



Introducing Gmail for Students

Milwaukee Public Schools regularly reviews applications provided to students and has selected Google's **Gmail** as the new platform for student email. As part of this effort, we will change all students' email starting **August 2, 2021**.

One of the more exciting changes will be the introduction of a new email address for students. All students will receive a new email address in the format of **studentID@mymps.org**. The old student email address (studentID@student.milwaukee.k12.wi.us) will be disabled.

The password for the new email address will be the same as each student's current password.

Reasons for this Change

A Gmail address further integrates student information with Google Classroom and Chromebooks. When a student logs on to a Chromebook, they will be logged into their student Gmail. Teachers will be able to easily email students from within Google Classroom. This is something they cannot do easily right now with Office365. The new domain MyMPS.org is much shorter than the Milwaukee.k12.wi.us domain.

How do students access Gmail?

Beginning August 1, students should start using Gmail for email communication for school. The Gmail platform can be accessed by selecting the link to Gmail on the Chromebook shelf, similar to Google Classroom. They can also access it by clicking on the Gmail icon under the Google apps menu.

What resources are available for students to learn about using Gmail?

Students can learn about Gmail by visiting the following resources:

- [Switching to Gmail from Microsoft Outlook](#)
- [General Gmail Help](#)

What do students need to do to prepare for this change? What happens to existing email messages in Office365?

Students can continue to use Office365 to send and receive email through August 1 to allow time to notify contacts of their new email address and download any important emails or documents to their Google Drive. *It is important to note that MPS Technology will not be moving any existing emails or file attachments to the new system.*

During the transition, we ask that students continue to check their Office365 email for any new messages, but should begin using Gmail as their primary email for sending and receiving email for school starting August 1. After October 1, access to Office365 email will be removed and all emails on that system will be deleted.



Email Best Practices

With the introduction of a new email address, the Department of Technology recommends the following best practices to keep the student email system safe and secure:

- Only use your school provided email address for school-related communication.
- Don't use your school provided email address to sign up for services or accounts unrelated to class assignments.
- Take caution when opening email attachments and links, especially those marked with an "External Message" flag.
- Only respond to emails from people you know and trust.
- Look out for email phishing or impersonation scams.
- Keep your password secure and change your password if you think your account has been compromised.

Logging on to Google

When a student logs on to a Chromebook they may notice a change. Currently students enter in their student ID and the @milwaukee.k12.wi.us is added for them. This will be the case with the new account. Students will see the @mymps.org at the login screen on the Chromebook. When logging into their MPS Google account on a PC they will now use their Student ID and @mymps.org. Example: S1234567@mymps.org.

If a staff member attempts to sign in on a student Chromebook, the staff member will need to type in the entire username with @milwaukee.k12.wi.us.

Who can students contact if they have any questions about using Gmail?

Students can call the Technology Support Center at 414-438-3400 or send an email to tsc@milwaukee.k12.wi.us.