

Using Ridgewood Student Gmail

Students now have access to Gmail, hosted through Ridgewood Local Schools. Communicating through this email system is limited to Ridgewood student and teacher accounts.

Access

1. <http://www.google.com/a/ridgewood.k12.oh.us>
2. Login
 - a. first.last@ridgewood.k12.oh.us
 - b. Original password may have been **ridgewood** or **firstname20**** (your graduation year), but most of you have changed it already. If not, you should be prompted to change it now for security reasons.
 - i. Choose something you will remember. One that you use for other school accounts usually works best.
3. Click on the red M, Gmail

Emailing files from Google Docs or Google Slides on Chromebooks

1. From Google Docs or Google Slides, click File
2. Choose Email as Attachment
 - a. Google Docs
 - i. Change "Attach as" from HTML to PDF (unless otherwise stated)
 - b. Google Slides
 - i. Change "Attach as" from PDF to PowerPoint, .pptx, (unless otherwise stated)
3. To line – type recipient's email address
 - a. If submitting work to me, use kelly.cappel@ridgewood.k12.oh.us.
4. Subject line (when submitting an assignment):
 - a. **Your Name, Period, File Description**

Emailing files from Google Docs or Google Slides Apps on iOS and Android Devices

1. From the App, open the file
2. Select the Share icon (person with + symbol)
3. Choose Send a Copy
4. Choose appropriate format
 - a. Google Docs – PDF (unless otherwise stated)
 - b. Google Slides – PowerPoint .pptx (unless otherwise stated)
5. Choose the Mail app to send from
6. Put recipient's email address
7. Subject line (when submitting an assignment):
 - a. **Your Name, Period, File Description**
8. Make sure you choose your **@ridgewood.k12.oh.us** email account in the "From" line so you're sure it bypasses our filter.
9. Send

Attaching files from your school network drive from a school Windows PC / Virtual Computer

1. Open Gmail
2. Click the red COMPOSE button
3. Type Recipient's email address
4. Subject line (when submitting an assignment):
 - a. **Your Name, Period, File Description**
5. Click the PAPERCLIP button
6. Select Computer
7. Select your Network Drive
8. Select the document you want to attach
9. Click OPEN to attach the file
10. Wait until the blue progress bar finishes loading the document
11. Click the blue SEND button