## How To's : GOOGLE ACCOUNTS and DRIVE

1. Go to google.ca

1

- 2. Sign in using your @myndrs.com account
  - a. Username: first initial + last name @myndrs.com

Ex. Billy Jones  $\rightarrow$  bjones@myndrs.com

b. PW (if you haven't changed it yet): mercury-1

| 🦀 Shared wi | n me - Google   🗴 🧕 Lauren Citton - Outlook V 🗴 💘 Weebly - Website Creation 🗴 🕒 Read, Learn, Create - Hom 🗴 🕒 Notre Dame English leagu 🗴 🔞 Google | * * )             |         |
|-------------|---|-------------------|---------|
| ← → C       | A https://www.google.ca   |                   | ☆ =     |
|             |   | +You Gmail Imag s | Sign in |
|             | Share what you so.  |                   |         |
|             | Google Search I'm Feeling Lucky   |                   |         |
|             | Google.ca offered in: Français  |                   |         |

- 3. To change your password (highly recommended so long as you remember it).
  - a. Go to your "Account"
  - b. On the left side click "Security"
  - c. Change password



4. Find your Google Drive account



5. "CREATE" a Google doc and complete the assignment. Remember MLA format!



- 6. Once you have completed the assignment, you have to SHARE it with me.
  - a. Click the SHARE button in the top right hand corner.
  - b. Add a title
  - c. Invite people: <a href="https://www.icia.com">litition@myndrs.com</a>
  - d. Share and Save



| 🔧 Shared with me - Goo: 🗙 📵 Outlook Web App 💦 x 🛛 W Weebly - Website Crea x 🕒 Read, Learn, Create - F x 🕒 Notre Dame English 🗠 x 👍 Shared with me - Goo: x y 📃 Untitled document - 🐟 |  |                  |  |  |  |  |
|--|--|------------------|--|--|--|--|
| ← → C 🔒 https://docs.google.com/a/myndrs.com/  | document/d/1jar8Hj-N60MdojwRG5J9Vbs4iHidzkipu1gmczYf53s/edit   |                  | ☆ 〓                                      |  |  |  |
|  |  |                  | lcitton@myndrs.com マ<br>Comments A Share |  |  |  |
| a no ca 🔁 100% - Normal text - Aria  | Sharing settings Link to share (only accessible by collaborators)  | I I <sub>x</sub> |  |  |  |  |
|  | https://docs.google.com/a/myndrs.com/document/d/1jar8Hj-N60MdopwRG5J9Vbs4iHi Who has access Private - Only the people listed below can |                  |  |  |  |  |
|  | Lauren Citton (you) Icitton@myndrs.com   |                  |  |  |  |  |
|  |  |                  |  |  |  |  |
|  | Invite people:<br><u>Icitton@myndrs.com</u> Can edit •   |                  |  |  |  |  |
|  | Motify neonle via count - Add message     Send a copy to myself     Paste the item itself into the     email                           |                  |  |  |  |  |
|  | Editors will be allowed to add people and change the permissions. [Change]   |                  |  |  |  |  |
| 🚳 💿 🚞 💌 🥌  |  | ã 🕐 🖡            | ▲ 📭 🛱II 🍾 📽 2:21 PM<br>08/11/2013        |  |  |  |