



**S. Thomas' College,  
Bandarawela  
Sri Lanka**

# **How to add your new stcb.edu.lk email account to Android & login to Google Classroom**



**STCB Google Classroom Help Guide**

# How to add your new stcb.edu.lk email account to the Gmail app

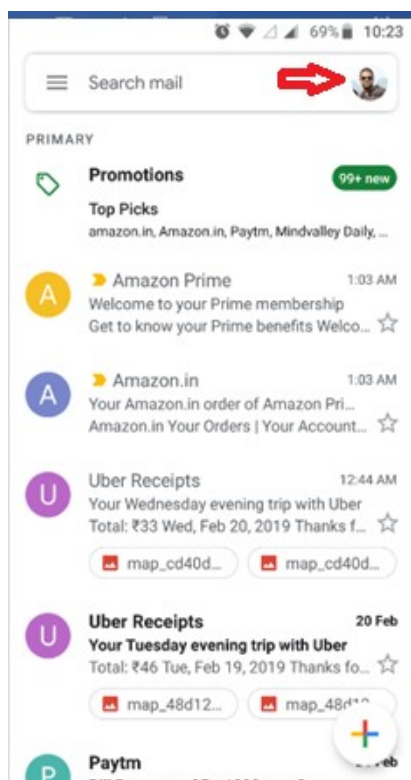
You can read and send mail from most email addresses using the Gmail app on Android, including Yahoo and Hotmail. Instead of forwarding your mail, you can add that account to the Gmail app.

## Steps to add your second account (stcb.edu.lk)

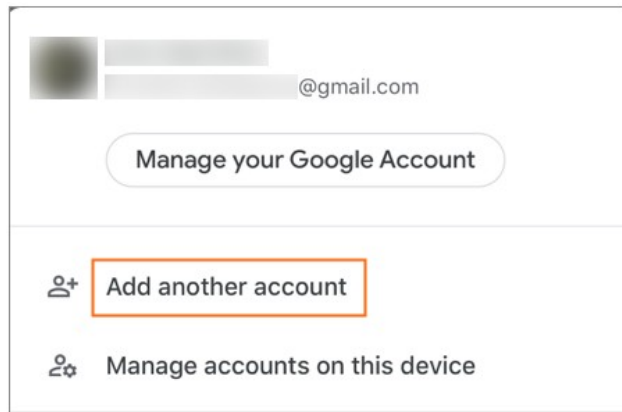
1. On your Android phone or tablet, open the Gmail app .



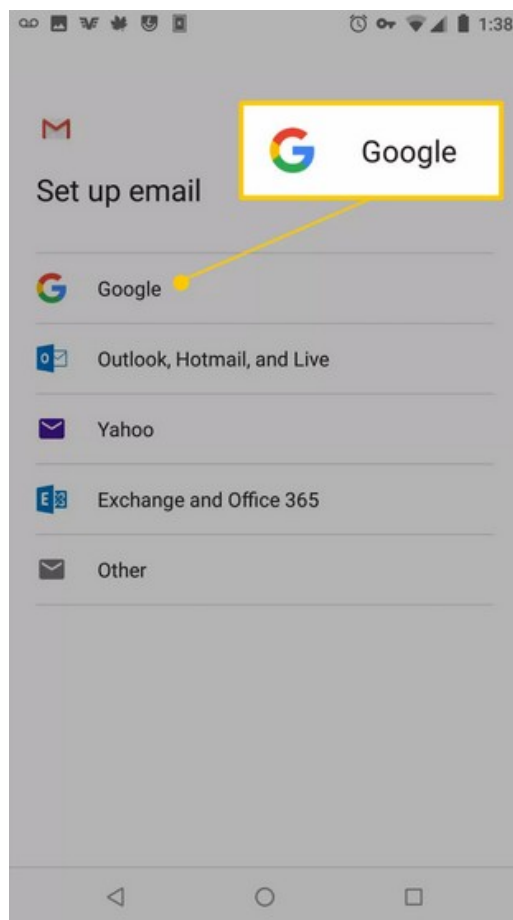
2. In the top right, tap your profile picture. (Picture or letter inside the circle)



