



METAS ADVENTIST SCHOOL

(Affiliated to CISCE, New Delhi)

Post Box 24, Athwalines, Surat - 395001, Gujarat. Ph. : 2667591-95, 7160208

TRAINING MANUAL : GMAIL REGISTRATION (OFFICIAL ACCOUNT PROVIDED BY THE SCHOOL) & GUIDE FOR ONLINE CLASSES THROUGH METAS ADVENTIST SCHOOL APPLICATION

GMAIL REGISTRATION

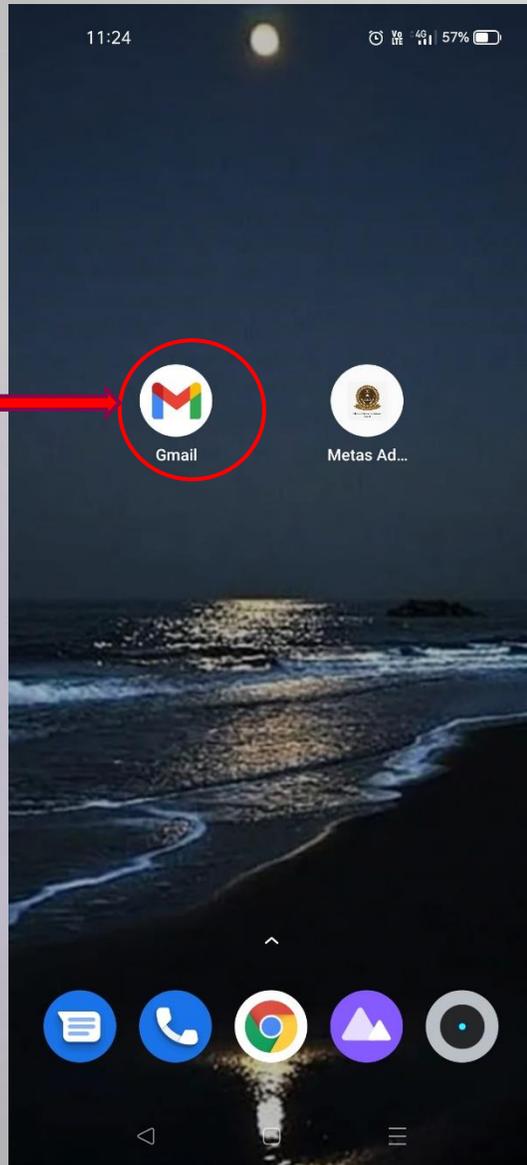
DEAR PARENTS & STUDENTS,

WE ARE PLEASED TO INFORM YOU THAT METAS ADVENTIST SCHOOL, SURAT, HAS CREATED AN OFFICIAL EMAIL ID FOR ALL THE STUDENTS. WE WILL SOON BE MIGRATING FROM AN OPEN ZOOM PLATFORM TO A REGISTERED GOOGLE MEET PLATFORM.

THE FUTURE OF EDUCATION WILL BE A TECHNOLOGY BLENDED ONE, AND METAS HAS ALWAYS BELIEVED IN TAKING A QUANTUM LEAP IN BRINGING ONLY THE BEST TO OUR DEAR PARENTS AND STUDENTS.

