HOW TO USE GOOGLE DRIVE

Rio Salado Information Services

Accessing Files on a Google Drive using a Web Browser

Files stored on a Google Drive can be accessed from any web browser using a computer, tablet, or smartphone by following these steps:

- Using a web browser, log into your MCCCD Gmail account by navigating to <u>accounts.maricopa.edu</u> Username: MEID@maricopa.edu Password: District password
- 2. After logging into your MCCCD Gmail account, at the top right corner of the browser window, click the **nine dots icon** called a **waffle**.

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3. When the following pop-up window appears, click the **Drive Icon**.



4. A dashboard will appear to allow you to access your files.

NOTE: Files can also be searched at the top of the screen.

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NOTE: To access files using a smartphone or tablet, install the appropriate **Google Drive App** from the <u>Apple App Store</u> or the <u>Google Play Store</u> for your device (e.g. IOS or Android).