Step 1: Open the Internet Explorer and select the Google Site.



Click to Sign In

Step 2: Sign in with your Google Account

If you have a Google Account, enter the e-mail and password previously established and skip to Step 5.



Enter password

Step 3: Use the e-Mail link

If you do not have a Google Account, click the “Open” button in the e-mail giving you access to the shared “PowerPoint” folder on the Google Drive.



Click to open shared site

Step 4: View the Shared Folder

The Google Drive “PowerPoint” folder will appear with the classes shared documents.



**Note:** You cannot save your files in the Shared Site, you must have a Google account!

Step 5: View your Google Drive

* If you have a Google Account, you will see the Google Drive page with the index shown below.
* Select “My Drive” to see your documents.
* Select “Shared with Me” to see documents shared on other Google Drives such as “PowerPoint”



Click to see your files

Click to see shared files

Step 6: Download your documents

* Point to the document and click the right mouse button and select the “download” option. The file will appear in the “Downloads” folder on your machine.
* Copy the file from the Download folder into your working folder.

Step 7: Upload your Documents

* Point to a blank location on the display and click the right mouse button.
* Choose the “Upload Files..” option.
* A file explorer dialog panel will open. Locate and check the file(s) to upload.
* After all of the files to upload are chosen, click the “Open” button.