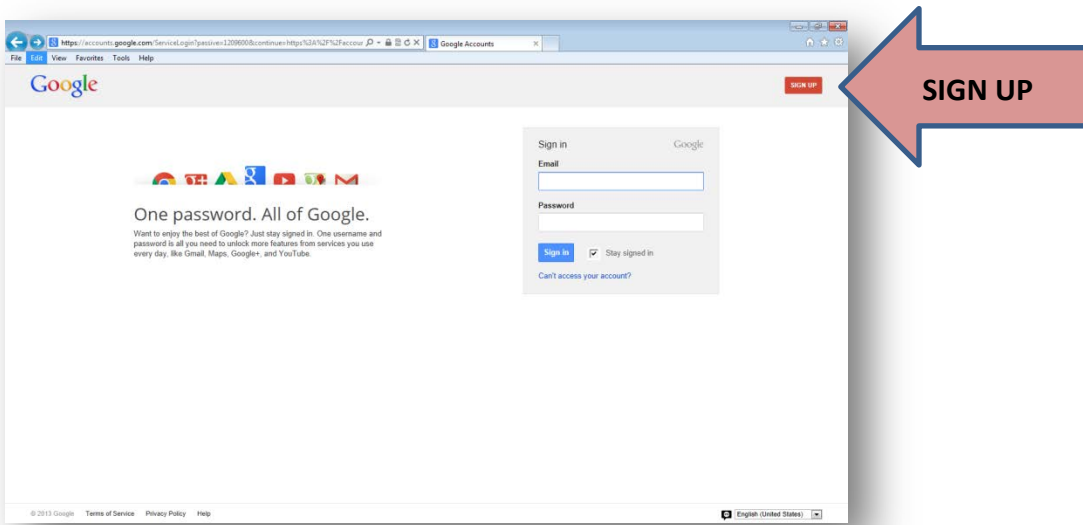


# Creating a Google Account

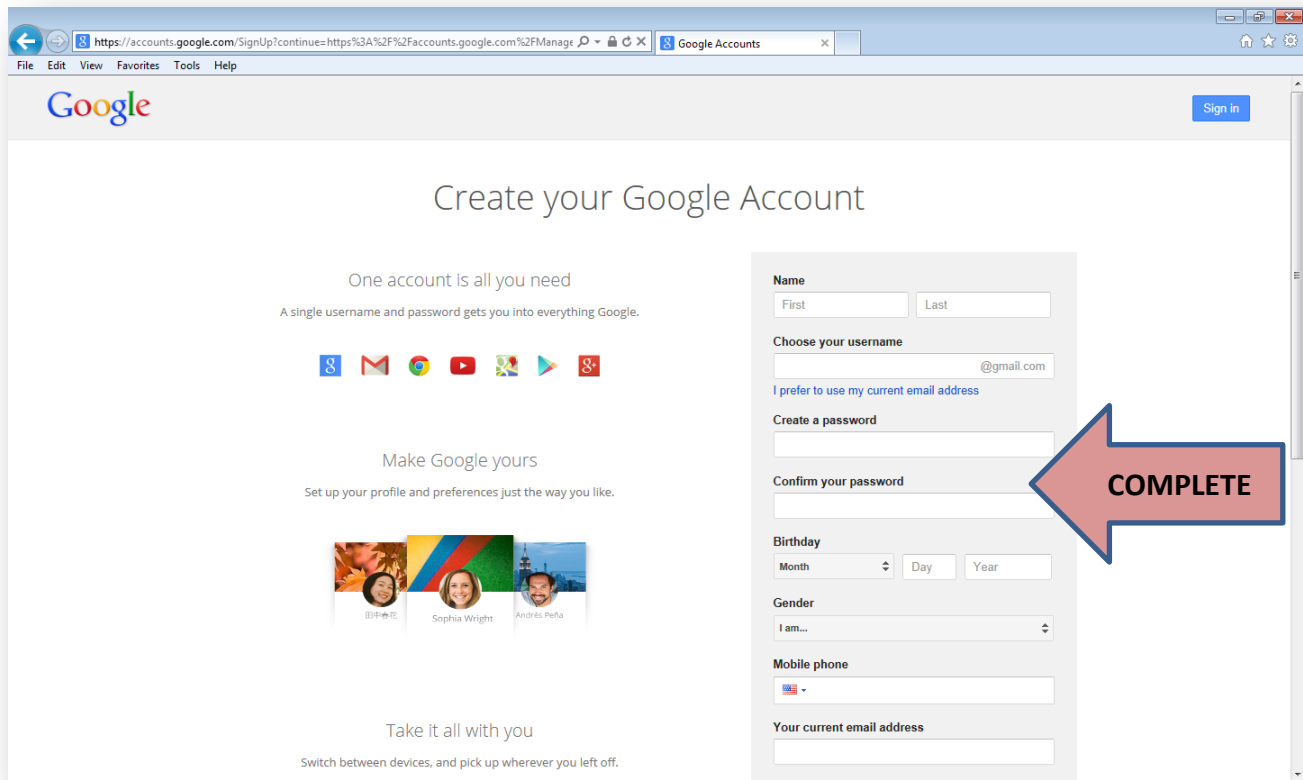
If you don't already have one, creating a Google account should be a quick and easy process.

