

Google Cheat Sheet

Step 1: To access your email and storage, you will type in www.google.com.

Step 2: You will click sign in at the top right hand corner.

Step 3: Enter your email.

Step 4: Click next.

Step 5: Enter your password.

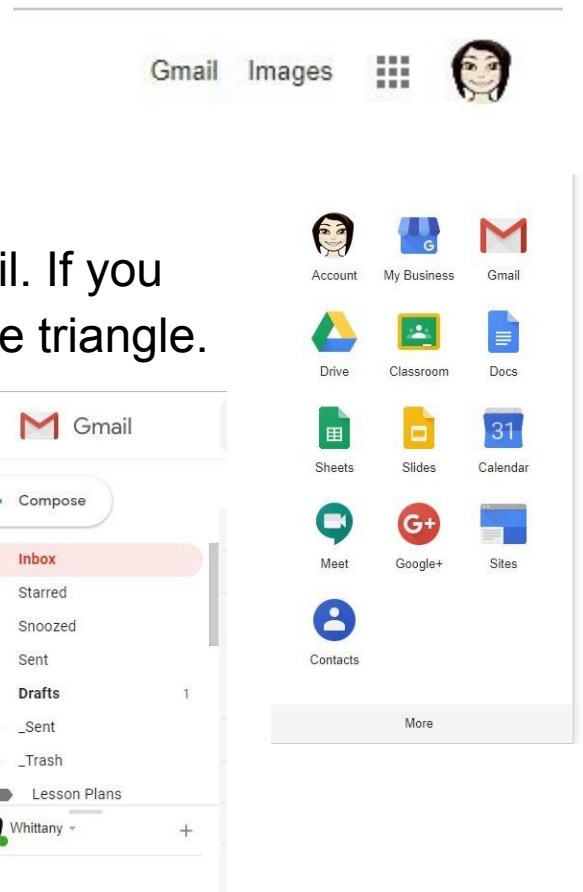
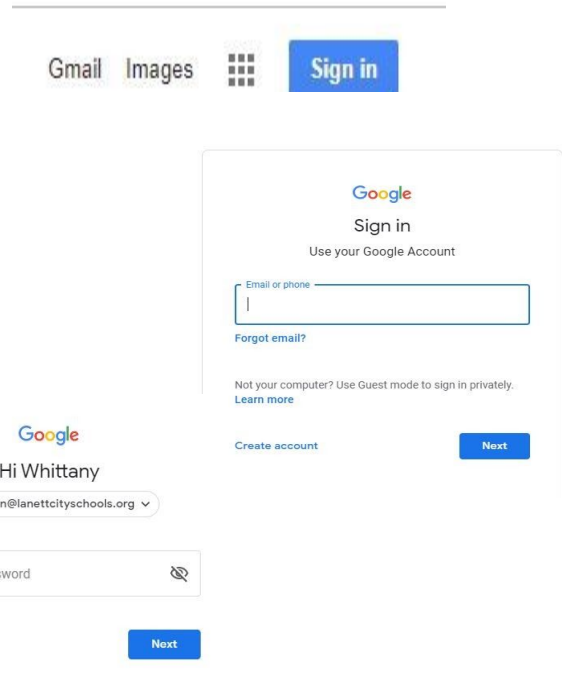
Step 6: Click next.

Step 7: Click the waffle at the top right.

Step 8: Click on the “M.” This is gmail. If you want to save your document go to the triangle. (The triangle is Google Drive.)

To Send an Email:

Step 1: To send an email, click compose.



Step 10: Type message and hit send.



Step 11: If you want to reply to an email. Click the arrow pointing left. If you want to forward click the three dots and you will see the option appear.



Wed, Oct 16, 2:09 PM (16 hours ago) ☆ ↩ ⋮

Steps above are the same if you had a personal Gmail account.

To Save Files and Folders:

Step 1: If you want to save a file. You can drag and drop or you can right click and upload files and folders.

Step 2: Click on “Shared with Me” to see files that others have sent you.

