

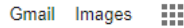
To access Google Classroom at home

1. Open your internet browser (Google Chrome etc)
2. Go to google.co.uk

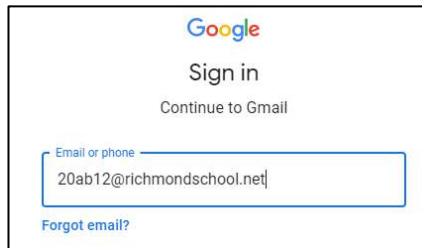
3. Click **Sign In**



4. Click on **Gmail** (top right corner)



5. Log into Google using your school email address which is your username followed by @richmondschool.net for example 20ab12@richmondschool.net



Your password is your usual school computer password

6. When you are logged in, you can access your school emails on Gmail, Google Classroom and Google Drive by clicking on the **square of 9 dots**

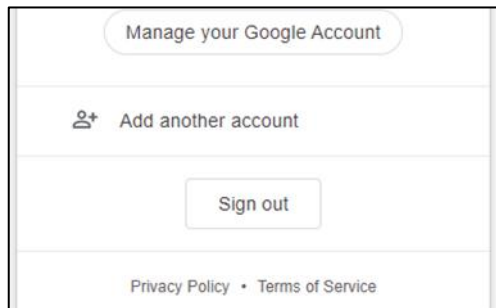


If you already have a Google account on your computer:

1. Click on the Google Account Icon



2. Click **Add another account**



3. Follow step 5 above to log in.