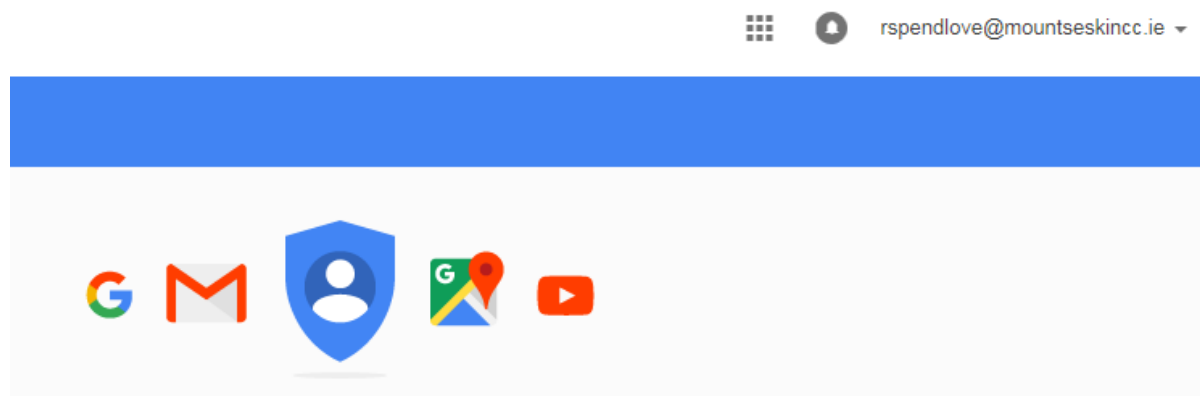
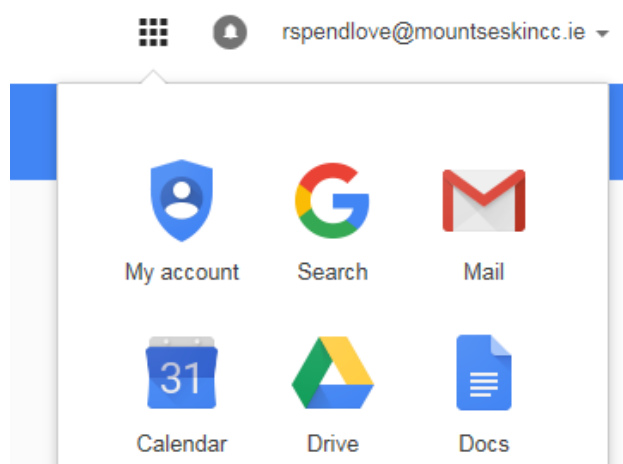


Google Drive Handout

To start using Google drive you need to have a school email account

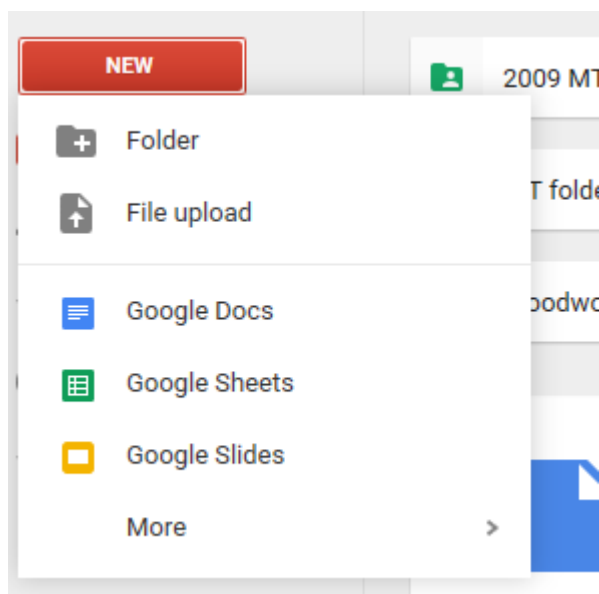


If you are already logged in to your name@mountseskincc.ie email, you can click black dots = **the menu bar** beside your name and then click and go down to **Drive** and click it.



