Google Apps Classroom Instructions for Logging on and Creating a Document

1. Go to http://www.google.com/a/school.stlukeum.com

2. Type your address: mbarn@school.stlukeum.com

3. Type your password: Lions#\_\_ \_\_ \_\_ \_\_ (The blanks are filled in with your JupiterGrades number.)

4. Select Drive

5. Select Create

6. Select the down arrow

7. Select desktop version

8. Rename by selecting Untitled Document, then rename

9. Share with your partner by selecting Share, then typing in the Google name of your partner. Take OFF the checkmark to e-mail the recipient and click OK.

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