3. Tap **Add another account**.



4. In the **Set up email** page, choose **Google**.

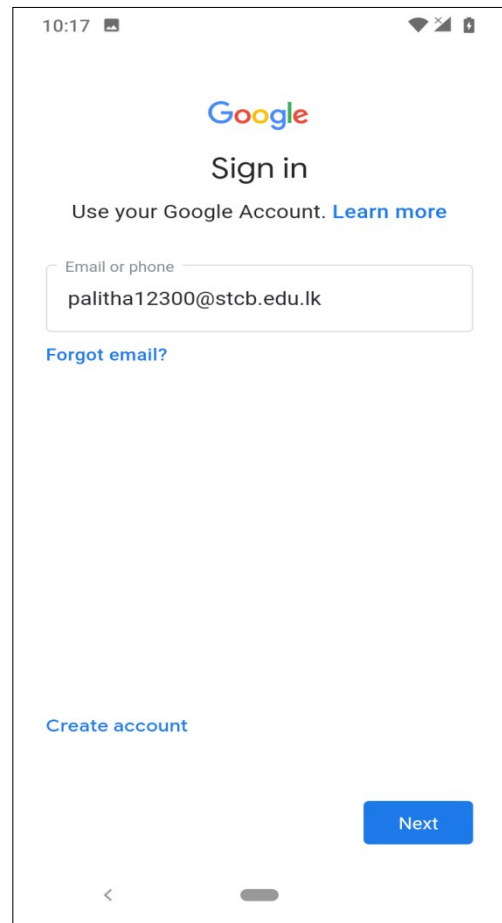
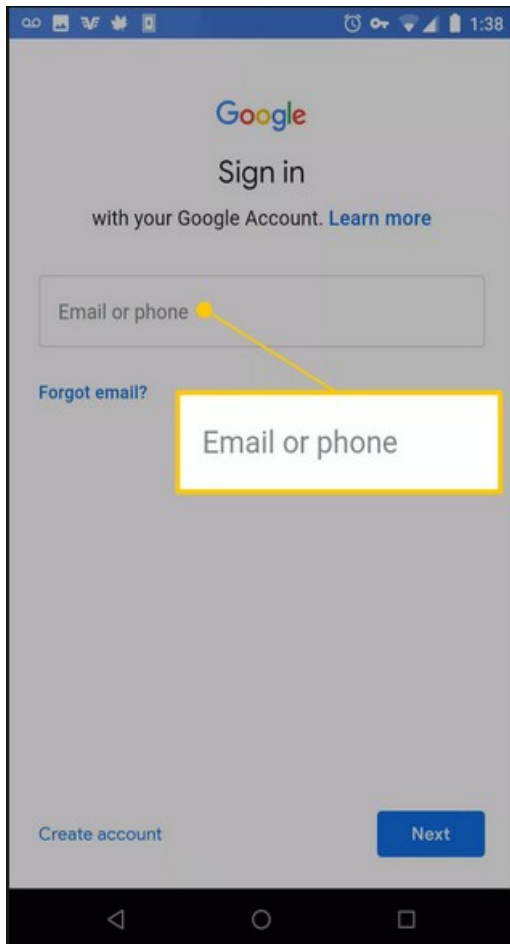


The phone takes a few seconds to load, and depending on its security, prompts you for a password. That's because you're adding a second Google account to the phone by adding this email address.

When it's done, the Gmail sign-in screen appears.

