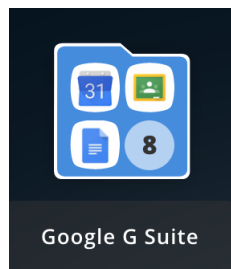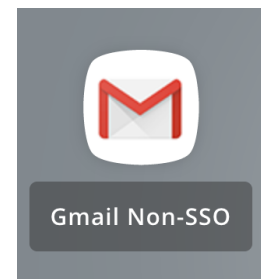# Accessing and Using Your Student Email Account

When you log into your Chromebook, you must sign in using your District username and password, which can be found in the parent/student portal, **Powerschool**, under "student information". ([Help finding your username and password](#))
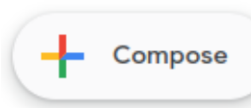
Double click to open the Chrome browser. You will be prompted to enter your Niskayuna username and password again to log in to Classlink, the district's single sign-on portal for approved apps and websites.

Click on the Google GSuite folder in Classlink.

Click on the Gmail icon to open your student email account.

To create a new email, click the "compose" button.

[More information and tips for student email accounts](#)

Email Permissions by Grade Level:
- **Kindergarten - 6th grade:**
  - Students will only be able to receive and send emails (Chat off) to Niskayuna staff members.
- **7th Grade**
  - Students will only be able to receive and send email (Chat on) to Niskayuna staff and Niskayuna Students.
- **8th Grade - 12th Grade.**
  - Students will be able to receive and send email (Chat on) both internally and externally outside of the niskyschools.org domain.