




Finding a Student/Employee Email Address

1. Point your web browser to <http://mail.gsdk12.org>
2. Enter your email address in the blank labeled **“Email or phone.”** Click **“Next.”**
3. Enter your password in the blank labeled **“Enter your password.”** Click **“Next.”**
4. In the top right corner click the Google Apps icon. 
5. Click Contacts. 
Contacts
6. On the left side of the screen click Directory.  Directory
7. In the search bar at the top of the screen type the name of the person for which you are searching and press Enter on the keyboard.
8. Take note of the email address as there may be entries that have similar first initials and last names, however, the graduation year for the student email will be the difference. Employee email addresses will contain the first letter and last name unless there are multiple employees with the same first initial and last name. If that happens the second character will be different.