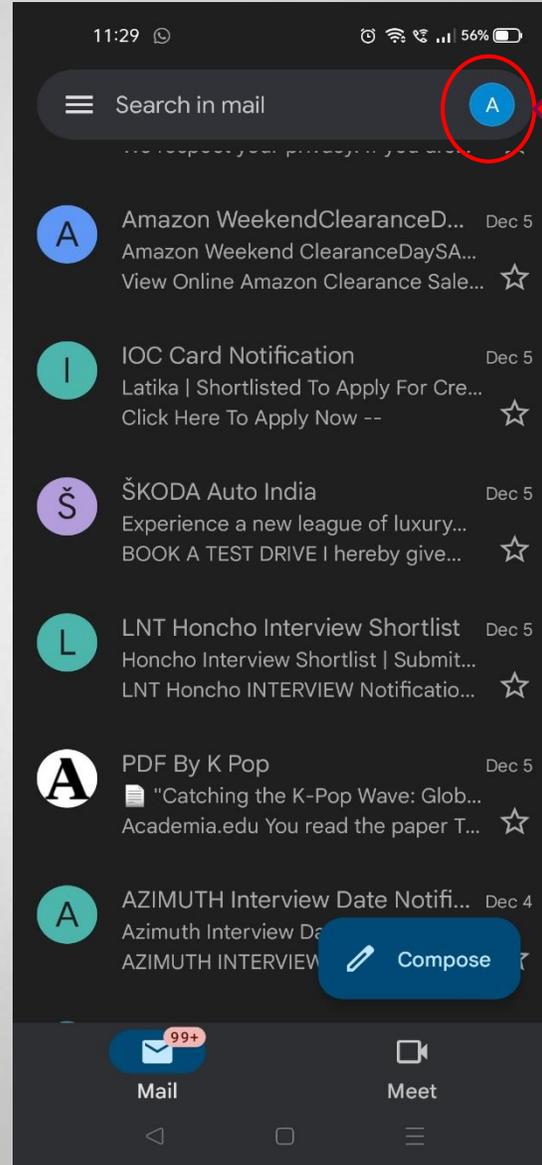
Step -1

Click Gmail

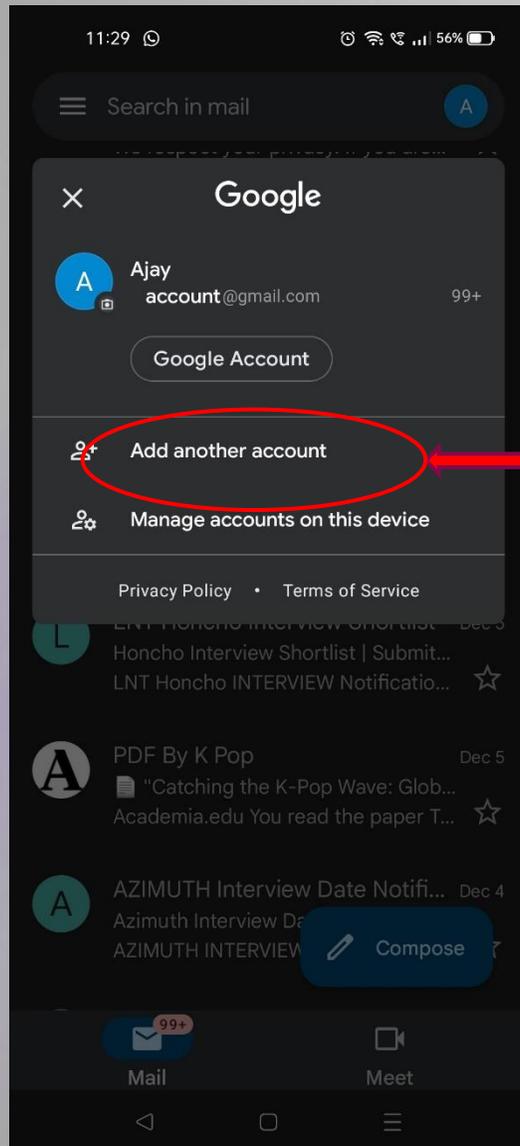


Step -2

Click Your Account



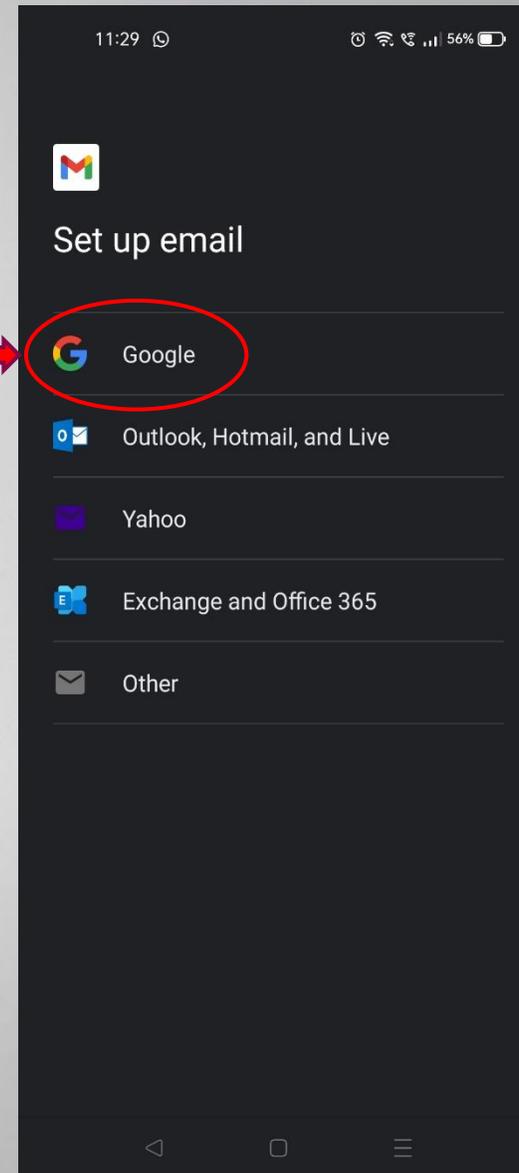
Step -3



Select Another Acct.

Select Google

Step -4



Step -5

11:32

Google
Sign in

with your Google Account. [Learn more](#)

Email or phone

Gr.no@metasadventistschoolsurat.in

[Forgot email?](#)

[Create account](#)

Next

Type
Gr.No.@metasadventistschoolsurat.in

Example:
12345@metasadventistschoolsurat.in

Enter
Default
Password

Step -6

11:37

Google
Welcome

21607@metasadventistschoolsurat.in

Enter your password

metas@321

Show password

[Forgot password?](#)