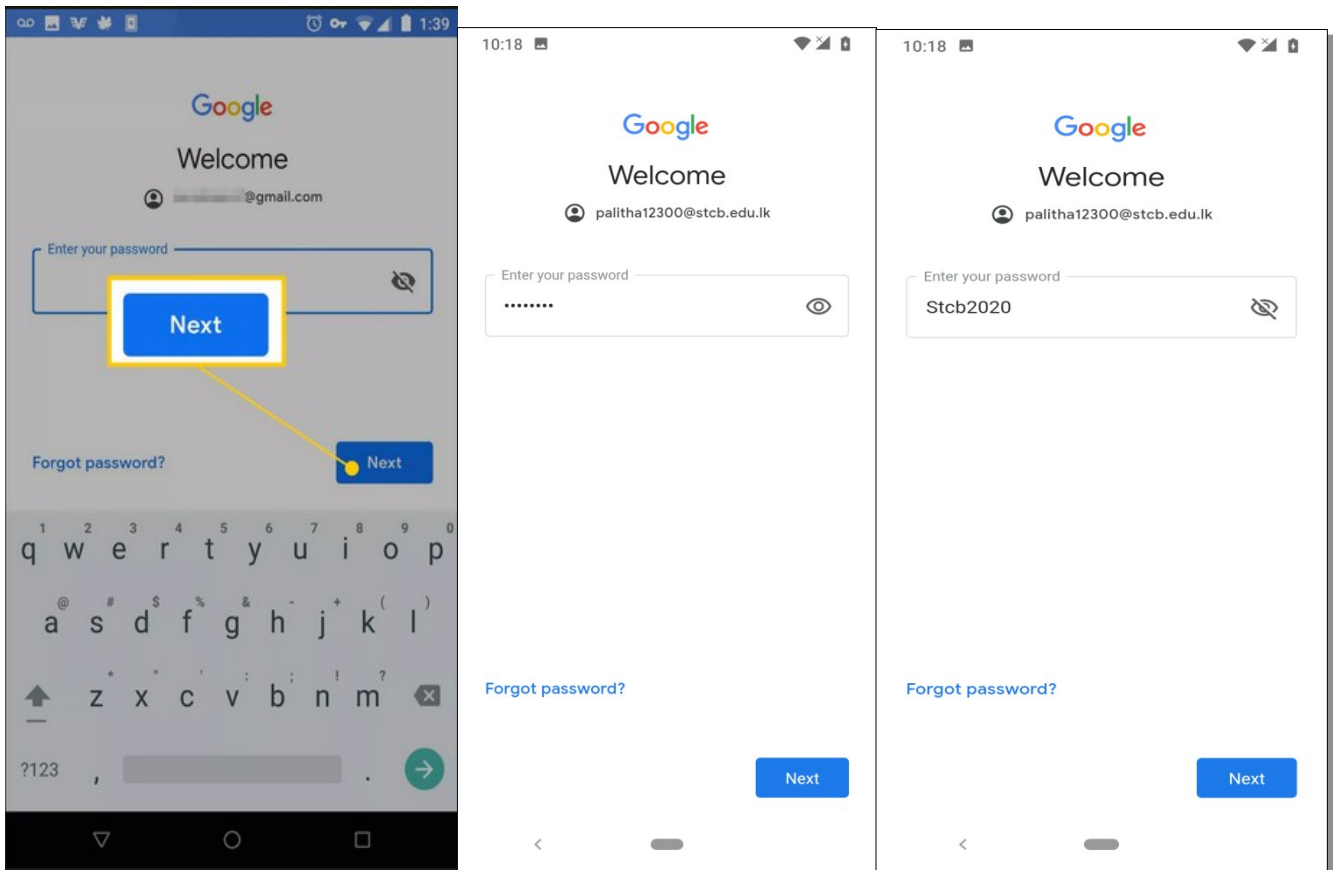
5. Follow the on-screen steps to enter your credentials and other necessary information.

i. Type your **email address** (As an example: palitha12300@stcb.edu.lk) in the provided field.

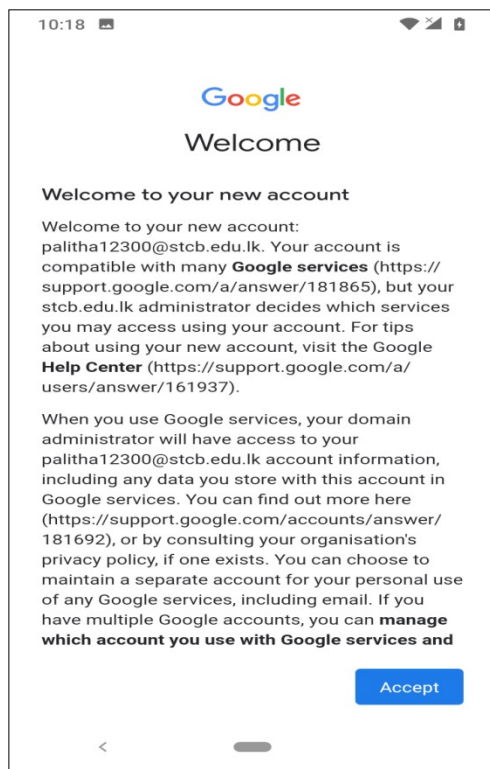


ii. Tap **Next**.

