

How to Access Google Drive (Formally Google Docs)

- 1) Sign on to www.simsburyschools.net
- 2) Click on "Google Docs"
- 3) Your username will be your graduating year, the first six letters of your last name and the first letter of your first name.
Example: Karen Smith, 2015 = 15SmithK
- 4) When you first log on your password will be reset to "simsbury14".
- 5) Reset your password to the 8 character password you have chosen for your login.
- 6) The front page will have all your documents listed in one space.
- 7) In the upper left hand corner select "Create"
You may select document, presentation, spreadsheet, drawing etc.
- 8) Once you have created a document you can share with fellow students or teachers by clicking the "Share" button in the upper right hand corner. You may share the link to the

document or you can type the names of the people you want to share with in the box below.

9) Underneath "Who has Access" change the setting to *private*; otherwise all of Simsbury Public Schools may view your document if stumbled upon.

10) When sharing the document you may choose to have the person be able to view, comment or edit. If you allow the person to edit, they can work with you in real time on the same project or paper.

11) A colored indicator will show on the page if the other person is working on the document with you at the same time.

12) There is no "Save" button. Google drive saves every couple seconds your latest draft.