters with a capital letter, a number and a special character for it to be accepted. It cannot include any part of your name.



The screenshot shows a Google account creation interface. At the top is the Google logo, followed by the word 'Welcome'. Below this is a dropdown menu showing the email address '20amazon@kendrick.reading.sch.uk'. The main heading is 'Create a strong password', with a sub-instruction: 'Create a new, strong password that you don't use for other websites'. There is a text input field with a blue border and a placeholder 'Create password'. To the right of the field is a toggle icon for password visibility. Below the field, it says 'At least 8 characters'. There is a 'Confirm' text input field below that. At the bottom right is a blue 'Next' button.

If you have any further questions please email or contact IT Team – [itteam@kendrick.reading.sch.uk](mailto:itteam@kendrick.reading.sch.uk)