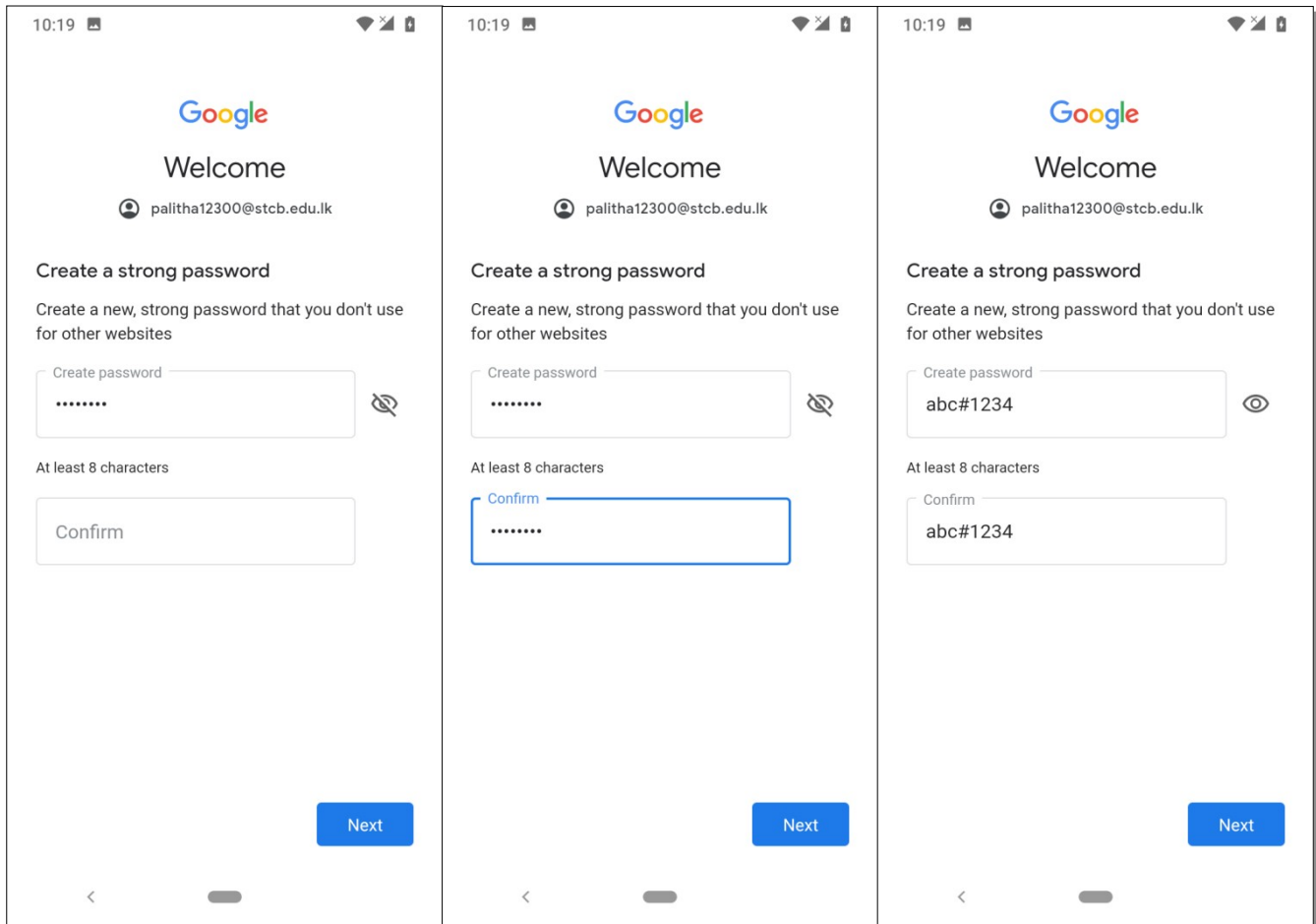
iii. Type your initial **password**. “**Stcb2020**” (you can check the spellings by clicking on the eye icon)