Next

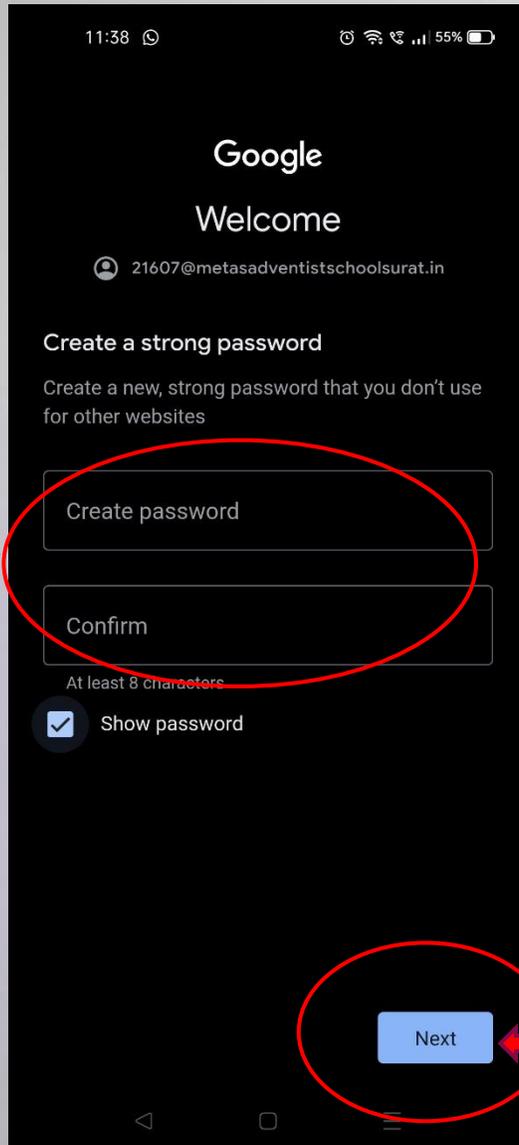
1 2 3 4 5 6 7 8 9 0
@ # \$ % & - + () /
= \< * " ' : ; ! ?
ABC , 12 34 . →

Click
Next

Step -7

Step -8

Create new Password & Confirm the Password



11:38

Google
Welcome

21607@metasadventistschoolsurat.in

Create a strong password

Create a new, strong password that you don't use for other websites

Create password

Confirm

At least 8 characters

Show password

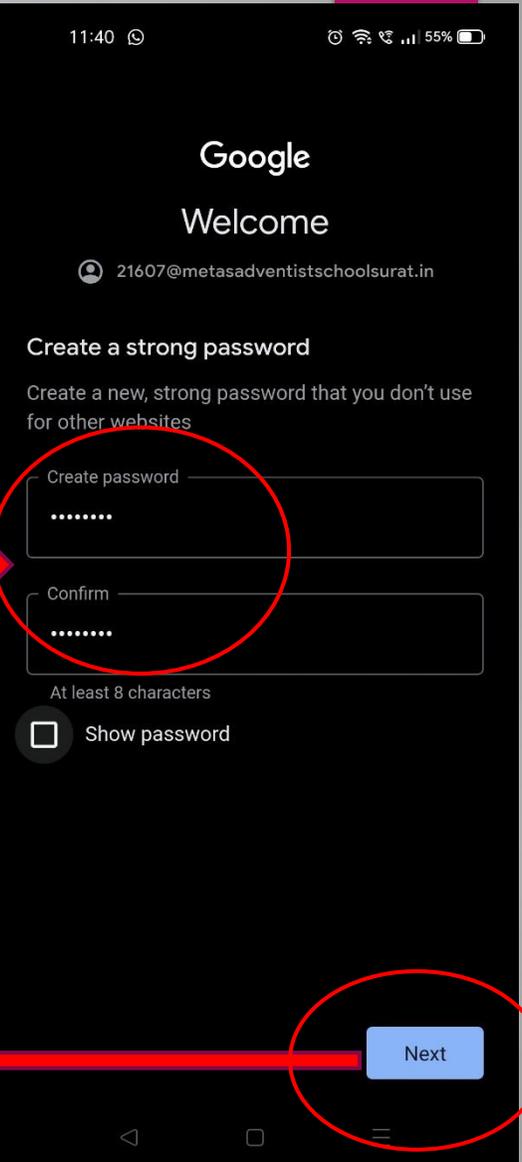
Next

Password should have atleast 1 uppercase 1 lowercase with special characters & numbers (Minimum 8 characters)

