CASWELL FLOW FIRST STEPS and HELP:
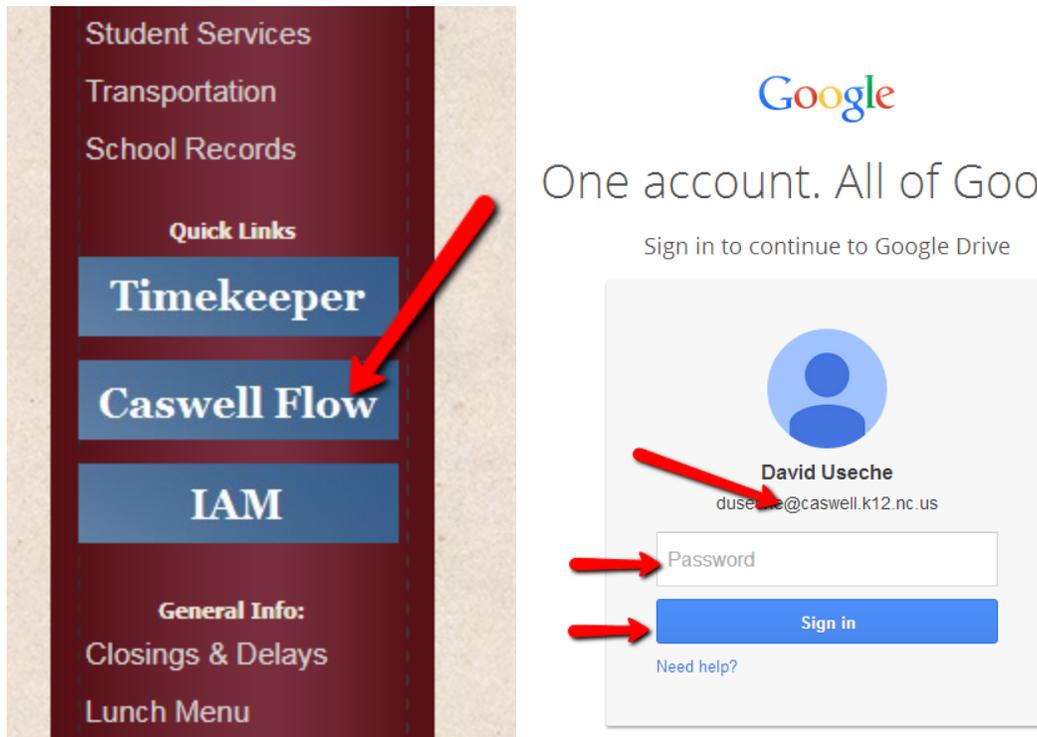
1. Using Google Chrome as the browser: from the Caswell County Schools Web site click on "Caswell Flow" (Internet Explorer, Firefox or Safari will also work but Google Chrome is the recommended browser to use)
2. Enter your full e-mail address and password (as provided from the IT Office) in the next window:

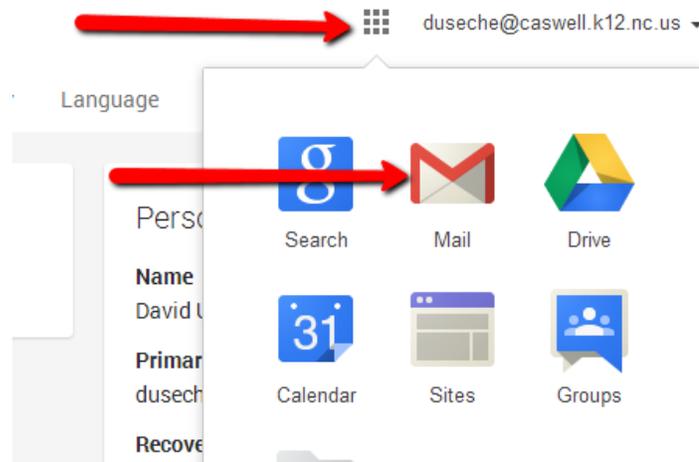If the password doesn't work, contact the IT Office

Note: You will be prompted to change your password the first time you login.

