

Google Docs Instructions

for Doctrinal Reflections

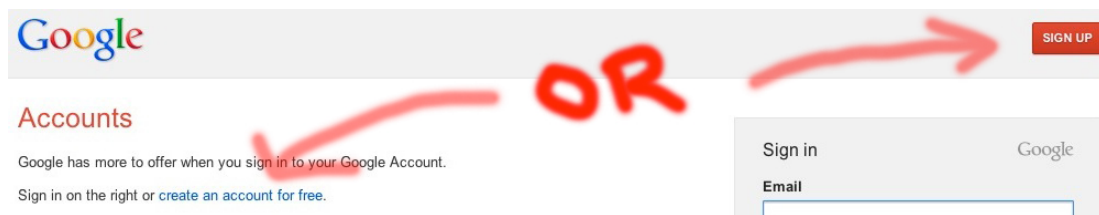
1) You must have a gmail account

—if you have one (“iamastudent@gmail.com” or such) GREAT! then go to step 2

—otherwise create one. it’s easy. load google.com then click on the button in the upper right hand corner that says “sign in”



—after that you will see a screen that looks similar to:



—click on either the “create an account for free” link or the “sign up” button

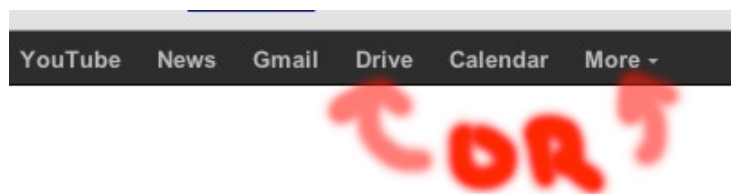
—follow the instructions for creating an email account.

2) Sign into your new gmail account

3) Send me an email account from your new (or existing) gmail account

4) When i send you an email reply you will then be able to log in to google docs and access the file i will have set up for you.

5) You access the file by signing into your gmail account (like above) and then accessing “Drive” on the google menu directly or the “More” menu option



Be careful as you edit in your group. It is live editing. you can delete what others have typed and then you have to do it over.