Point your browser to: <https://accounts.google.com/NewAccount>



You will need a current email address and to agree to certain terms of service.

**NOTE:** You *do not* need a gmail account to create a Google account!

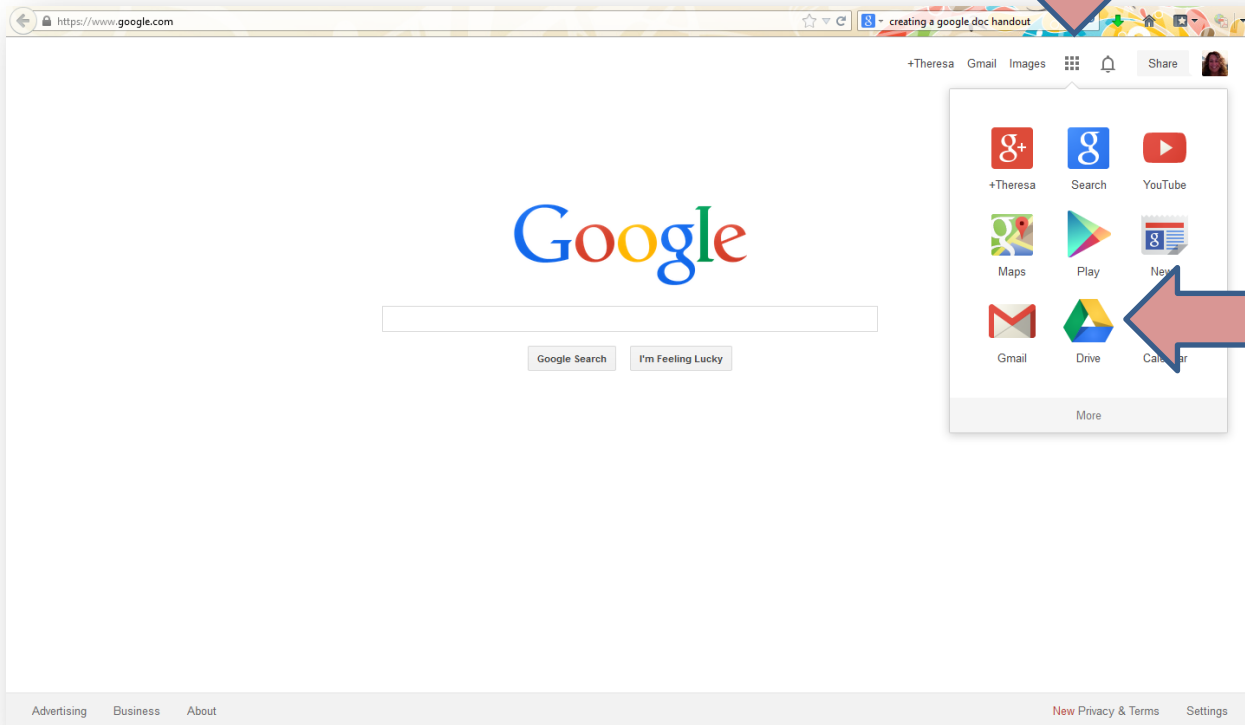


# Accessing Google Docs/Drive

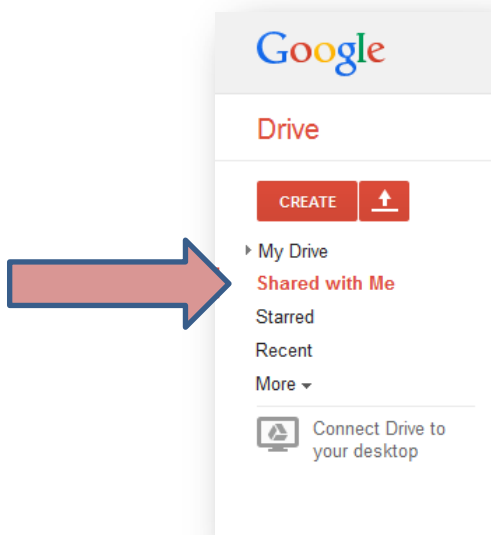
Google Docs allows users to create and collaborate on documents in real time inside a web browser. The document can be accessed anytime, anywhere using the Internet.

1. Sign into your Google account.
2. Access Google Drive (the new “home” to Google Docs)

This graphic will bring up the drop down menu.



3. Click on “Shared with me” to see the documents that have been shared with you. **NOTE:** Alternately – you can click on the link that was sent to your email address which will then open the Google Doc shared.



Additional Resources:

- [What is Google Drive?](#)
- [Google Docs in Plain English](#) (YouTube Video)
- [Google Docs Tutorial](#)