


How to configure your svpv.in email address ?

ADD svpv.in email account to GMail APP on Android phone :

- SVPV Technical team has already created an svpv.in email address for your child.
- All you need to do is add your svpv.in email address in the Gmail APP on your smart phone.
- On your Android phone or tablet, open the **Gmail** app .
- In the top right, tap your profile picture / profile alphabet.
- Tap "Add another account".
- Under "Set up email", click on "Google".
- On the "Sign in" page, in the box, enter your new svpv.in email address.
 - o Email address format is *RefNo@svpv.in*
 - o That is, *ReferenceNumber@svpv.in*
 - o For Example...

- email address for student having ref.no A123 would be, ***a123@svpv.in***
 - email address for student having ref.no Z001 would be ***z001@svpv.in***
 - and so on.
- and click “**Next**”.
 - On the “Welcome” screen, enter your password in the box.
 - Password is in this format : ***SURNAME12345***
(*Your surname in CAPITAL letters, followed by 12345, no spaces in-between*)
 - If your surname is **Sawant**, your password would be **SAWANT12345**
 - Use the surname as printed on your latest Fee receipt / SVPV Report Card of 2020-21.
 - If you don't have a surname, use your first name, in place of surname.
 - If the password doesn't work, email us on info@svpv.in for assistance with your details.

- Once you login, you will be asked to change your password. Set a stronger password, which you can remember. Do **not** share your new password with anyone.
- and click “**Next**”.
- On the next screen, click “Accept”
- On the next screen, under “create a strong password”, type your own password, which you can easily remember in the “create password” box. Type the same password again in the “Confirm” box. And then click “Next”
- On the screen, click “I agree”.
- You will see “Just a sec” message for a few seconds, and then, you are done.
- To view/use your svpv.in email account, click on your profile pic again on the upper right corner of the screen, and you will see a list of email addresses. Click on svpv.in email address, and view emails sent by us.

- We will send you all the emails to this account, including, invitations to JOIN ZOOM CLASSROOM.

**If You are using a Computer / Laptop at Home,
instead of Android Phone :**

- Alternatively, you may directly visit website *gmail.com* and login with your abovementioned email address and password.

ALL THE BEST.

