



Accessing your Google Workspace Account

You can access your account from any web browser but more features will be available if you use Google Chrome.

Go to <https://www.google.co.uk/>

Click 'Sign in' at top right

- Enter username.311@francesbardsley.co.uk (change last part to match the school you are based at)
- Enter your USO username and password (Same details you use to access school computers)
- Accept the terms of service

Google
Sign in
Use your Google Account

Email or phone
username.311@francesbardsley.co.uk

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

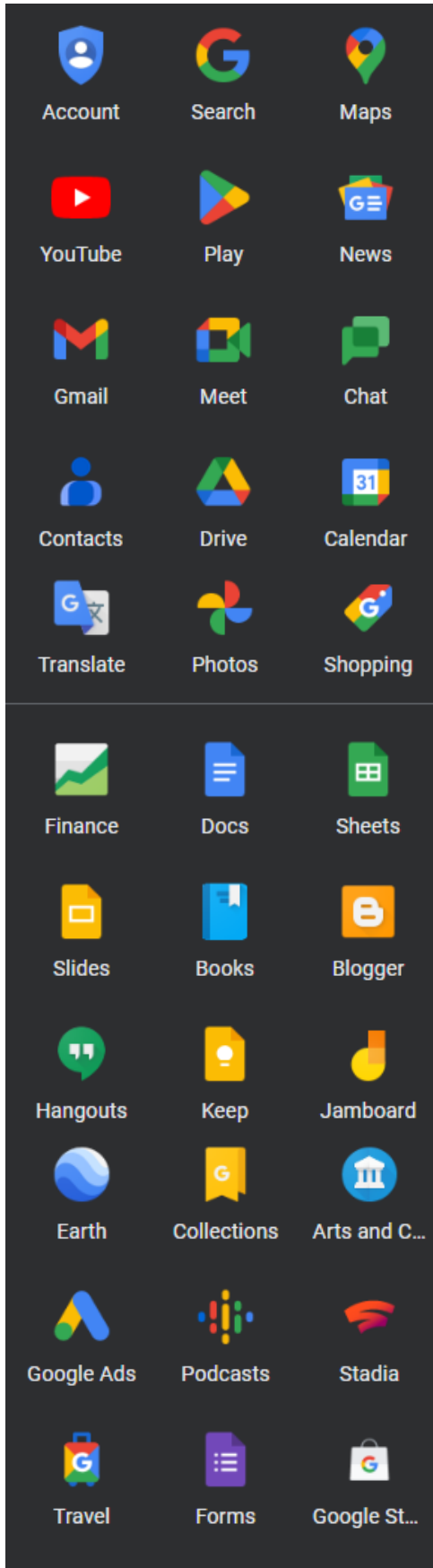
[Create account](#) [Next](#)

Now on Google's homepage, pressing the 9 dots in the top right will allow you to select between several apps.



The apps

Let's focus on the apps you'll need



YouTube — Watch videos on the video sharing platform YouTube.

Gmail — View your mail.

Drive — See files and documents saved in your google drive.

Docs — Create documents. Similar to Microsoft Word.

Sheets — Create databases. Similar to Microsoft Excel.

Slides — Create slideshows. Similar to Microsoft Powerpoint.

Keep — Create notes.

Forms — Create/respond to forms.

The rest should not or very rarely be used in your everyday activities. If you're confused or need help with any of these apps, go to google's dedicated help page for assistance.

<https://support.google.com/>