



Help is Here!

Department of Technology

You have email!

Every employee of Dearborn Public Schools has an email account provided through the district. Information is regularly shared through email instead of printing and distributing paper copies. This saves the district a significant amount of money.

To access your email:

You need two key pieces of information, your user name and your passphrase. Your user name is generally the first six letters of your last name combined with the first letter of your first name. Thus, if your name were Bob Johnson, your user name would be Johnsob (user names are not case sensitive, it doesn't matter if you capitalize or not). Your passphrase is the same as you would use to sign into a computer within the district. If you don't know your passphrase, please call the HelpDesk at 73003 (or 313-827-3003).

1. Open a web browser and go to <https://www.google.com> OR go to [Dearborn Public Schools web page](#) and click on Resources in the top right hand corner and select "[For Staff](#)".
2. Click on the Sign in

+You Gmail Images  [Sign in](#)

Click Sign in

Google

Google Search

I'm Feeling Lucky

3. Enter your User name and passphrase
- Note that you must use your user name + @dearbornschools.org for your user name.
 - Remember that in your passphrase, capitals and lower case matters.
 - Also note the "Stay signed in" check box. If you are on a computer that you don't normally use, make sure that this is unchecked.

One account. All of Google.

Sign in with your Google Account

The image shows a Google sign-in form with several red annotations. A red arrow points to the username field containing 'johnsob@dearbornschools.org' with the text 'Enter your user name + @dearbornschools.org'. Another red arrow points to the password field, which is masked with dots, with the text 'Enter your password (case matters)'. A red circle is drawn around the 'Stay signed in' checkbox, which is currently checked, with a red arrow pointing to it and the text 'Uncheck this if on a public computer'. Below the form, the text 'Create an account' is visible. At the bottom, the text 'One Google Account for everything Google' is followed by icons for Google, Gmail, Google Drive, YouTube, Google Maps, and Google+.

Enter your user name + @dearbornschools.org

johnsob@dearbornschools.org

Enter your password (case matters)

Sign in

☒ Stay signed in [Need help?](#)

[Create an account](#)

One Google Account for everything Google

4. Click the blue "Sign in" button

5. Click the word "Mail" on the right hand side of the screen



6. You should now see your email in a list.
7. Click on an email to open and read.