

5926 Ryan Road, Duluth, MN 55804 · 218.525.0663 · www.northshorecommunityschool.org

**Gmail Account Set-up Instructions** 

You will receive an Instant Alert with your new password

Open Chrome and go to google mail (if you have a personnel gmail account and are already logged in make sure to log out)

Your new email is **first initial last name@nscsk6.org** (example <u>ismith@nscsk6.org</u>)
Your old email northshorecommunityschool.org is linked to your new shorter email address.

Log in using the password from the instant alert. Once you sign in you will accept the terms and then you will have to change your password.

Any questions contact the office.