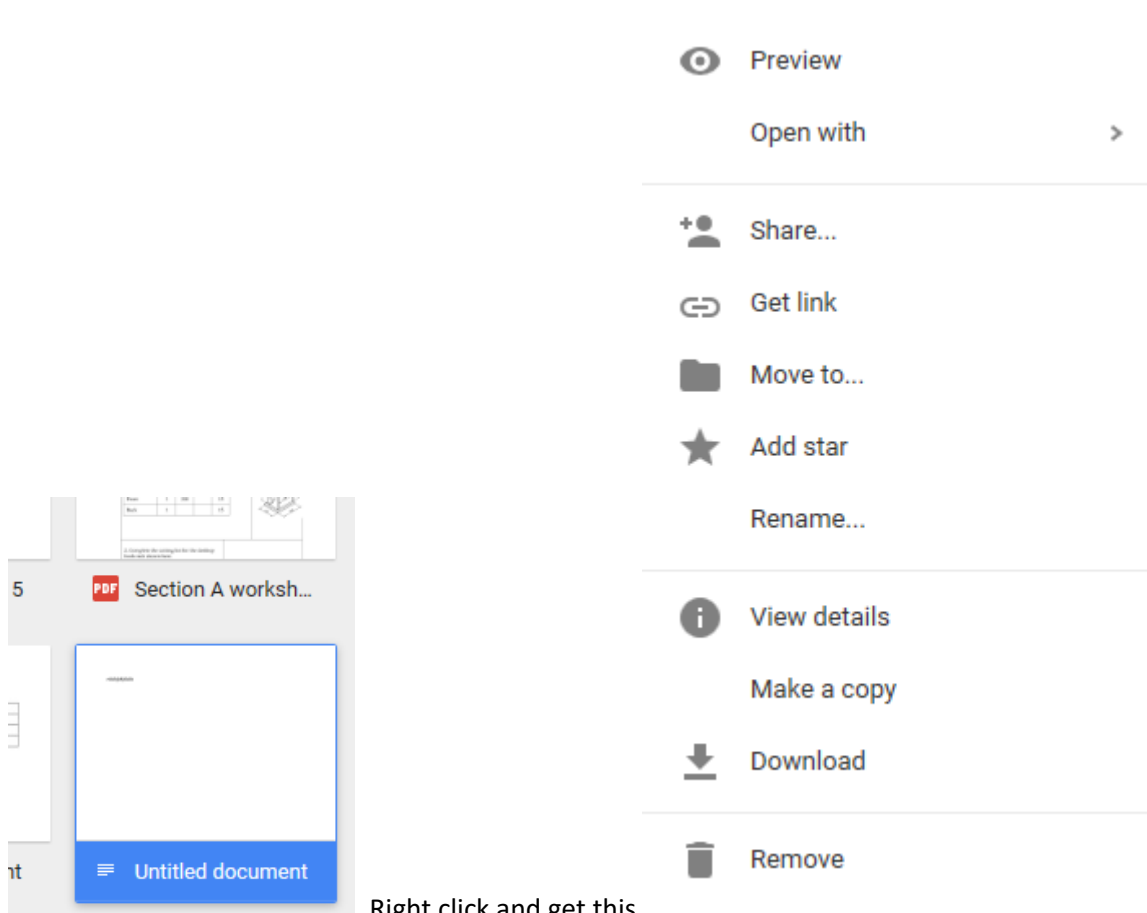
Creating a Document

You can use Google Drive to create Documents, Presentations, Spreadsheets, Forms, and Drawings. You can also upload files you have already created to your Google Drive. Please note: When you upload a file, if it is in a type that can be converted to a Google Docs format and you select the checkbox to convert you will be able to edit the file in Google Drive. If you do not select the convert checkbox, or it is a type that cannot be converted, you will only have view access of the file in Google Drive.



Sharing a Document

You can share a document by clicking the blue Share button in the upper right-hand corner of the document screen.



Right click and get this