



School eMail & The Google Suite (**GSuite**)

- All student and staff email at Naas CBS are hosted by **Gmail** (Google Mail).
- As a whole school this gives us free access to other Google applications (**GSuite**) including **Drive** (unlimited free cloud storage); **Classroom**; **Docs** (Google equivalent of MS Word); **Sheets** (Google equivalent of MS Excel); **Slides** (Google equivalent of MS Powerpoint); **Calendar**; **Keep** (to save notes/reminders); **Forms** (Google equivalent of survey monkey); **Photos** (unlimited photo and video storage); **Meet** (Video Conferencing); **Hangouts** (Video Calls: Google equivalent of Facetime or WhatsApp or Viber video calls).
- To Login to school email: go to the Google Ireland homepage (www.google.ie)
- Click Gmail (top right-hand corner of the screen) and enter school email and password
Student email format:
FirstnameSecondname19@student.naascbs.ie (The 19 represents the year started at Naas CBS, so 1st years are 19, 2nd Years are 18, 3rd Years 17 and so on).
Eg. seanryan18@student.naascbs.ie (Sean Ryan email address, 2nd Year)
- From Gmail, you can now access all GSuite apps: Click Google apps icon (9 dots at top right)





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- **IMPORTANT:** There is no need to logoff GSuite, just logoff the computer ONLY. The next user to logon to that particular PC will NOT be able to access your google account. However, the next time you logon to that particular computer, you will still be logged in to Gsuite. In other words, logon GSuite once and you will always be logged on GSuite at that same computer.
This is very useful for students and teachers who regularly use different computers and rooms.