



Setting Up Your Cottonwood E-mail Account:

Each student will receive a Cottonwood E-mail account. This is the account from which you will receive all Cottonwood information. Once your account has been activated you will go to: mail.cottonwoodclassical.org

Once you are at the G-mail logon page you will enter your **firstname.lastname** and your password, which is your **firstname12345**. You may change your password, but you must remember the new password, as there is no way we can ever retrieve it for you. You will receive all school information through this account.

Parents - It is recommended that you go into the settings page and under the forwarding tab, enter your own personal e-mail account and all e-mails will automatically be forwarded to you. Go to the gear symbol in the upper right corner and choose **Settings**. Under **General**, the 5th tab over is **Forwarding**. Choose **Add a Forwarding Address**. Remember to **Save Changes**. It's that easy!