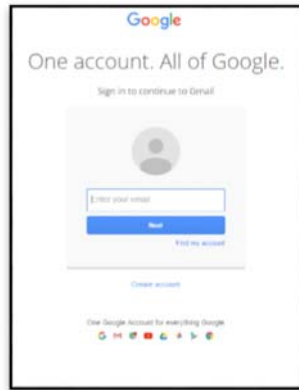
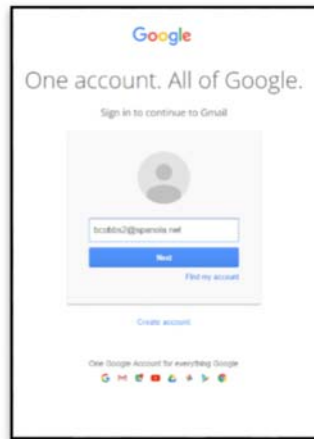


## South Panola School District New Email Accounts

1. Go to Google email by typing: **mail.google.com**

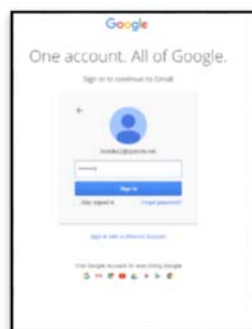


2. Type in the entire user name in the blank. This should include **@spanola.net** (example: **jdoh1234@spanola.net**)



3. When logging in for the first time, use the password emailed to you. If you have forgotten your password, please post a Tech Request to ask for the password to be reset.

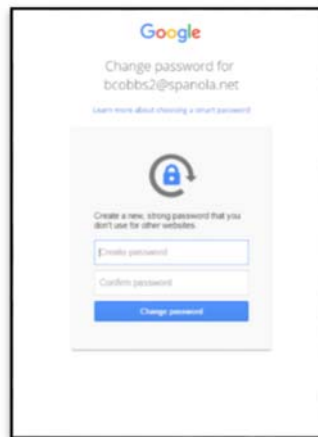
After entering the initial password, click the **Sign In** button.



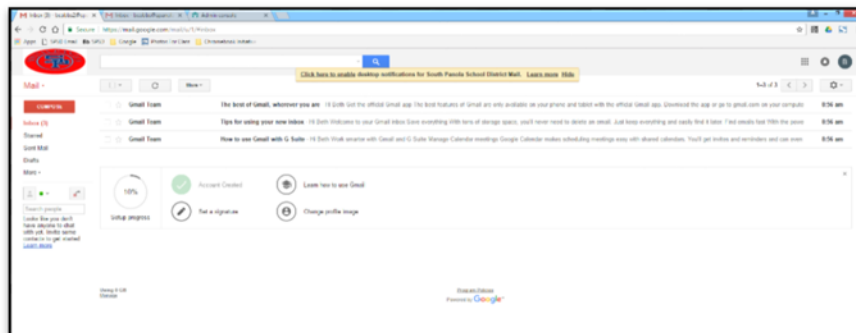
4. At this point, you will receive a Welcome window. Click the **ACCEPT** button.



5. The next window is where you will change the password for your account. Be sure to choose a strong password!



6. Once you have successfully changed your password, you will see the inbox of your new email account.



**Welcome to the new email system!**