

Google Student E-mail

In order to use your Sowela Student E-mail, you must first create a user name and a password.

1.

Go to www.sowela.edu.

2.

Place your mouse over “Current Students”, then click on “Student E-Mail”.

3.

Your User name is your **first** and **last** name, with a period in between, and with the last **two digits of your Student ID** at the end.

For example: If your Student ID ended in 23, your user name would be **john.smith23**

4.

Your password is your full date of birth, with the year typed out in full:

For example: If you were born on June 18th, 1977, your password would be **06181977**

5.

Follow the on-screen instructions to complete the setup of your Sowela e-mail account.