



MATIGNON HIGH SCHOOL

Email Access Instructions for New Students

New students email accounts must be set up before the first day of school.

- 1. Go to gmail.com**
 - If you already have a gmail account, then “sign out” and/or select “add account”
- 2. Type in your Matignon email.** You can find your email address on the label on the front of your enrollment packet **OR** following the below format:
 - Regular: First Name Initial + Full Last Name + 22 + @matignon.org
Example: Paige Vargas = pvargas22@matignon.org
 - Twins: Full First Name + Full Last Name + 22 + @matignon.org
Example: Paige Vargas = paigevargas22@matignon.org
- 3. Enter the temporary password of “matignon”** (all lowercase and no quotes).
- 4. Accept the terms and follow the steps to create a new password**
 - This password will not be known by anyone except the student and their parent(s)/guardian(s).
 - Please make sure the password is strong, but something that can be remembered. If forgotten, the password can be reset **ONLY ONE TIME**.
- 5. Continue with the directions until your email inbox appears.**
- 6. Use your email, or account log in, for the following:**
 - Google Classroom
 - Google Drive
 - Google Calendar
 - Other Google Suite applications

For any questions or issues setting up email accounts, please contact:

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