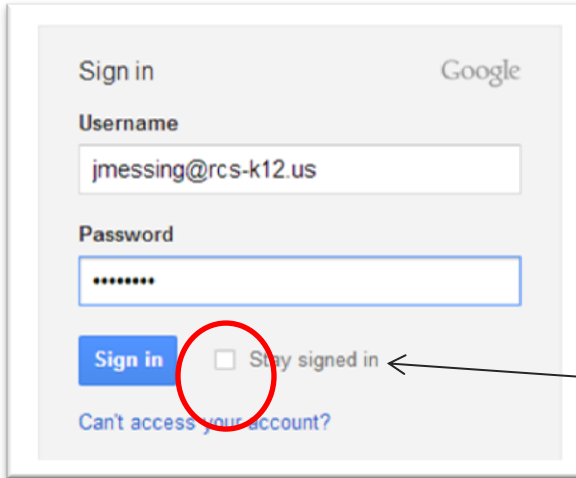


USING GOOGLE DRIVE

Using the Internet go to <http://www.gmail.com/a/rcs-k12.us> in the address bar/

Type in your username and password

Username: your school login @rcs-k12.us
Password: same as school password

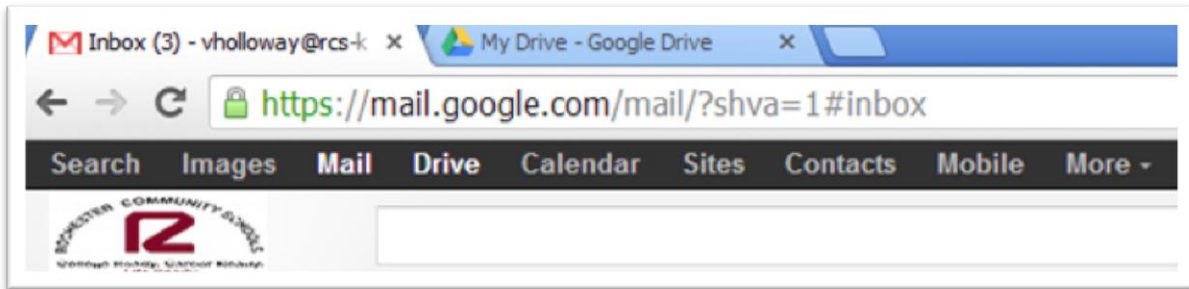


Make sure you "uncheck" this box

Once you have logged in you can choose several options.

MAIL – This is your RCS google e-mail account

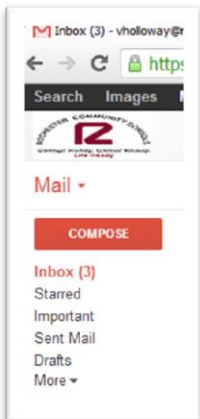
DRIVE – This will give you access to

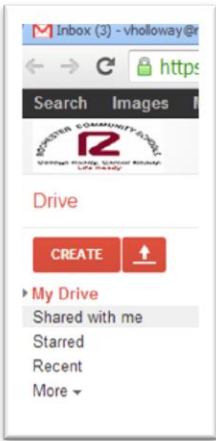


E-

MAIL - You can send and receive e-mail using your RCS student account.

- To create an e-mail click on COMPOSE. A new e-mail box will appear in the lower right-hand corner.
- You can attach documents using the paper clip.





DRIVE - Google Drive gives you access to the follow software applications.

- Word Document
- Presentation - PowerPoint
- Spreadsheet – Excel
- Form
- Drawing

Click on CREATE and the applications will appear.

Select the application you would like to use. It will take a moment to load.

Once you start a project you will notice that the Main Menu is similar to Microsoft Office.

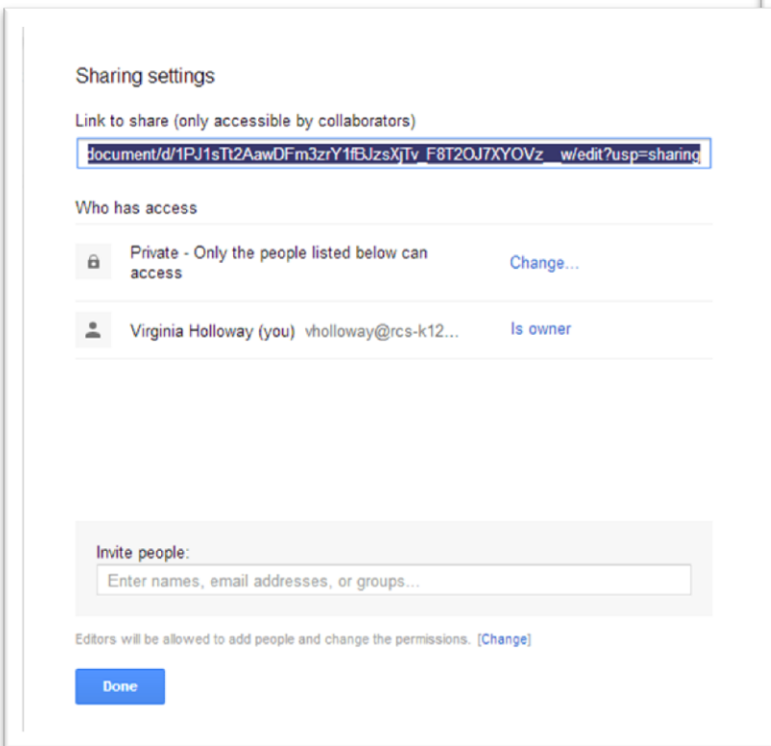
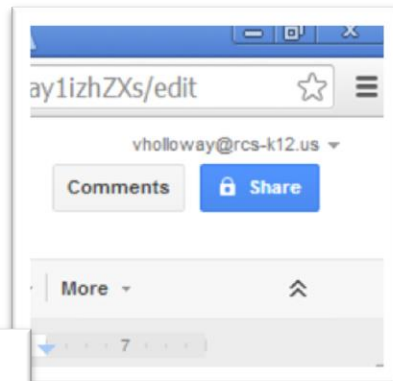
Once you complete your assignment or project you will SAVE.

SHARE – You must save your document or file before you can share it.

To Share a document click on the Share button.

- A new dialogue box will appear.
- Search or type in the e-mail in INVITE

PEOPLE.



To send or share your document with Mrs. Holloway type in

vholloway@rcs-k12.us

Your document will be sent to my Google Drive.