3. To access to your e-mail messages: Click on the multi-box square figure to see the links to the applications and select "Mail"
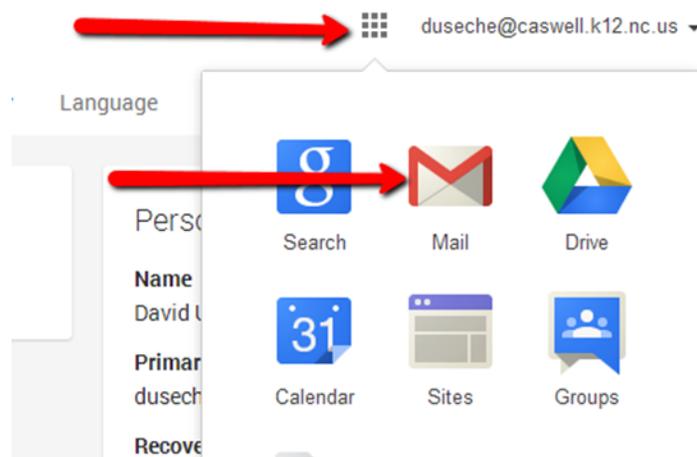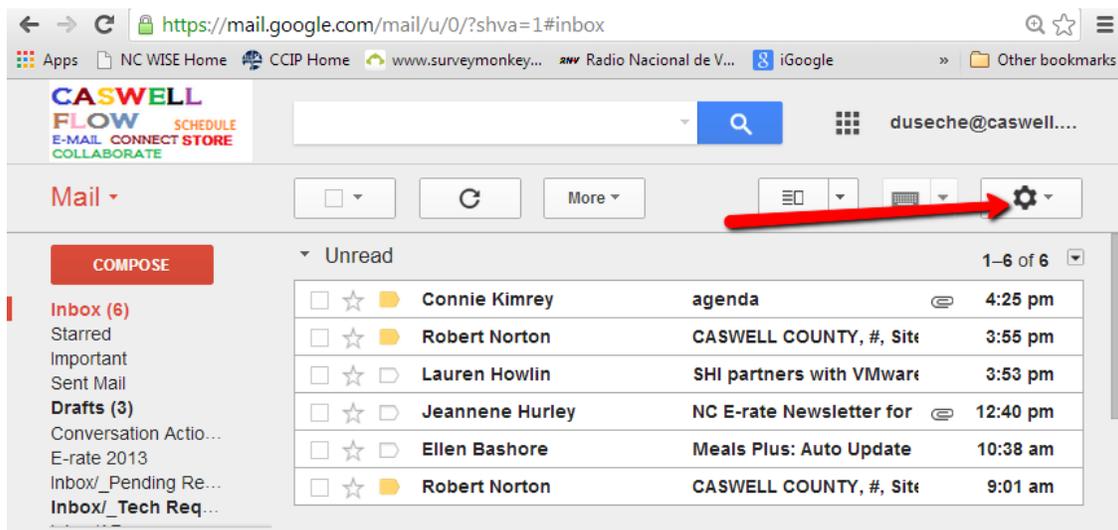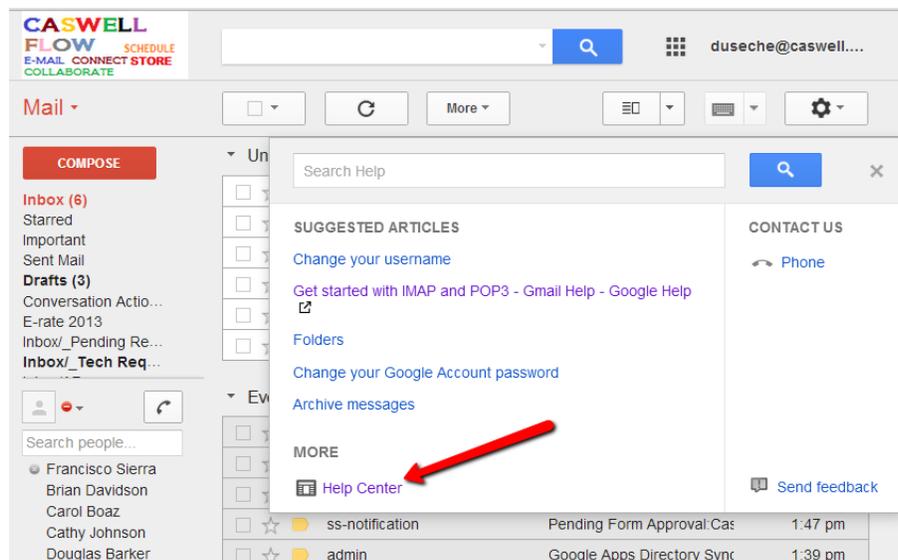
For <mark>Mail help</mark>:

1. Click on the multi-box square figure to see the links to the applications and select "Mail"
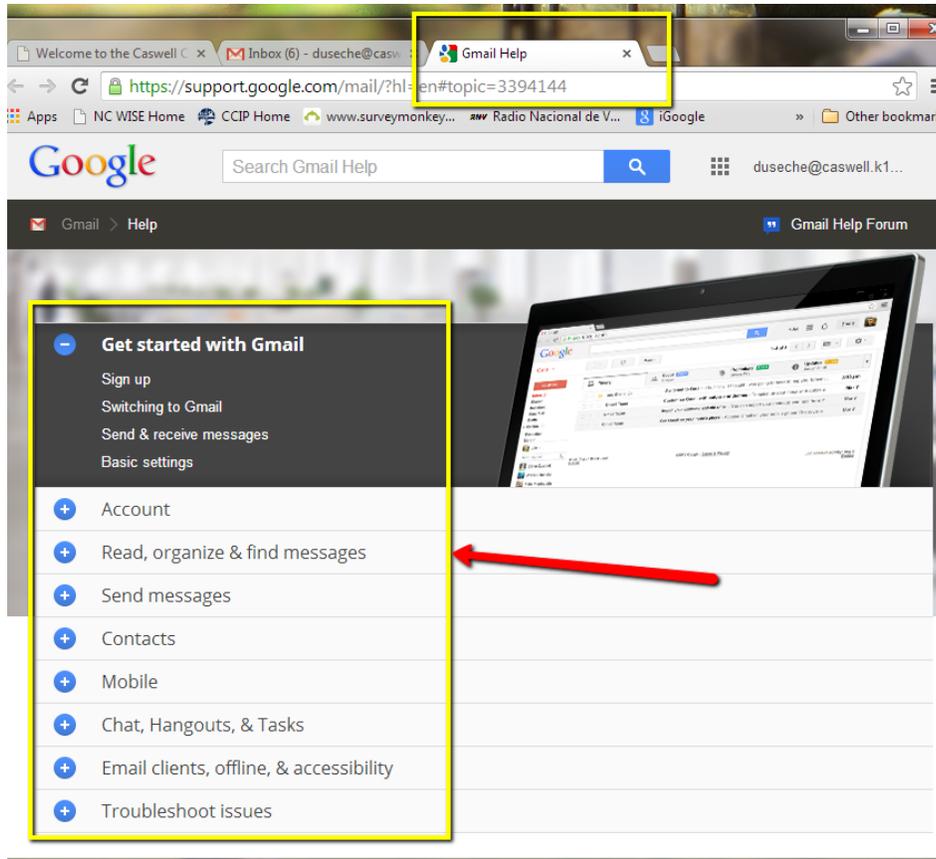

2. Select the Gear icon to access to settings and <mark>select HELP at the bottom</mark> of the list:
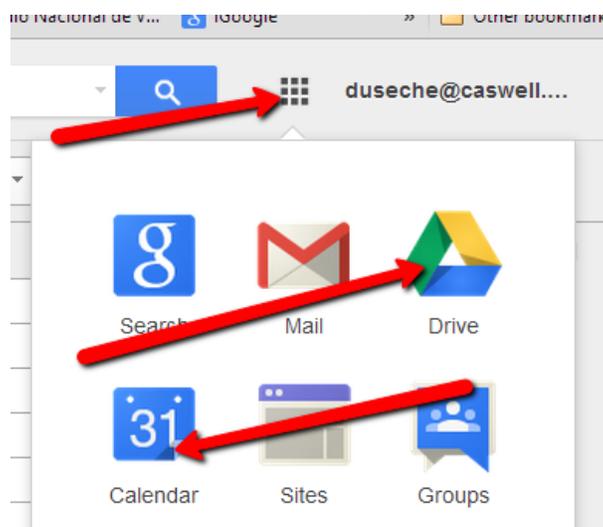

3. After selecting HELP click on "HELP CENTER":

4. A new tab will open to access to a complete menu of guidelines and step-by-step manuals:
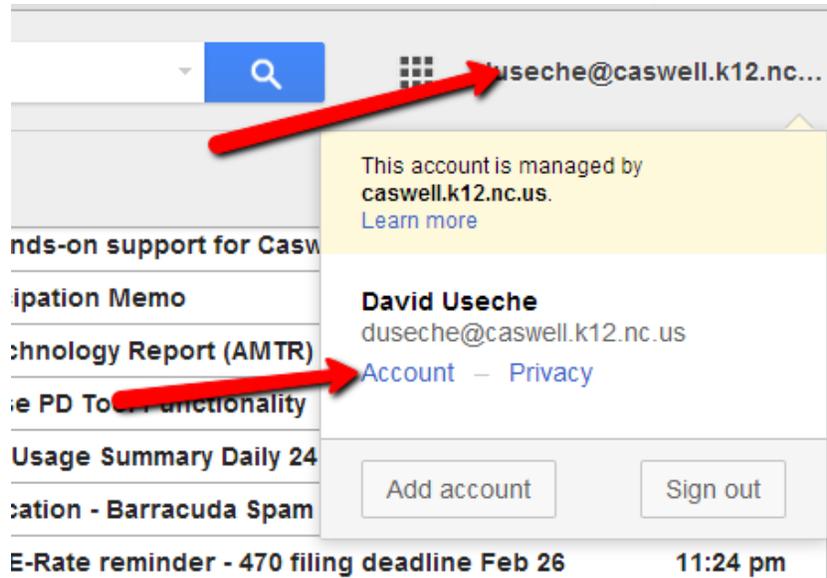

