How to Access Your District Gmail Account

1. Go to Clever  clever.cusd.com

2. When you click on “Login in with Active Directory”, you will be prompted to log in with your credentials. Your username and password are the SAME ones you use to login at school.
   
   **USERNAME**  firstname.lastname001  Ex. mickeymouse001 or donaldduck002
   
   **PASSWORD**  At the elementary sites it will be six or more characters long: Ex. a56745)

3. Under the District Links section, click on Google Drive.

   **District Links**  (District)
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4. Once you are in Google Drive, look to the top far right of your screen and click on the “burnt waffle” and choose Gmail.

5. To send your teacher an email, click on Compose and enter the email address of the person you are emailing in the “TO” field. (Note: You can only send emails and receive emails from people in Clovis Unified School District.)

6. Teachers’ emails are their first and last names followed by @cusd.com
   For example, lukeskywalker@cusd.com
   Next enter the subject of your email and then put the full message in the larger body section below. Click the blue Send button when you are done.

YOUR email address is your username (what you use to log into the school computers) followed by @cusdstudent.com
   For example: mickeymouse001@cusdstudent.com
7. To read an email sent to YOU, double click on the title of the email.

   - Edmodo Snapshot
   - Characters Traits is due on Jun 22 - Edmodo Snapshot
   - Edmodo
   - I'm lean, I'm green, and I can walk on water. Who am I?
   - Edmodo
   - Cindy, What is the world’s largest rainforest? - Howdy C

8. To reply to an email, click on the arrow on the right of the opened message.

   - Edmodo Snapshot <notification+19uCSfzh6sIX3foHhH2zw@edmodo.com>
   - Tue, Jun 21, 2016, 5:61 PM

9. Enter your reply in the body and click on the blue Send button.