



IMPORTANT information for Parents and Students from Management with regards to on-line classes

- It is mandatory to change the **Display Name** of the student's Gmail ID in the prescribed format given below, in order to join the On-line classes from Monday, 15th of June 2020.
- Note that this is being done to:
 - Ensure that all students have **smooth access to On-Line classes**
 - On-Line class **attendance** is marked
 - All registered students of the school are easily identified by the teacher to give **personal attention** to each student
 - **Important communication** if any can be sent to the Parent in case required

IT IS MANDATORY TO CHANGE THE DISPLAY NAME OF THE STUDENT'S GMAIL ID IN THE PRESCRIBED FORMAT GIVEN BELOW, BY THE 15TH OF JUNE 2020, TO BE ABLE TO JOIN THE ON-LINE CLASSES

STEP BY STEP INSTRUCTIONS ON HOW TO CHANGE DISPLAY NAME ON GMAIL FOLLOW



STEP 1

**Sign into
your Gmail
account as
usual**

Google

[Redacted Name]

[Redacted Email]@gmail.com

Enter your password

..... [Eye Icon]

[More ways to sign in](#) [Next](#)



STEP 2

CLICK



Compose

Inbox 119

Starred

Snoozed

Important

Sent

Drafts 98

Meet

Start a meeting

Join a meeting

Chat

Google Hangouts is not signed in. Please refresh the page to sign in.

Search mail

1-100 of 1,208

10:34 PM



STEP 3

CLICK

The screenshot shows the Gmail mobile app interface. On the left is a dark sidebar with navigation options: Compose, Inbox (119), Starred, Snoozed, Important, Sent, Drafts (98), Meet (Start a meeting, Join a meeting), and Chat. A yellow notification box at the bottom of the sidebar states: "Google Hangouts is not signed in. Please refresh the page to sign in." The main content area is a solid blue color. At the top right, there is a search bar and a menu icon. A red arrow points from the word "CLICK" above to the "Account" icon in the app drawer, which is the first icon in the top row of the drawer. Other icons in the drawer include Search, Maps, YouTube, Play, News, Gmail, Meet, Contacts, Drive, Calendar, and Translate. The bottom of the screen shows a Windows taskbar with various application icons and a system tray with the time 10:44 PM.



STEP 4

CLICK

Google Account

Search Google Account



Home



Personal info



Data & personalization



Security



People & sharing



Payments & subscriptions

Privacy & personalization

See the data in your Google Account and choose what activity is saved to personalize your Google experience



[Manage your data & personalization](#)

Security issues found

Protect your account now by resolving these issues



[Secure account](#)



STEP 5

CLICK

Google Account Search Google Account

Home
Personal info
Data & personalization
Security
People & sharing
Payments & subscriptions

Personal info

Basic info, like your name and photo, that you use on Google services

Profile

Some info may be visible to other people using Google services. [Learn more](#)

PHOTO A photo helps personalize your account

NAME	[Redacted]	>
BIRTHDAY	July 21, 1975	>
GENDER	Male	>
PASSWORD Last changed Nov 24, 2019	>

Windows taskbar: 10:52 PM



STEP 6

Google Account



← Name

Changes to your name will be reflected across your Google Account. [Learn more](#)

CHANGE NAME

First name → **First name change to:**
Grade in Roman Numerals [Space] Admission No. of the student
as mentioned on Student Profile on Neverskip Parent Portal.
Eg **VIII 1234**

Last name → **Last name change to:**
Full Name of Student –
Eg **Aaditya Sharma**

WHO CAN SEE YOUR NAME

Anyone can see this info when they communicate with you or view content you create in Google services. [Learn more](#)



STEP 7

CLICK

Google Account

more



← Name

First name

Last name

WHO CAN SEE YOUR NAME



Anyone can see this info when they communicate with you or view content you create in Google services.

[more](#)

Cancel

Save



Happy Learning!

