

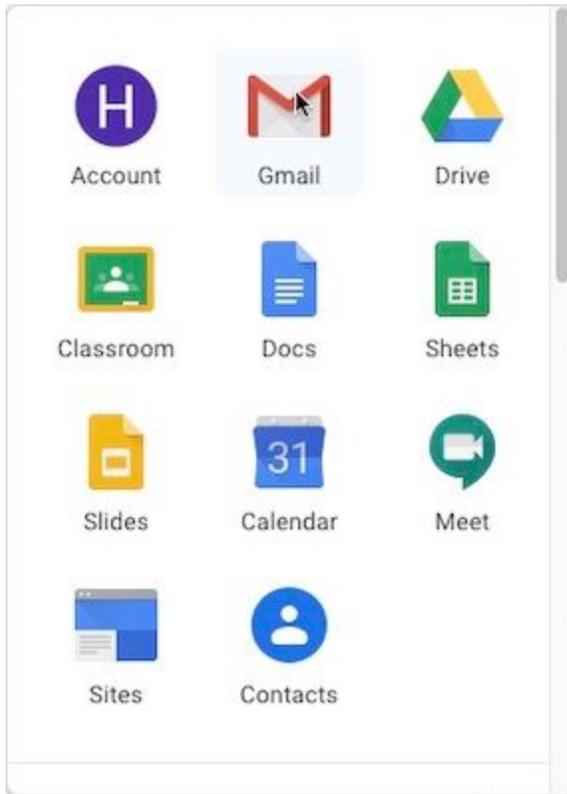
# Activating Student Email

Please follow these steps to activate your Roseburg School District student email.

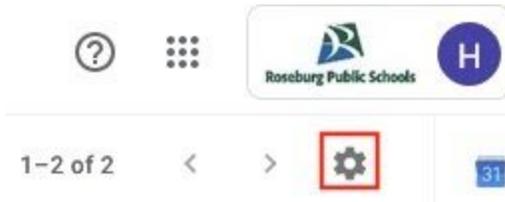
- Sign in to your school district Google account
- In the upper right corner of the screen click on the “waffle” menu



- Choose the Gmail icon



- Click on the “gear” icon in the upper right corner and choose Settings



- Choose the Accounts tab
- In the Send email as section click on Add another email address

**Send mail as:**

(Use Roseburg Public Schools Mail to  
send from your other email addresses)

[Learn more](#)

Harry Potter <14potterha@roseburg.k12.or.us>

[Add another email address](#)

- Enter your full email address, inserting “student.” after the @ symbol and before roseburg as follows:

14potterha@student.roseburg.k12.or.us

- Then click on the Next step button.
- Now click “make default” next to this new email address.

Harry Potter <14potterha@student.roseburg.k12.or.us>

[make default](#)

[edit info](#)

[delete](#)

That’s it! Your email is ready to go.