Example: 123Tiger!@

Click Next

Click Next



11:40

Google
Welcome

21607@metasadventistschoolsurat.in

Create a strong password

Create a new, strong password that you don't use for other websites

Create password

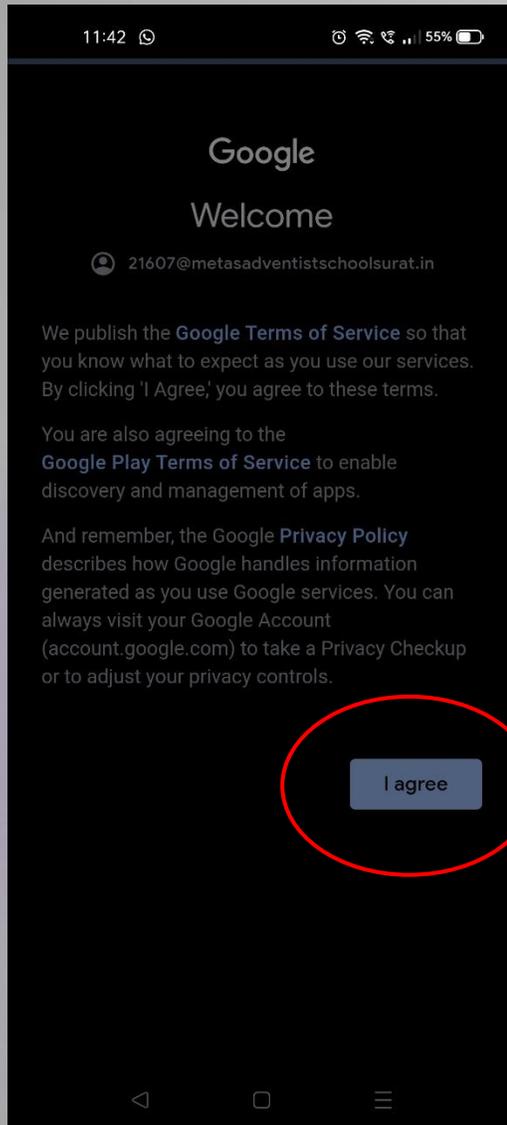
Confirm

At least 8 characters

Show password

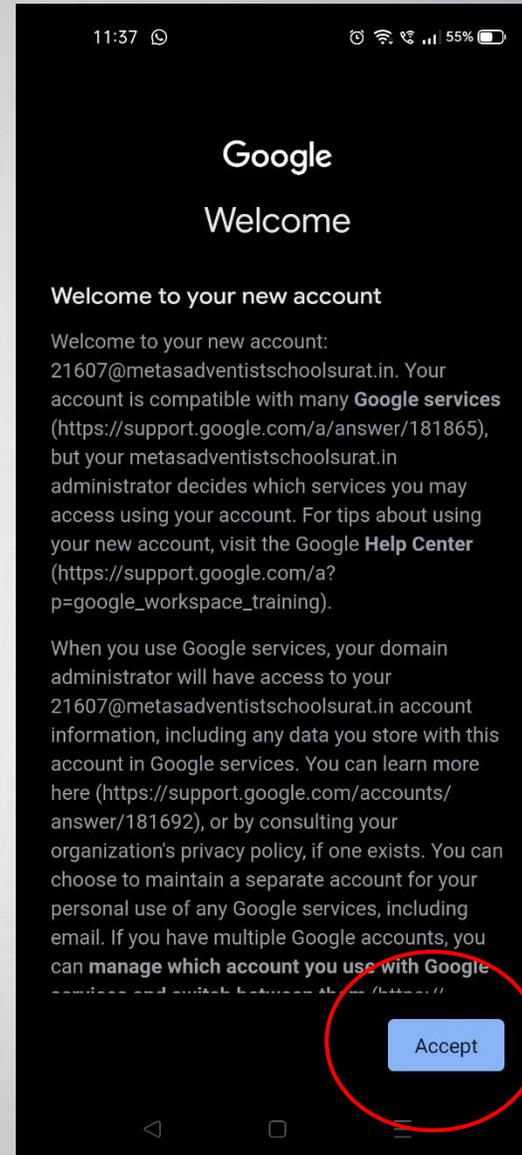
Next

Step -9



Click "I Agree"

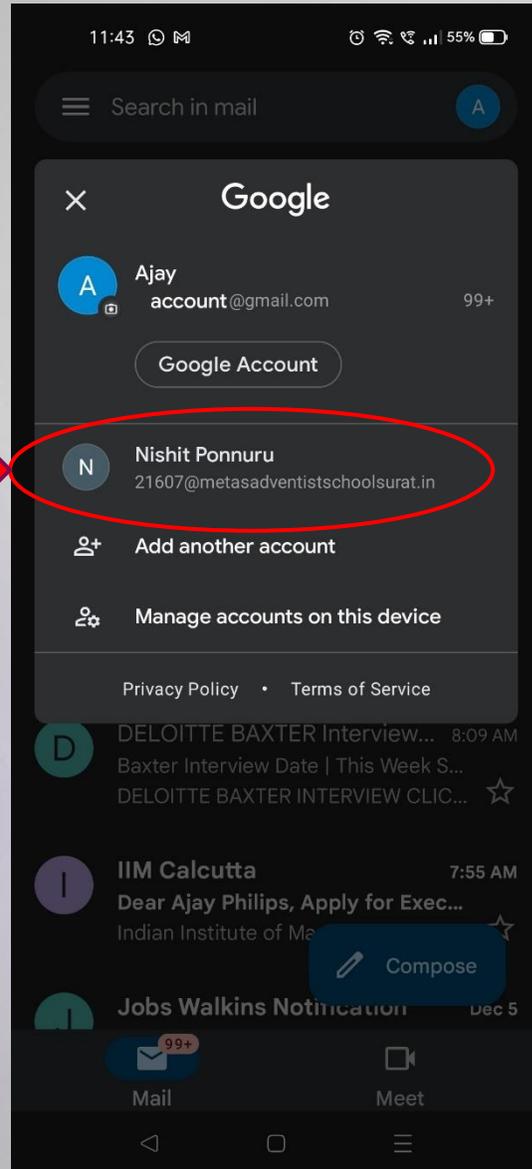
Step -10



Click "Accept"

