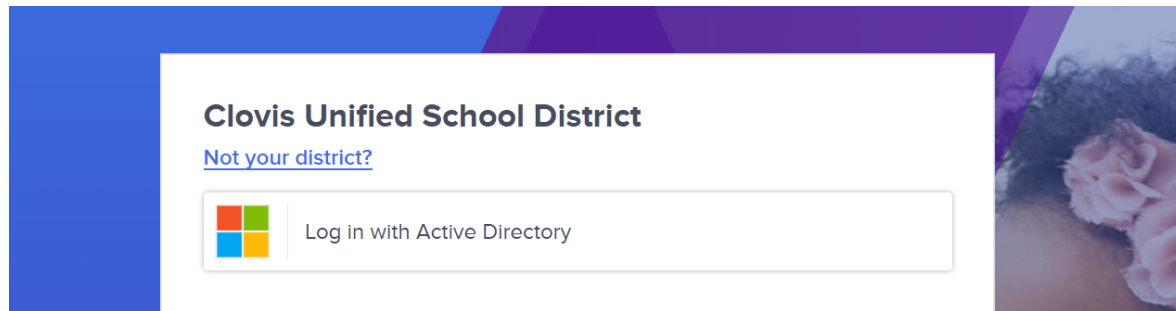


How to Access Your District Gmail Account

1. Go to **Clever** clever.cusd.com



2. When you click on **“Login in with Active Directory”**, you will be prompted to log in with your credentials. Your username and password are the **SAME** ones you use to login at school.

USERNAME firstnamelastname001 Ex. mickeymouse001 or donaldduck002

PASSWORD At the elementary sites it will be six or more characters long: Ex. a56745)



3. Under the **District Links** section, click on **Google Drive**.

District Links (District)