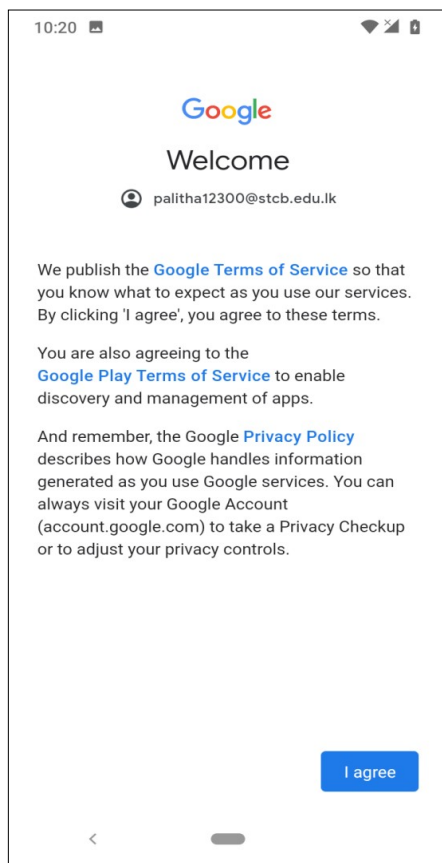
iv. Tap **Next** (then it will show you a “Welcome” message)



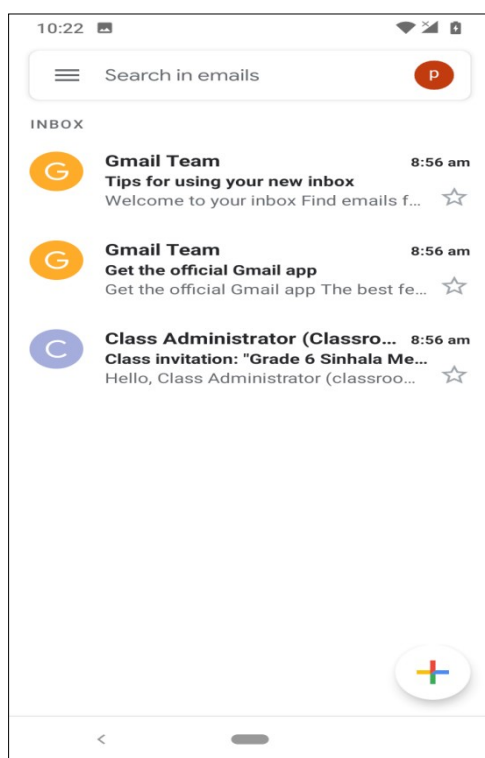
v. Tap **Accept** and enter your new password and confirm it



vi. Tap **Next**. (Then it will show you a “welcome screen”)



vii. Tap **I agree** (Then it will show you available emails in your inbox)



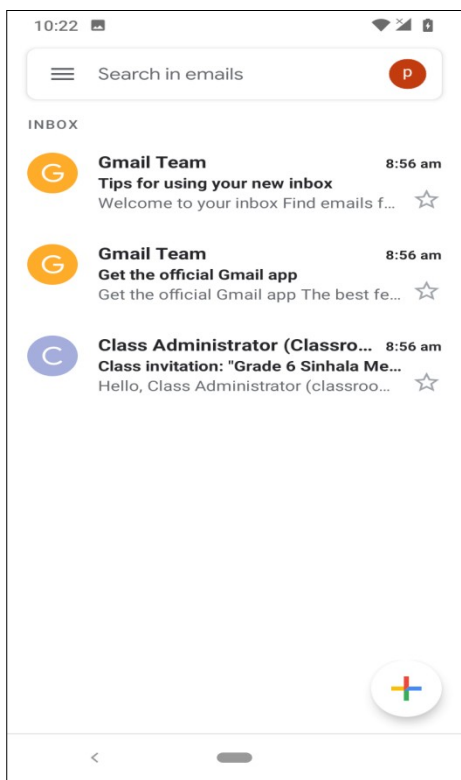
**Congratulations!**

You have successfully added your new stcb.edu.lk email account.