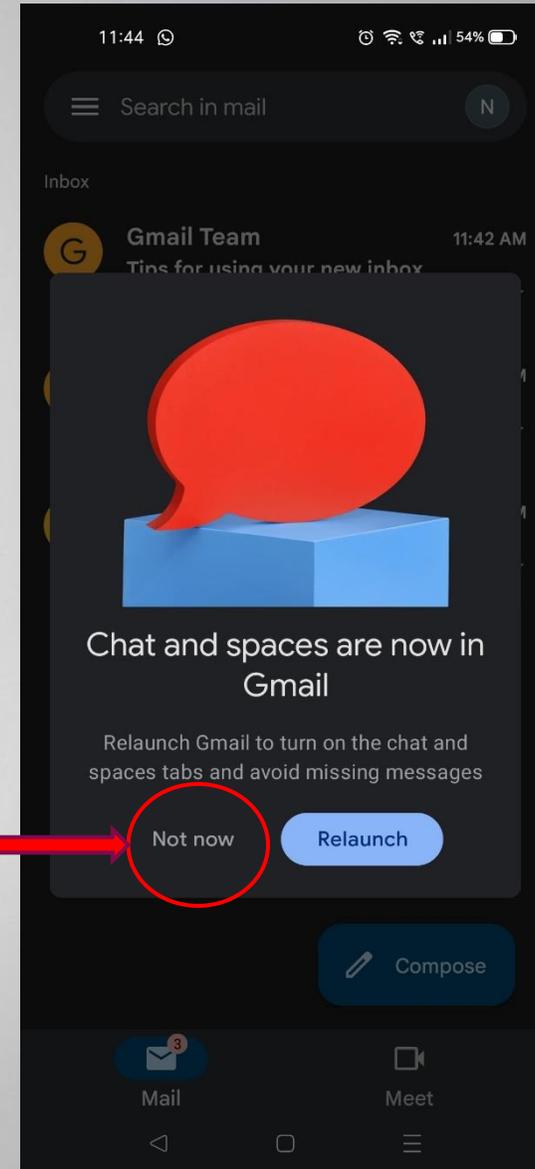
Step -11

Make this your primary account by selecting

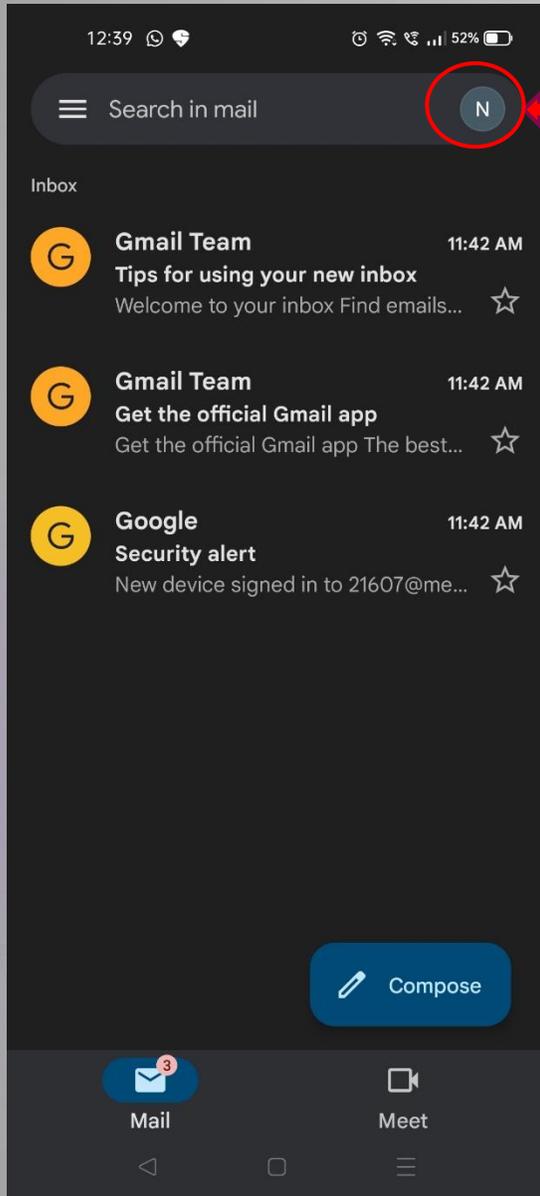


Step -12

Select "Not Now"



