How To's : GOOGLE ACCOUNTS and DRIVE
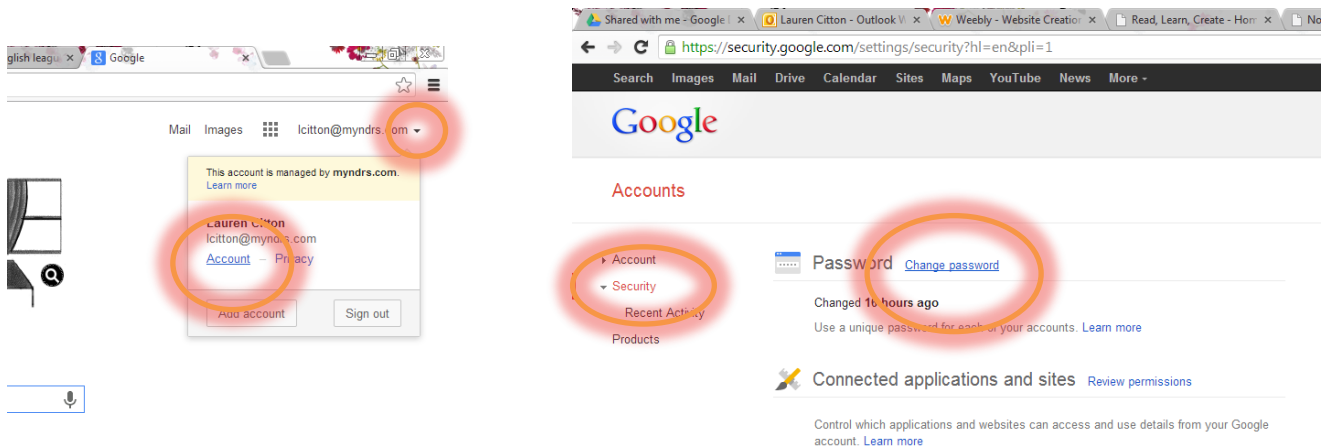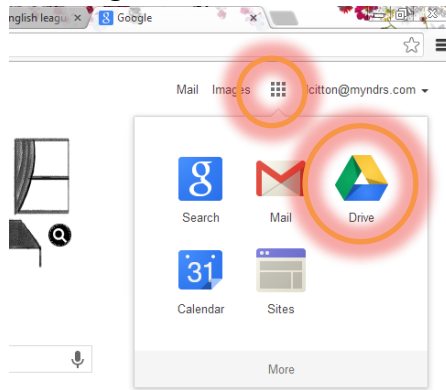
1. Go to google.ca

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

      Ex. Billy Jones → bjones@myndrs.com
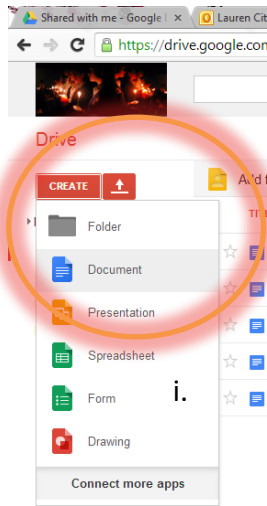
   b. PW (if you haven't changed it yet): **mercury-1**

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: **lcitton@myndrs.com**
   d. **Share and Save**