


How To Check Student Email

Step 1.

Go to Clever



Step 2.

Find the Gmail Icon  in the G-Suite section of your Clever account and click it.

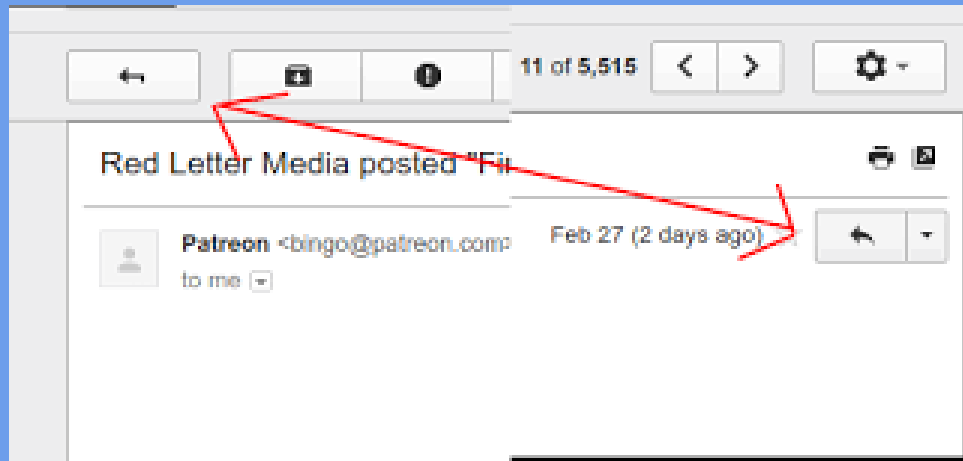
Step 3.

Once Gmail opens, any bold messages are new messages in your inbox.

Step 4.

Click on the message and read what it says.

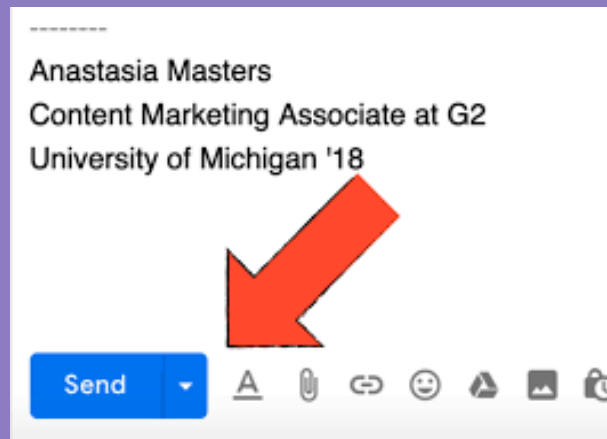
Step 5.
Click the



Reply

button to respond to the message

Step 6.



Click the button at the bottom of the screen.