

Accessing your EHS Email and Google Drive Account

Your email address is your **AdminNumber-FirstName@edgemeanhigh.org.za**


Get your admin number from your class tutor.

Example Email Address: 17998-john@edgemeanhigh.org.za

Example Email Address: 17624-sarah-jane@edgemeanhigh.org.za

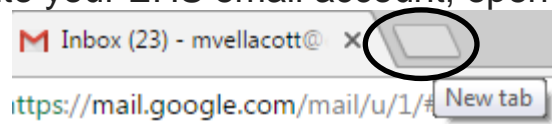
One-time password: **12345678**

Email Procedure:

- Go into any web browser (Google Chrome, Internet Explorer, Mozilla Firefox, etc.) and go to www.gmail.com.
- Once there, type the full school email address (as above) as the username.
- Enter the one-time password (as above).
- It will say that the password is incorrect but re-type the same password (as above) and the "funny letters" (CAPTCHA ) that you will see beneath the password.
- It will then ask you to "agree" to the license agreement.
- It will then ask you to type in a new password that you would like. You will use this new password as your password from now on.

Google Drive Procedure:

- Once you have logged into your EHS email account, open a new tab.



- Select Google Drive from your list of Apps (if in Google Chrome). If you are in another web browser, type in Google Drive into your address bar.