Google Drive



Office 365



Illuminate Education



Illuminate Quick Code Testing

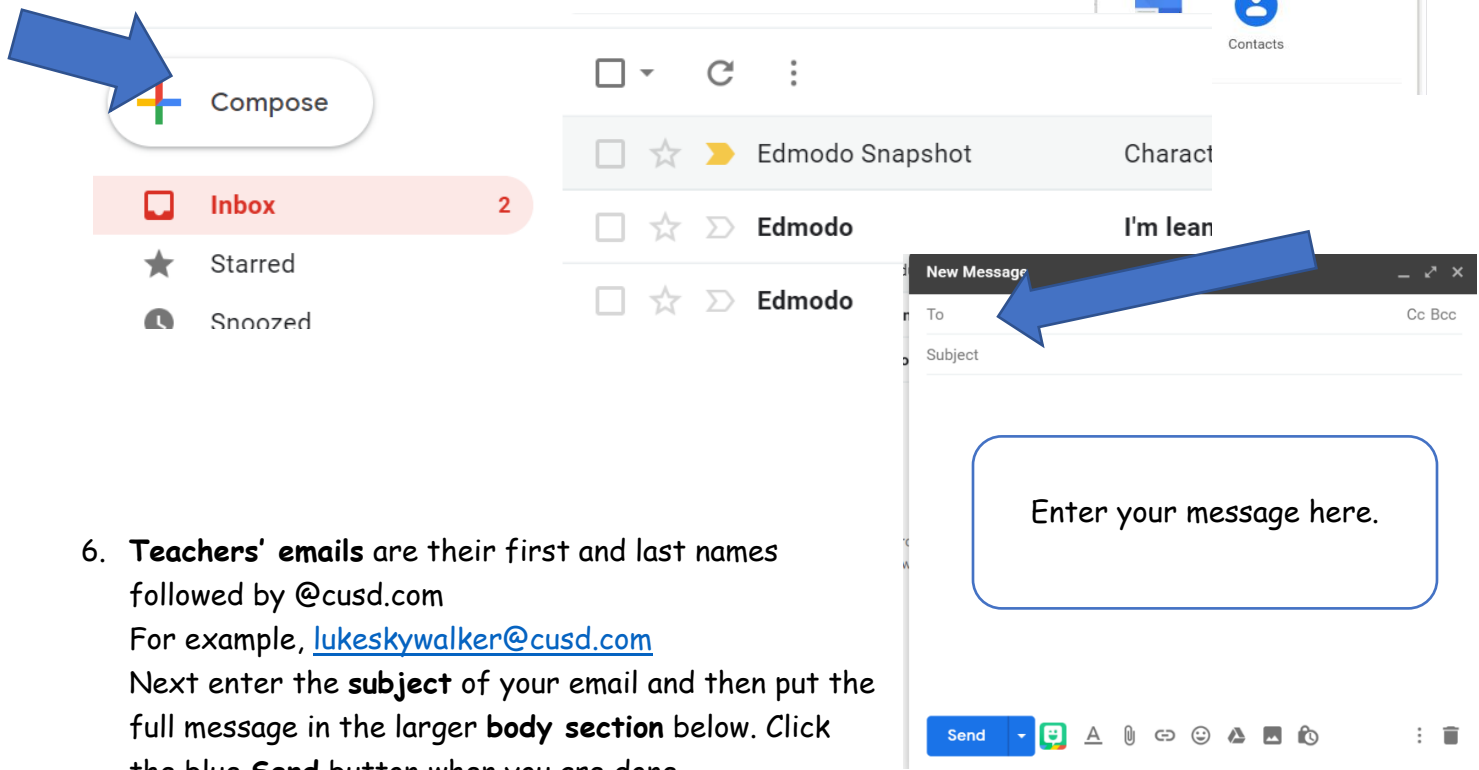


Adobe Spark

How to Access Your District Gmail Account

4. Once you are in Google Drive, look to the top far right of your screen and click on the "burnt waffle" and choose **Gmail**.

5. To send your teacher an email, click on **Compose** and enter the email address of the person you are emailing in the "TO" field. (Note: You can only send emails and receive emails from people in Clovis Unified School District.)



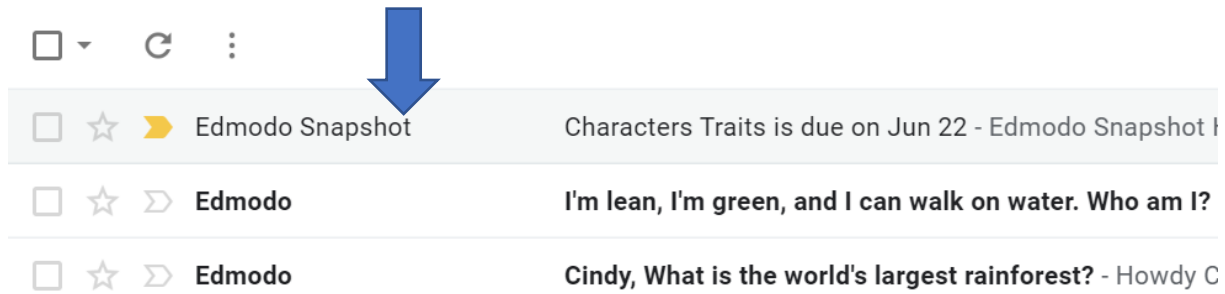
6. **Teachers' emails** are their first and last names followed by @cusd.com
For example, lukeskywalker@cusd.com
Next enter the **subject** of your email and then put the full message in the larger **body section** below. Click the blue **Send** button when you are done.

YOUR email address is your username (what you use to log into the school computers) followed by @cusdstudent.com

For example: mickeymouse001@cusdstudent.com

How to Access Your District Gmail Account

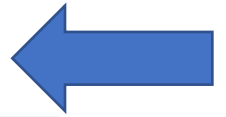
7. To read an email sent to YOU, double click on the title of the email



8. To **reply** to an email, click on the arrow on the right of the opened message.

shot <notification+i9luCSfzh6slX3foHhHZww@edmodo.com>

Tue, Jun 21, 2016, 5:01 PM



9. Enter your reply in the body and click on the blue **Send** button.

