

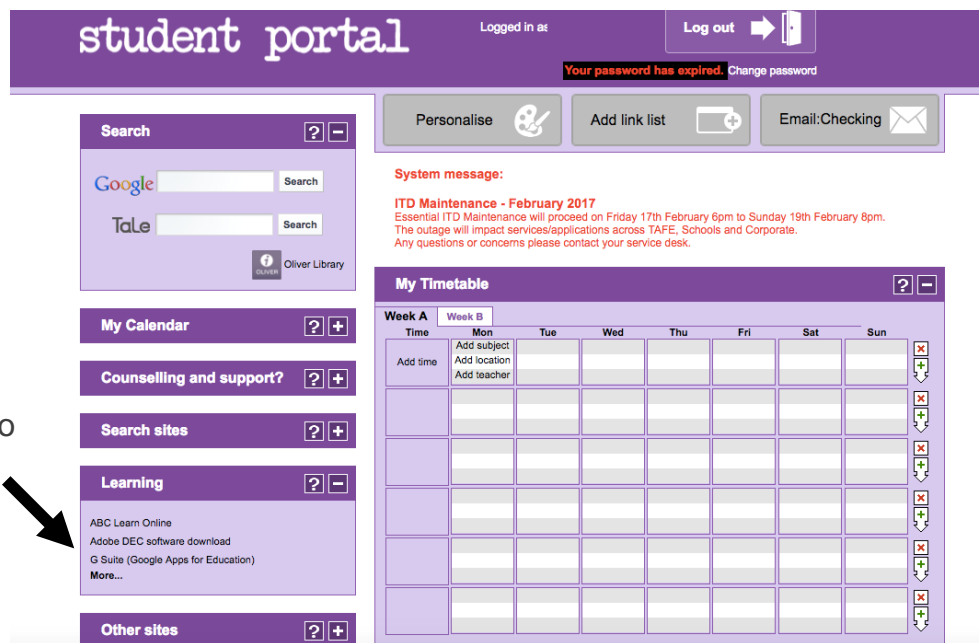
Setting up G Suite (Students)

You have free access to **G Suite** through your student portal. You can use these instructions at school or at home.

1. Open **Google Chrome** (this is a web browser) Look for this icon (Safari, Firefox and Microsoft Edge could work on your own device)
2. Log into your student portal



3. Click the + next to learning and then Click on **G Suite**



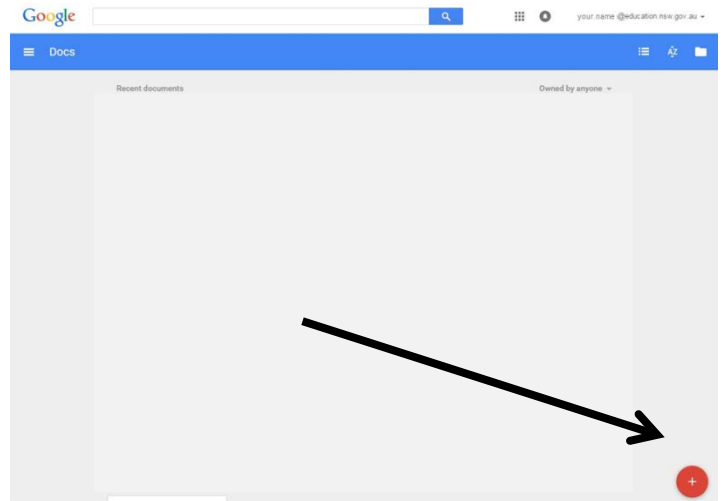
4. Select the app you wish to use and go to step 5 or click **Drive** and skip to step 8

Drive is where all of your files will be stored. You have unlimited storage in the cloud.
G Suite for Education

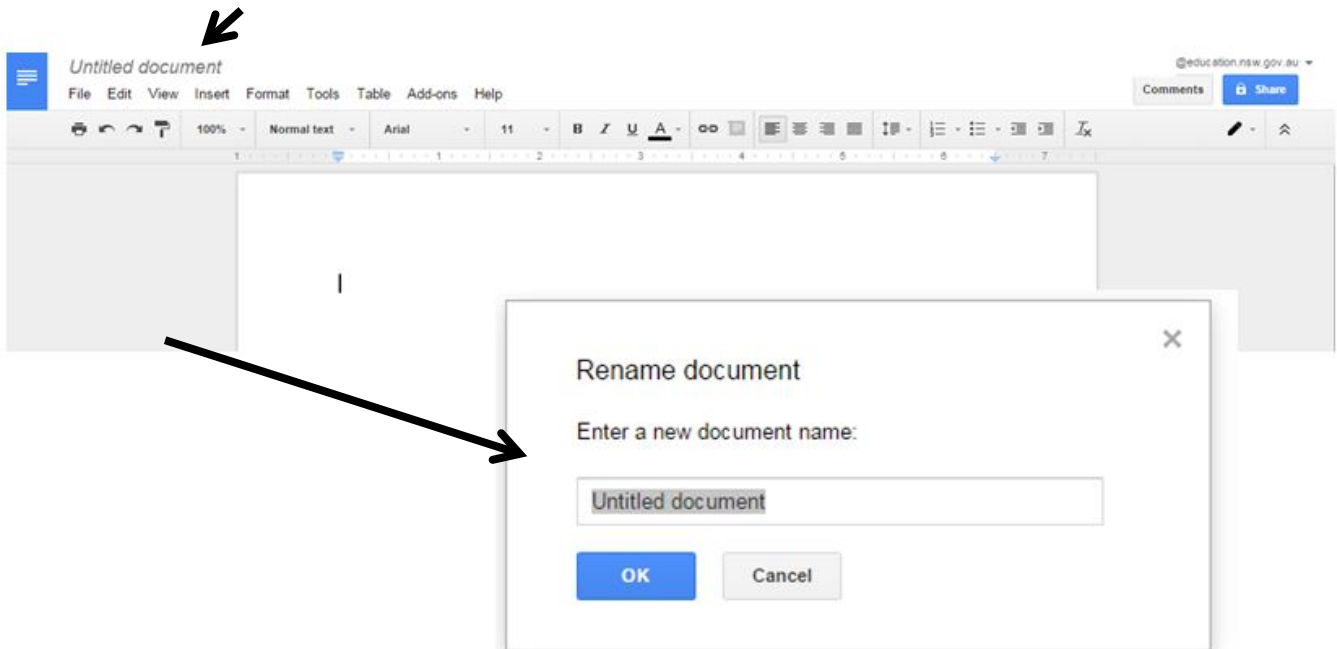


5. Create a new **Doc** select the plus sign

You can follow the same process in slides or sheets.



6. Give your file a name by clicking on 'Untitled document' at the top. A pop up box will appear delete the unwanted text and type in your own title.



8. All files save automatically into your **Drive**. You can find all of your work here.

Use the NEW button to create new files such as docs, slides etc. create new folders and upload existing files from your computer