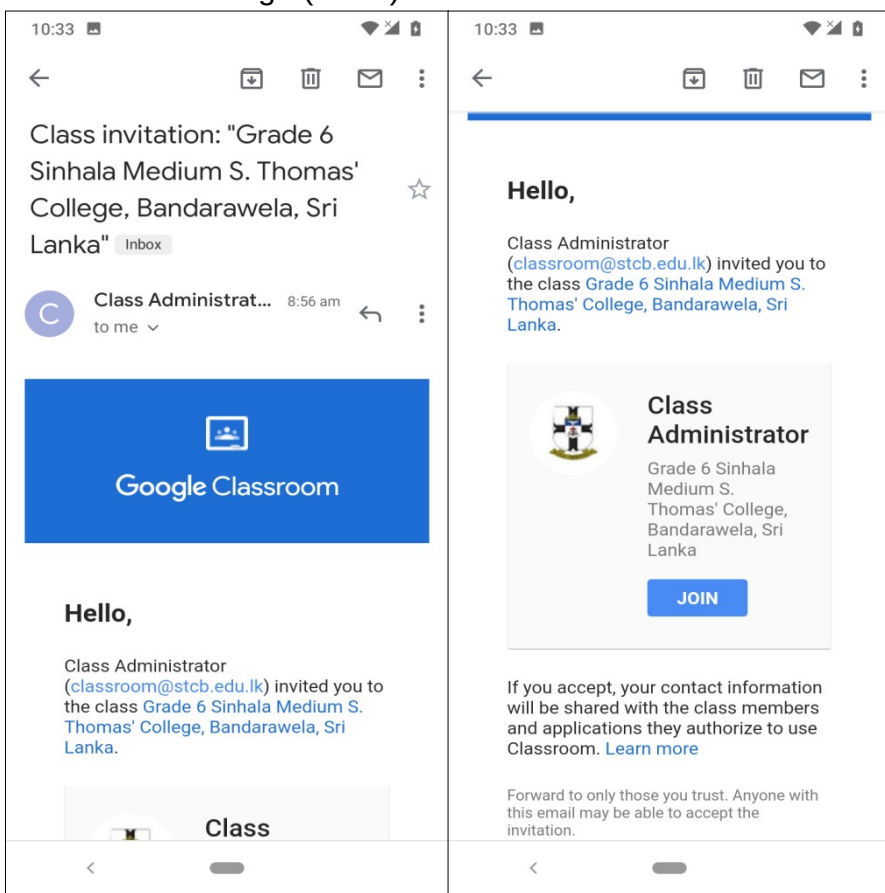
Next, add your account to Google Classroom (scroll down)