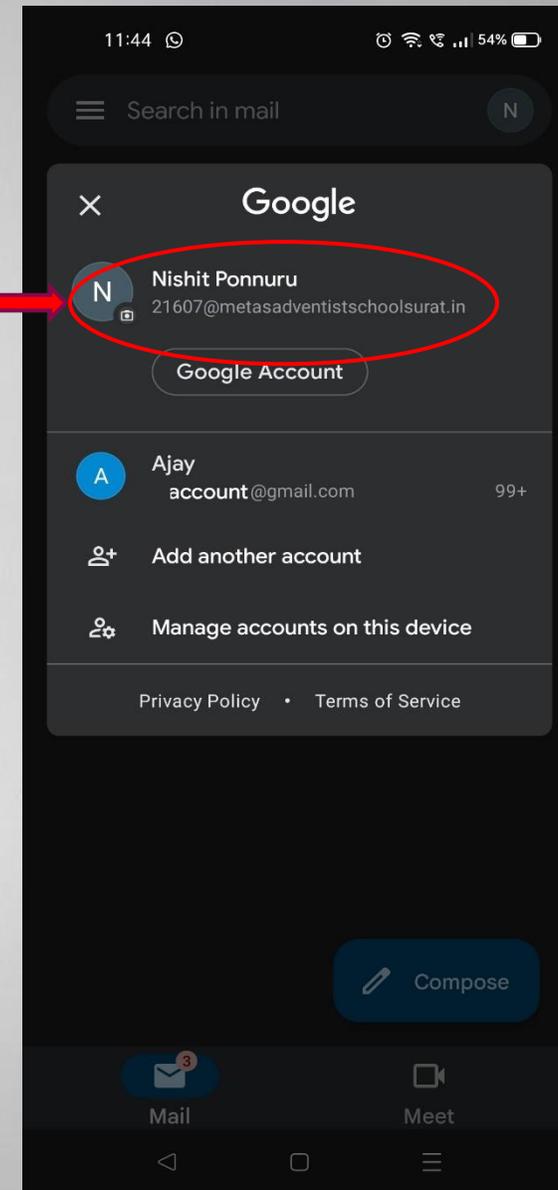
Step -13

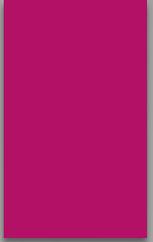


Click to confirm
Metas Gmail
Acct.