For DRIVE or CALENDAR Help:

1. Click on the multi-box square figure to see the links to the applications and select "Drive" OR "Calendar"
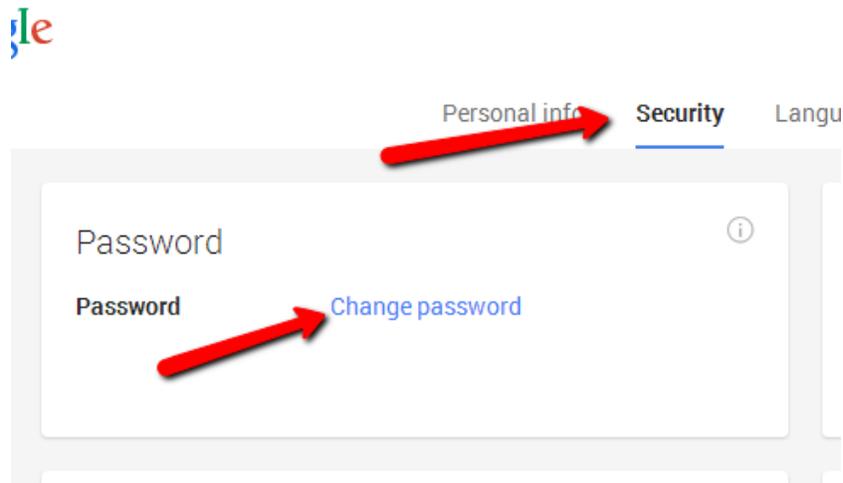

2. Repeat the steps 2 to 4 above.

To change your PASSWORD from within an application:

3. Click on your e-mail address on the right upper corner and then on "Account"

4. Select "Security" and then "Change password":

To <mark>SIGN OUT</mark>:

5. Click on your e-mail address on the right upper corner and then on "Sign-out"
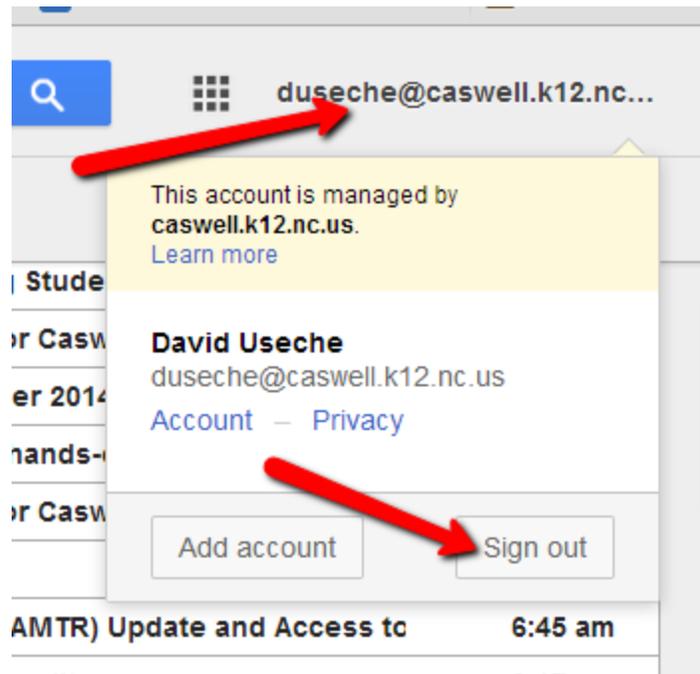
To ADD the new account to the <mark>Mobile Devices</mark>:

(You should have already established full access to your Caswell Flow Account before setting it up in your mobile devices.)

1. Settings (Iphones)
2. Mail
3. Add account
4. Google (or G-Mail option)
5. *Existing account (For Android OS)
6. Enter the full e-mail address using the <mark>Caswell.k12.nc.us</mark>
7. Enter the password that you have already reset for Caswell Flow
8. Follow the screen steps to activate Calendar, Contacts, etc
9. Save the new account with a different name such as "CASWELL FLOW" (instead of Gmail)

For additional support contact the IT Department