



# New ISD #200 Employees Accessing District Email

Hastings Public Schools utilizes Gmail and Google exclusively for its email and calendar platform. All ISD #200 employees will be issued a Google/Gmail address by ISD #200 technology staff at the time of hire. Email format is [username@isd200.org](mailto:username@isd200.org)

- To log in to your new ISD #200 email account **visit** <https://mail.google.com>
- Sign into your account by entering your username and default password
  - Username format is typically initial from your first name followed by your last name followed by @isd200.org. Example: John Biller would be jbillier@isd200.org. There are some rare exceptions to this (example: an existing staff member shares your first initial and last name and that username is already taken. In those instances, you would be assigned an alternate format username).
  - Your default password will be provided to you by HR or technology staff
  - You will be prompted to change your default password after you log in for the first time.

## **EMAIL HELP RESOURCES**

- If you aren't familiar with Google Gmail, help resources are available on our district website at [http://www.hastings.k12.mn.us/for\\_staff/email\\_migration](http://www.hastings.k12.mn.us/for_staff/email_migration)
- If you have any issues connecting to email or have additional questions, contact the district technology department at 651-480-7101 or email [rbehnke@isd200.org](mailto:rbehnke@isd200.org).