

Configuring Your Gmail Account

1. Get to the **Links** page of Mrs. Taylor's TeacherWeb site.
 2. Click the **Gmail** link (second link).
 3. Login to your account.
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Forwarding Your Email: If you do **NOT** have another email address skip to #9.

4. Click **Settings** in the upper right corner of the Gmail page.
 5. Click the **Forwarding and POP/IMAP** tab.
 6. In the forwarding section, click the radio button by **Forward a copy of incoming mail to**.
 7. Enter your other email address in the field marked **email address**. Do **NOT** change anything else.
 8. Click **Save Changes**.
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Adding Your Teacher(s) to Your contacts:

9. Click **Contacts** on the left side of the Gmail page.
10. Click the new contact icon in the upper left corner. It looks like a plus sign (+) and a silhouette of one person.
11. Input the following information:

5th & 6th Block ONLY:



- **Name:** Mrs. Taylor
- **Title:** English 1
- **Company:** WHS
- **Email:**
christina_taylor@roundrockisd.org
→ **Work**
- **Phone:** 512-428-3936 → **Work**

- **Name:** Mrs. Frerichs
- **Title:** English 1
- **Company:** WHS
- **Email:**
colleen_frerichs@roundrockisd.org
→ **Work**
- **Phone:** 512-428-3933 → **Work**

12. Click **Save**.
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Uploading the Assignment:

13. Click on **Documents** in the upper left corner of the Gmail page
14. Click **Upload** (left)
15. Click on a new tab in your browser.
16. In this new tab, get to Mrs. Taylor's TeacherWeb site.
17. Click on **Handouts**.
18. Right Click on **Discussion Questions: "The Most Dangerous Game"**
19. Choose **Copy Shortcut**
20. Return to your first tab. Right click in the SECOND field. **Paste**.
21. In the last field, type **Discussion Questions: MDG**
22. Click **Upload File**