# How to connect with Google Classroom using your new account

Now you can see below interface on your mobile

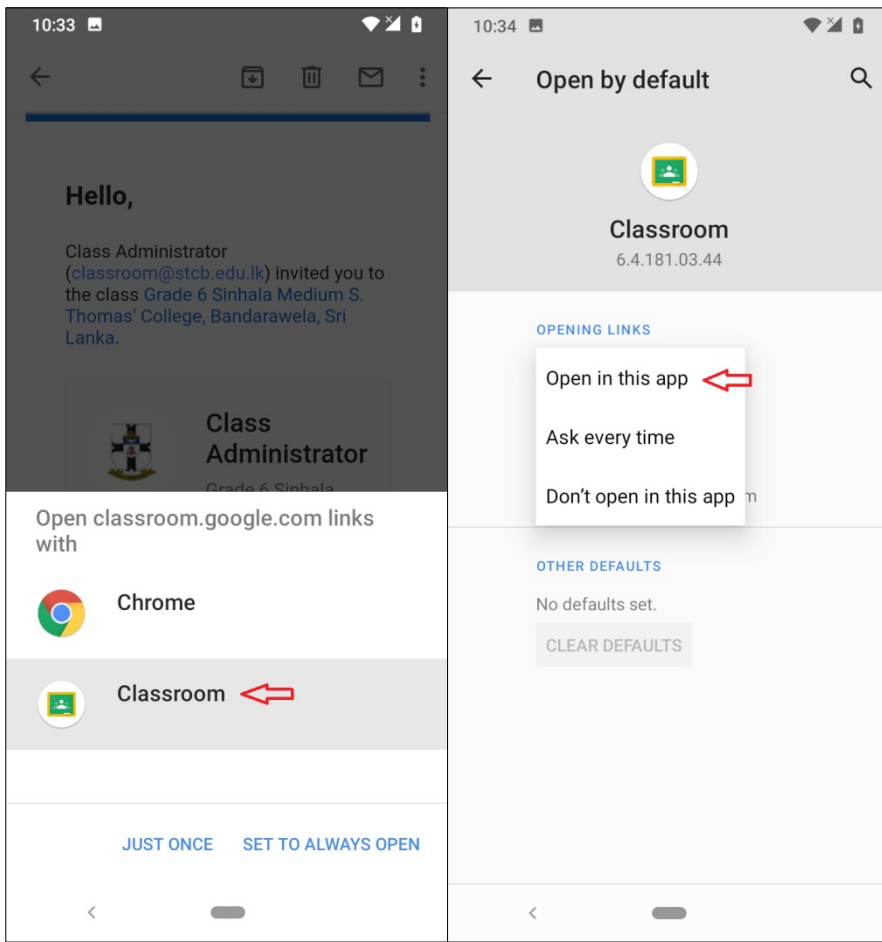


1. Tap on class administrators message (email)

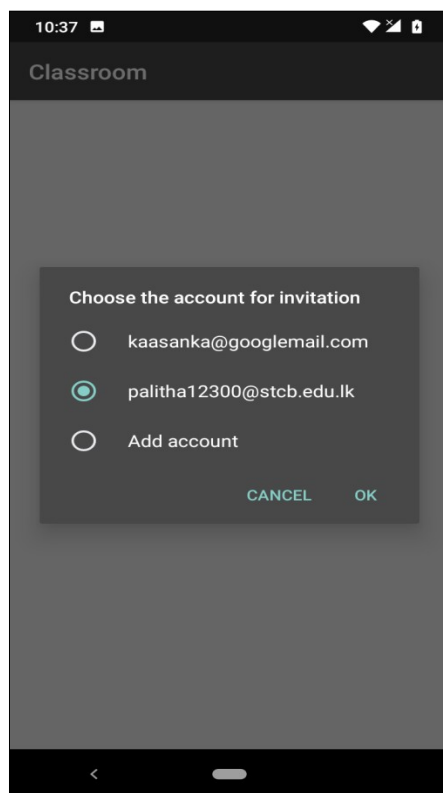




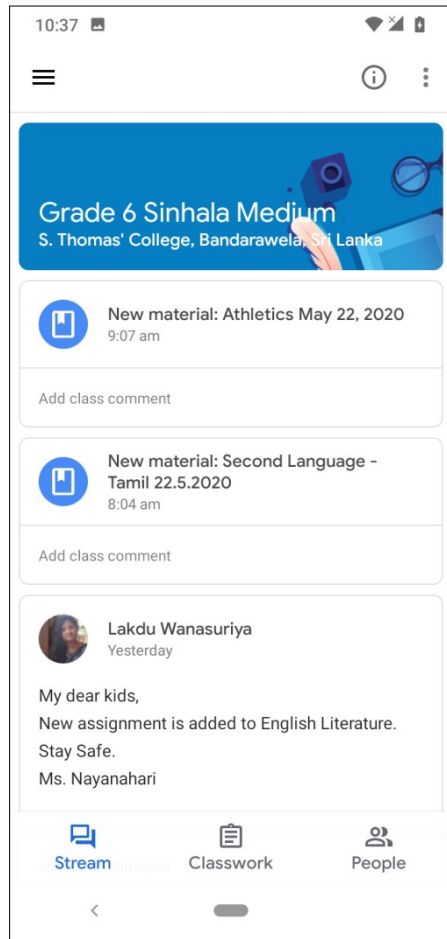
2. Tap on **Join** button
3. Tap **Classroom** to open with classroom and select **Open in this app**



4. From next window choose the account for invitation (As an example: palitha12300@stcb.edu.lk). In your case, you have to choose your new stcb email account.