Make Sure
Primary Account
Is ending
@metasadventistschoolsurat.in

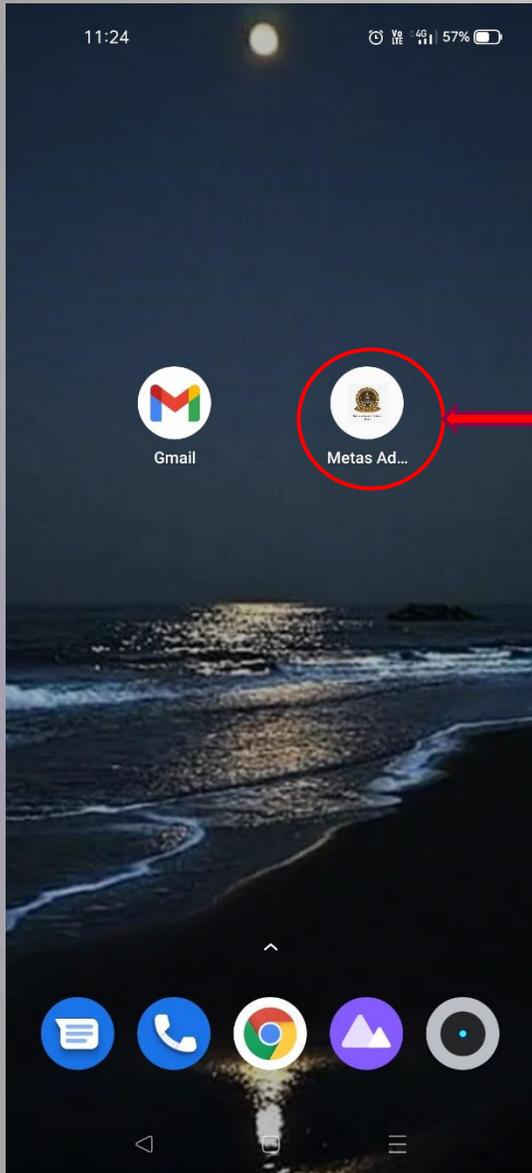
Step -14





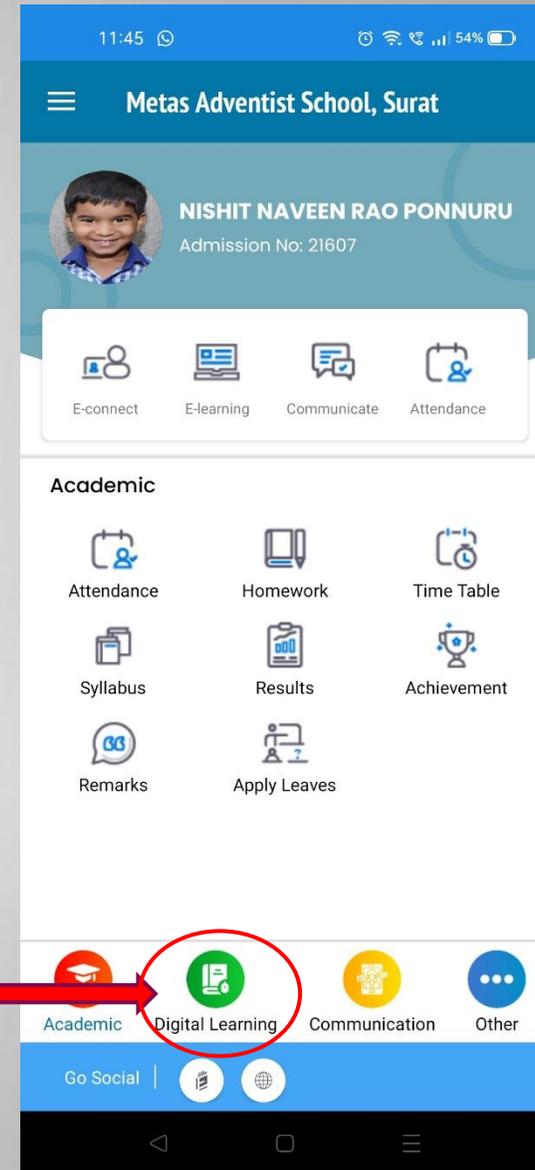
TO LOG INTO
GOOGLE-MEET

Step -15



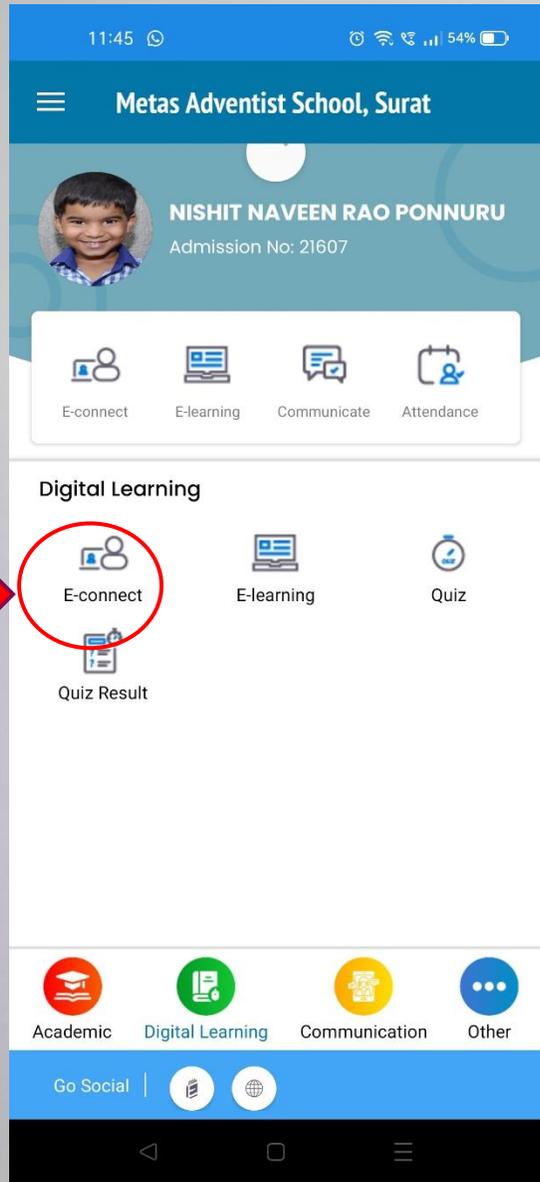
Open EduNext App

Step -16



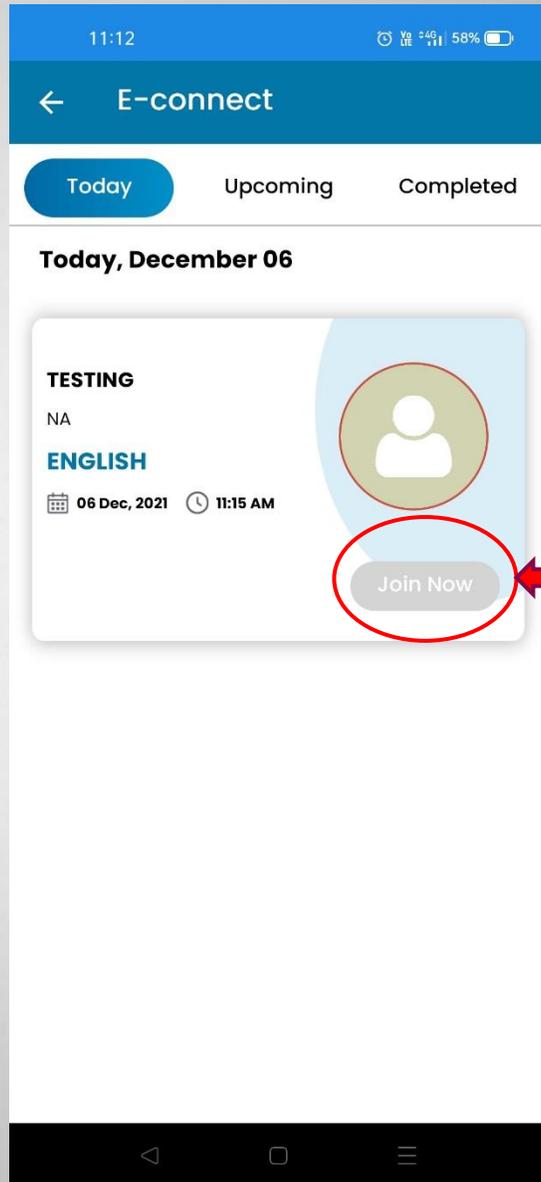
