

HOW TO USE GOOGLE DRIVE

*Rio Salado
Information
Services*

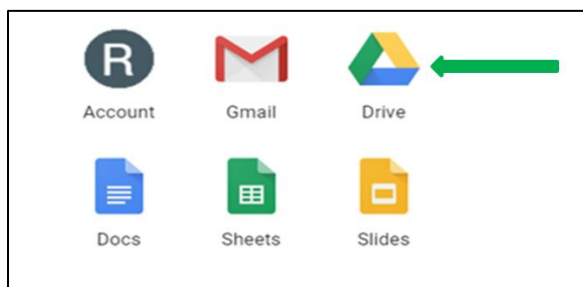
Accessing Files on a Google Drive using a Web Browser

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

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

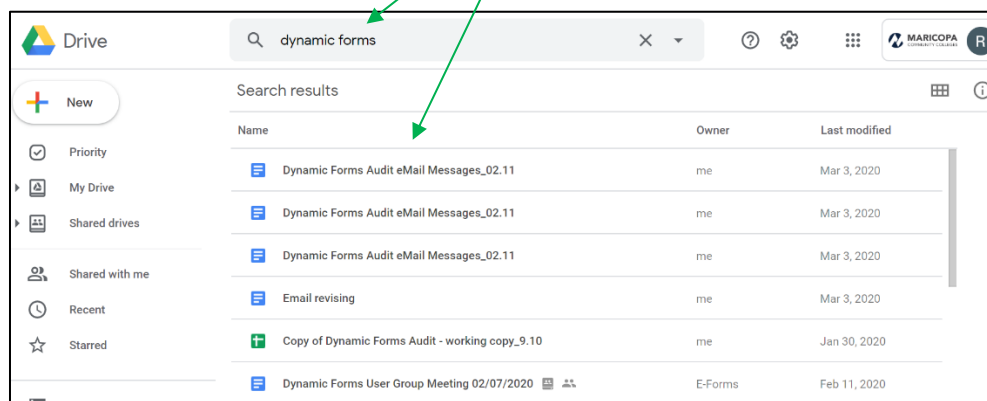


3. When the following pop-up window appears, click the **Drive Icon**.



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

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



NOTE: To access files using a smartphone or tablet, install the appropriate **Google Drive App** from the [Apple App Store](https://www.apple.com/app-store/) or the [Google Play Store](https://www.google.com/playstore/) for your device (e.g. IOS or Android).