5. Once you open Google classroom, you should see your child's Google Classroom dashboard.

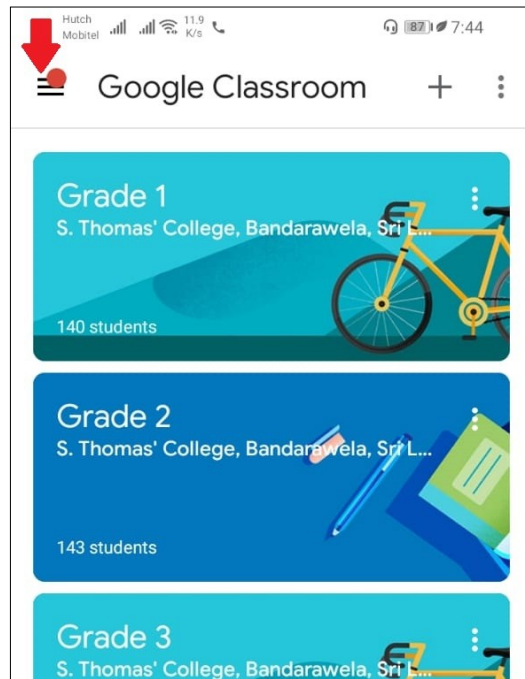


***Now you are inside the classroom. Good luck and continue your work....***

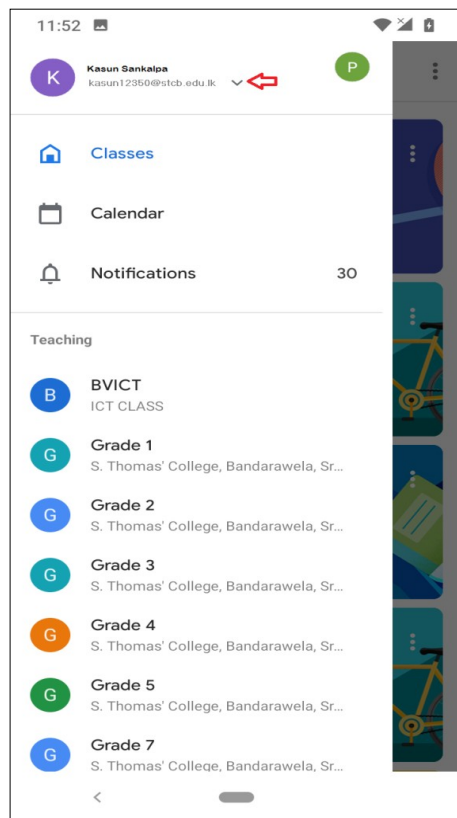
If you have more than one child using Google Classroom, you can add both accounts and view both.

# How to swap between classroom Accounts

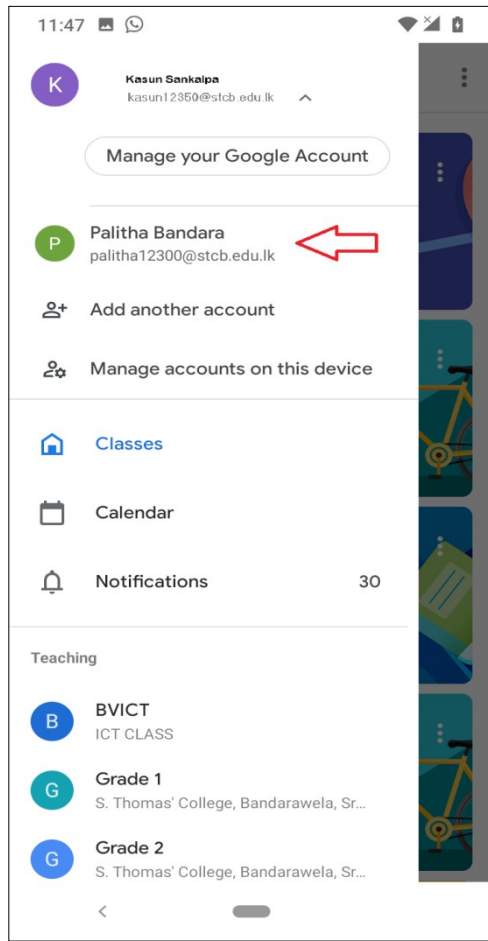
1. Click on the little three-line icon in the upper left corner of the screen in order to view class menu.



2. Click on the small arrow next to your child's email address



### 3. Select other account name to swap the class for another child



Thank you for using this STCB GC help guide.

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