

CONNECTING TO GOOGLE DRIVE

Hello!

So you would like to connect with RHS through Google Drive. With access to our shared folder “Parent Information” you won’t ever miss important letters sent home (field trip permission forms, vaccination notices, meet the teacher dates & times, etc). You’ll be notified by e-mail when a document has been placed in the folder and you’ll be able to view the document on your home or work computer, or even your mobile device if you have the application.

Below you will find a step-by-step tutorial explaining how to go about connecting with the RHS Google Drive for Parents:

*For best results, use Google Chrome as your internet browser (or Firefox or Safari); there are performance issues with Internet Explorer.

1. Here’s the best part: If you already have a Gmail account, you already have access to your OWN Google Drive; and you are just 1 step away from accessing the RHS Google Drive for Parents.

If you do have your own Gmail account, please skip to step 4.

2. If you do not have a Gmail account already, go to this link and create an account:
<https://accounts.google.com/SignUp?service=oz&continue=https%3A%2F%2Fplus.google.com%2F%3Fhl%3Den%26gsrsrc%3Dgplp0&hl=en>

3. Fill out the required information (circled in blue)

Create your Google Account

One account is all you need
A single username and password gets you into everything Google.



Make Google yours

Set up your profile and preferences just the way you like.



Take it all with you

Switch between devices, and pick up wherever you left off.



Name
First Last

Choose your username
 @gmail.com

Create a password

Confirm your password

Birthday
Month Day Year

Gender
I am...

Mobile phone

Your current email address

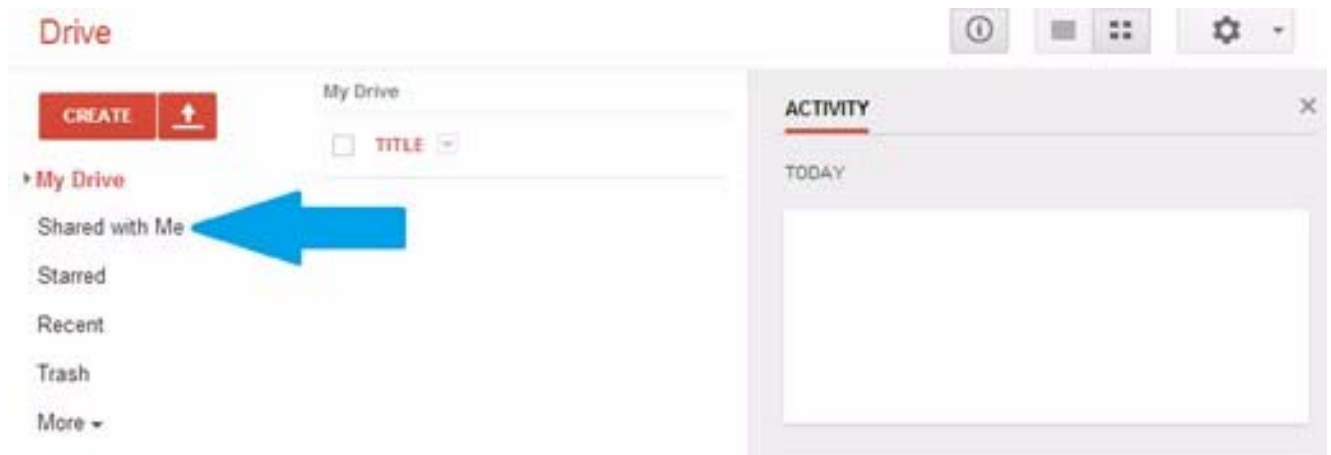
Prove you're not a robot
 Skip this verification (phone verification may be required)

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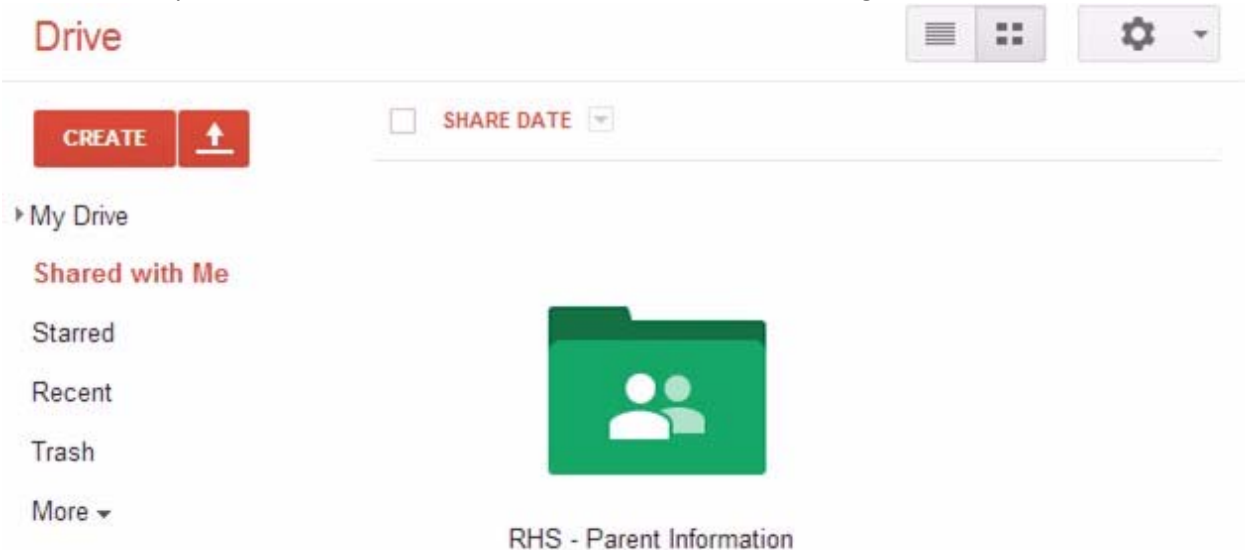
Type the text

Location
Canada

- Now that you have a Gmail account, simply send an e-mail, from your Gmail account to: icavanagh@swlauriersb.qc.ca with the subject line "RHS Google Drive for Parents" and you will be granted access to the file, where you will be able to view the documents that will be distributed to parents for the 2014-2015 school year, as they become available.
- To access your own Google Drive, use this link: <https://drive.google.com>
- Enter your username and password.
- To access the RHS Google Drive for Parents, click on the "shared with me" option (blue arrow).



- There you will see the RHS - Parent Information folder containing all the relevant documents:



- You are now connected to the RHS - Parent Information folder on Google Drive!
- If you would like to connect to the RHS - Parent Information folder on Google Drive via your mobile device or tablet, simply download the Google Drive app (it's free!) from your app store, enter your username and password and you are ready to go