

## Google Drive How-To

You can access Google Drive, and any Google Docs or sheets shared with you (such as your Assignment Sheets), in two ways.

You can download the Sheets or Drive app to your phone, tablet, or other device and log in using your Fresno State email (you will need to use that '@mail.fresnostate.edu' ending – don't worry, it's exactly the same as your '@csufresno.edu' email).

Or you can access it directly through your email account on your laptop! This how-to will walk you through that process.

First, go out to [fresnostate.edu](http://fresnostate.edu), select 'Email' from the 'Quick Links' button in the top right corner:

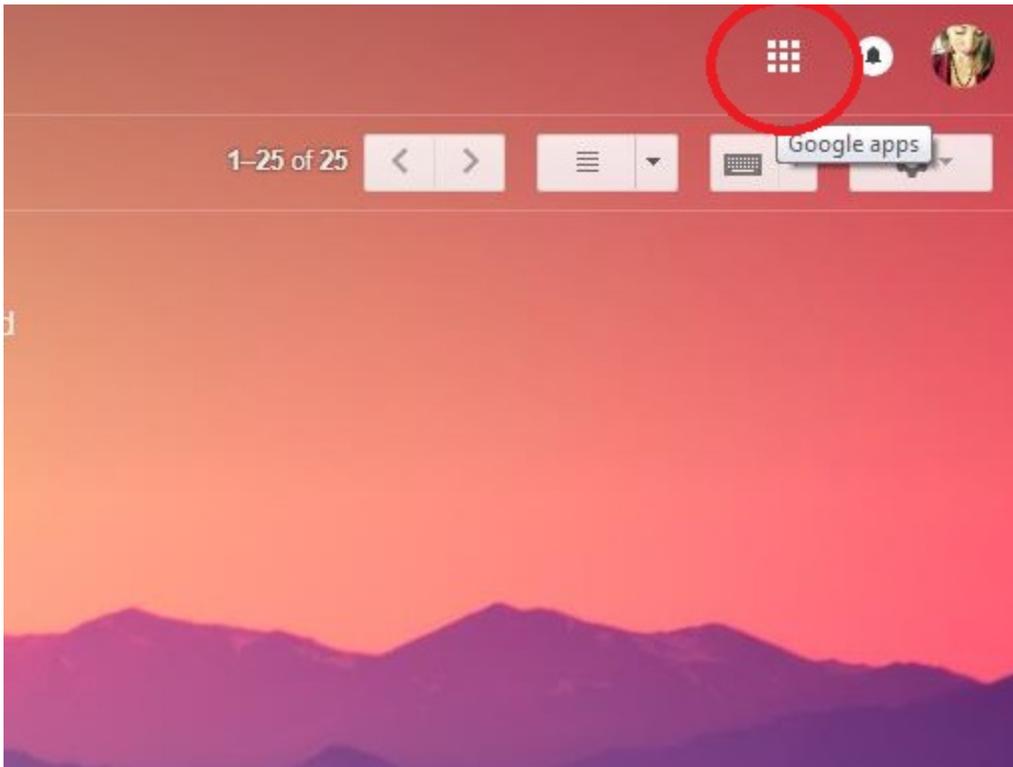


You can log in using just your user name and password:

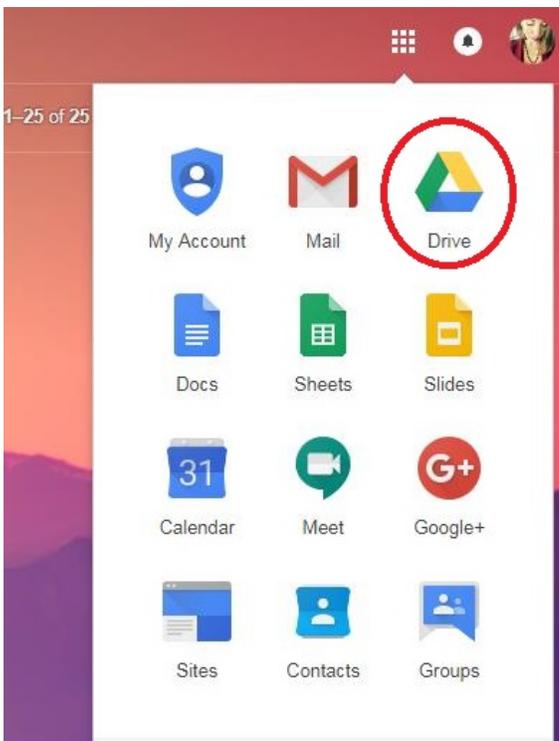
A screenshot of the Fresno State login form. The form is white with a blue "LOGIN" button at the bottom. It contains the following fields and elements:

- "Username:" label followed by a yellow input field containing the text "bbarks".
- "Password:" label followed by a yellow input field containing a series of dots ".....".
- A link labeled "Forgot password?" below the password field.
- A blue button labeled "LOGIN" at the bottom of the form.

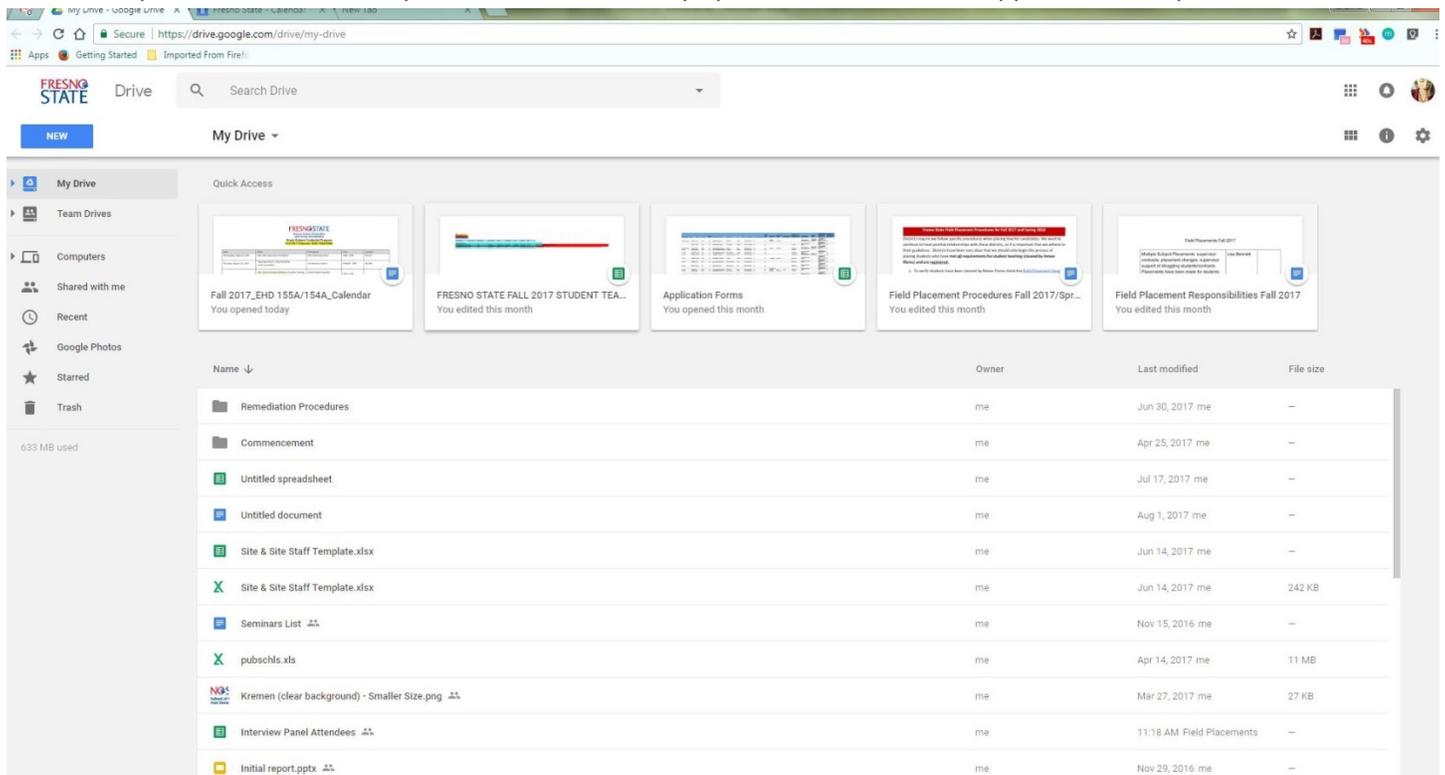
In the top right corner of your email, you will see a grid next to your profile picture that looks a bit like a waffle. This is the Google Apps button.



