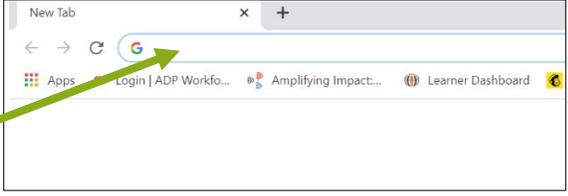
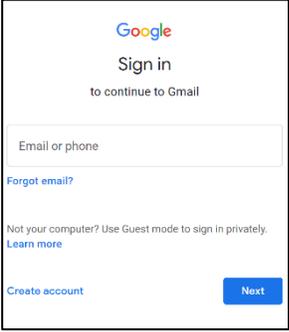
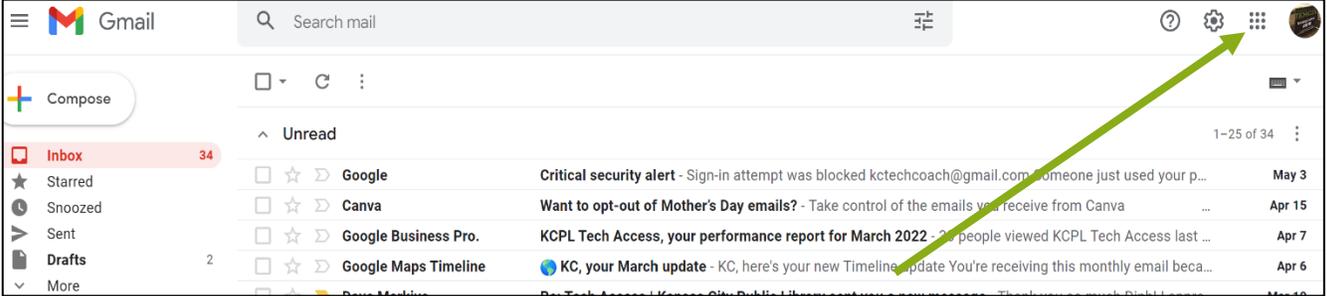
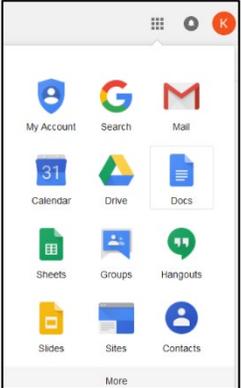


# How to...

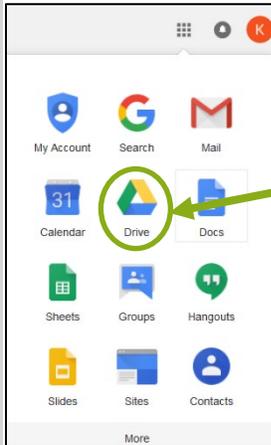
## Use Cloud Storage (Google Drive)

1	Open the internet with the browser of your choice.	
2	Type <b>gmail.google.com</b> into the search bar near the top of your browser window then press the “Enter” button your keyboard.	
3	Log into your Gmail account with your email address and password.	
4	Once you are logged into your Gmail, look for the “waffle” icon. It is usually in the top right corner of your window and appears as a square made of 9 small squares. Click the waffle icon one time and a drop-down menu will appear.	 

# How to...

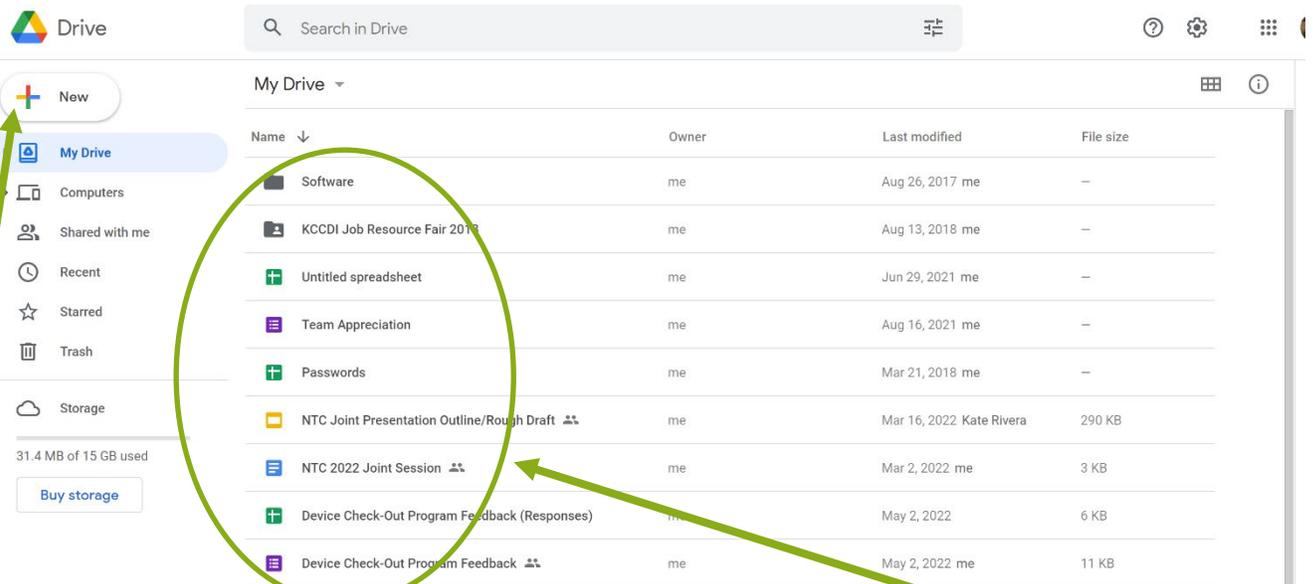
## Use Cloud Storage (Google Drive)

5



Click the Google “Drive” icon from the drop-down menu.

6



Once you have clicked the icon or link to open Google Drive, all your documents and folders will appear. Single click a file to open and edit it. Double click a folder to open it and view the contents.

To create a new document, select + New. Your new document will automatically be saved in your Google Drive cloud storage.