Click Digital Learning

Step -17



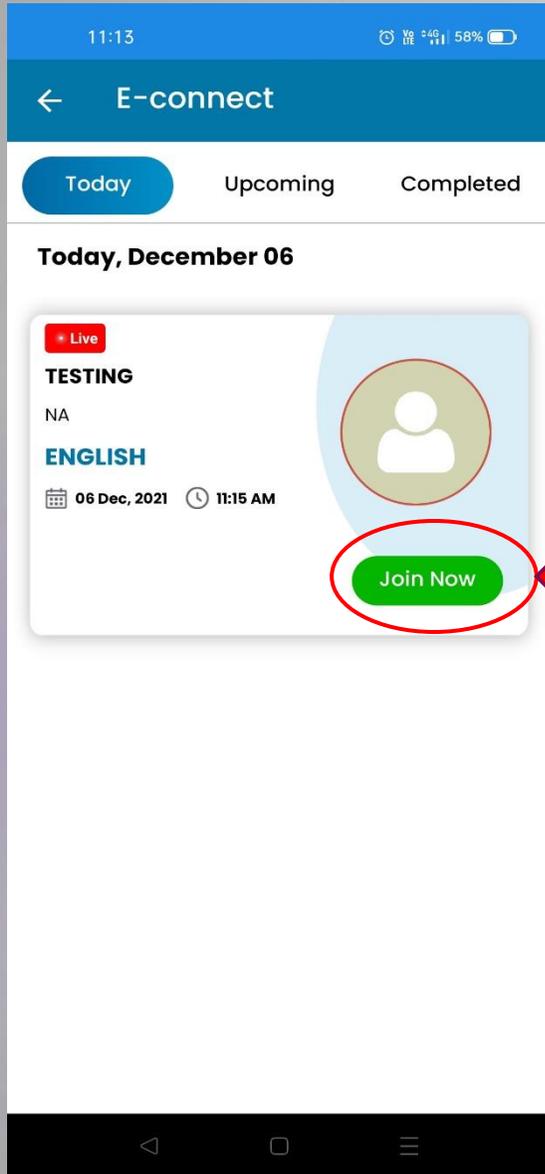
Click E-connect

Step -18



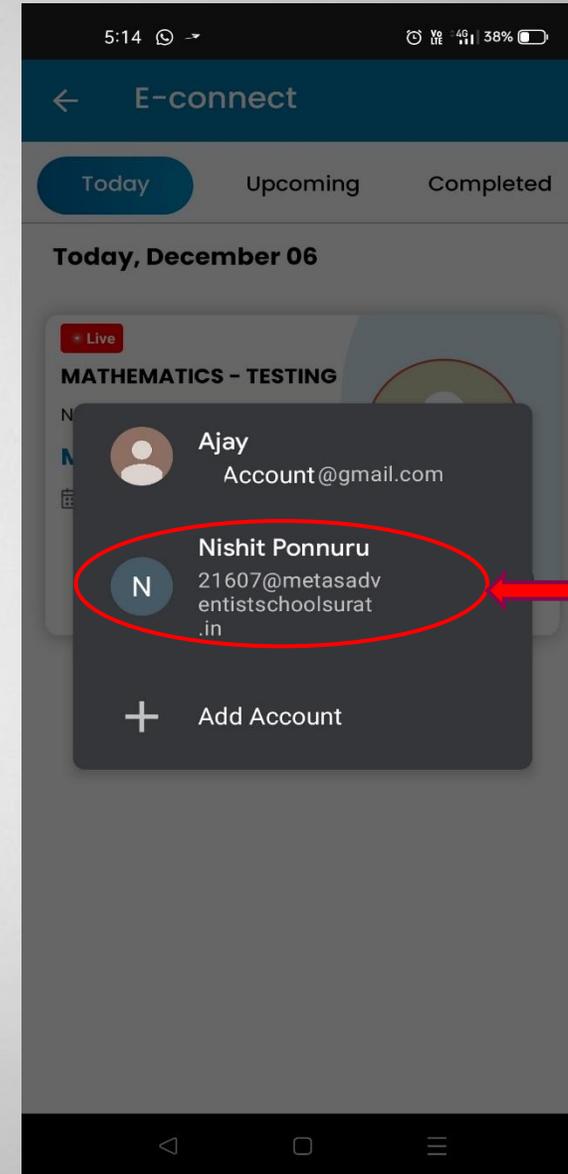
Wait for it to turn Green

Step -19



Click "Join Now"

Step -20



Please ensure to select the given metas email id with your Gr.No. only then your attendance will be synced