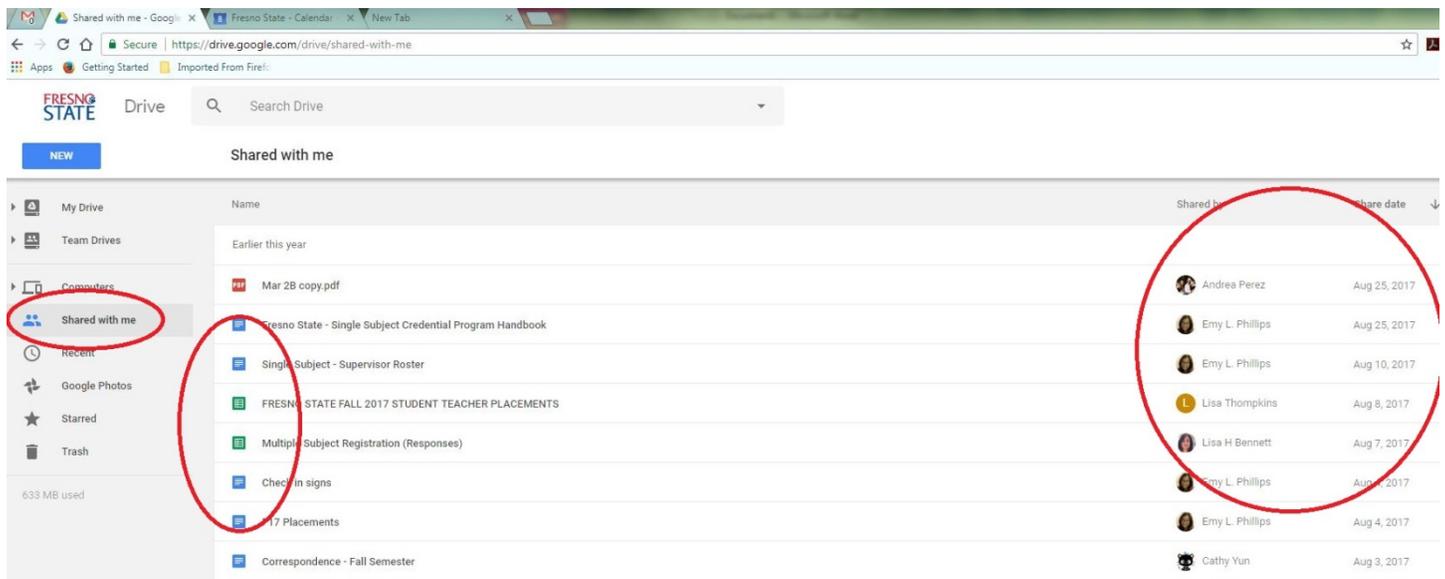
Click on the waffle, the other Google Apps available to you through your email account will come up. Select 'Drive'. You can also select 'Sheets' – since that is what your Assignment Sheets are created in. However, I find Drive more convenient. Feel free to play with both and find out which way works best for you!



Drive will open in a new tab, and your most used/recently opened documents will appear at the top:



If you look in the menu to the left of the screen you will see an option that says 'Shared with Me' – this will be where you will find your Assignment Sheets, since Ally and I created and shared them with you. The icons to the left of the document title tell you which program each item is, blue for Google Docs and green for Sheets. You can also see in the far right column who shared it with you and when! Your assignment sheets will have a green Google Sheets Icon and will have been shared with you by Field Placements ([fieldplacements@csufresno.edu](mailto:fieldplacements@csufresno.edu)). Double click on the title of the document/sheet you want to access and it will open in a new tab!



This way you don't have to wait on us to have time to re-share the documents with you. They are always accessible through drive!