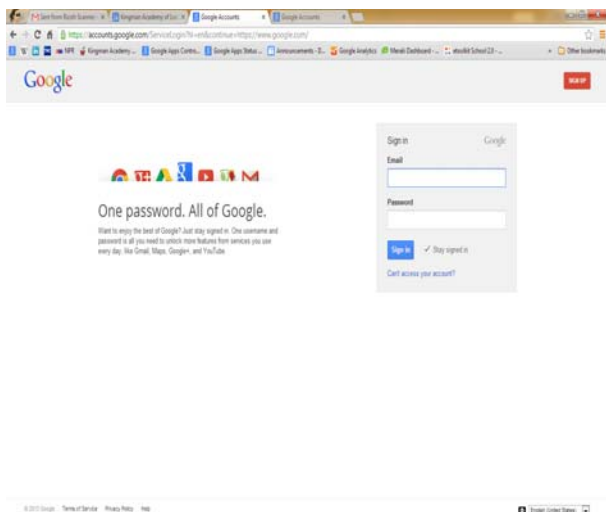


## Accessing your KAOL Google Apps Account

- Open a Google Chrome internet browser window. Other browsers lack the functionality of Chrome.
- Click the “Sign In” button in the upper-right corner.
- Enter your KAOL email address and password.
- Click “Sign In”. If this is your regular KAOL computer or a home computer you can check the box to stay signed in. If this is someone else’s computer or a public computer, please make sure that this box is unchecked.



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### **Two people cannot both be logged in to their Google accounts at the same time on the same computer.**

Example: The other person has logged in to the computer and is logged in to Google. You want to check your email but you do not want to log them out of their computer.

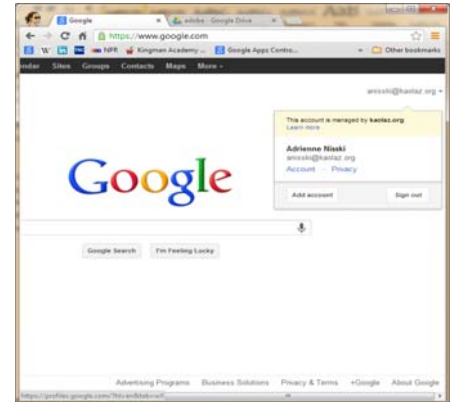
You will need them to sign out of their Google account so that you can sign in to yours. They do not have to sign out of the computer, just out of Google. After they sign out, you click on the “Sign In” button and sign in to Google. You will then be able to get to your Mail and Documents through the internet. You will not be able to use the local “My Documents” to get to or save your files. Remember to log yourself out of Google so that they can log back in.

### **If you are using someone else’s computer and you are logged on to the computer, you can access your Mail and Documents by signing in at google.com.**

Example: You are using someone else’s room during their prep. You want to access your email and documents. Log in to their computer as yourself. Open Chrome and sign in at google.com. You will then be able to get to your Mail and Documents through the internet. You will not be able to use the local “My Documents” folder to get to or save your files.

## To log out of Google:

Click on the account name in the upper-right corner of the browser window and select “Sign Out” from the menu that appears.



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**If you log in to Google from a computer other than the one in your office/classroom,** how you save files will depend on if you are working in a Google file or a file created using a different program.

**Saving a Google file:** Google documents are automatically saved as you work on them. If you logged in to Google you can create/edit Google files and they will automatically save and be available the next time that you log in to Google.

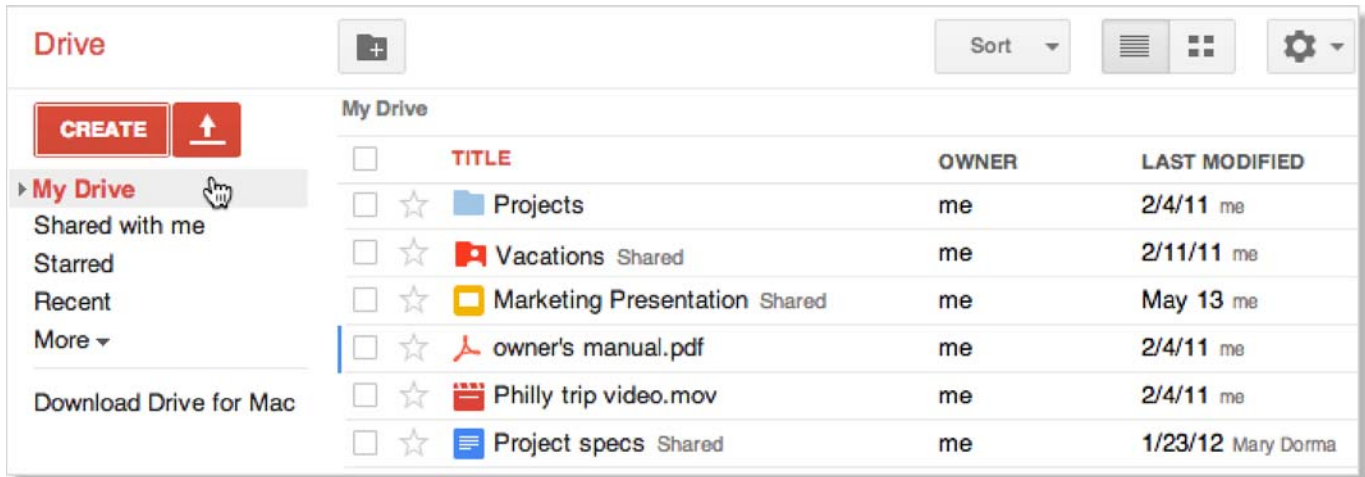
**Saving a file created in a different program:** If you are working on a file in a non-Google program, like Word, then you will need to upload the file to your Google Drive in order to access it from anywhere else. You will create/edit the file on your computer, save it, and then go to Google Drive and Upload the file so that you can access it from anywhere.

## How to upload a file from your computer to your Google Drive on the internet

Before doing these steps open Google Chrome, log in to Google, and go to your Drive.

### Option 1 - Google Upload Button

- Click the red Upload button (next to Create)



- Select Files or Folder depending on what you are copying.
- A box will pop-up that will allow you to find the file or folder.
- Select what you want and it will copy to your Google Drive

### Option 2 - Drag and Drop

- Have your Google Drive open in an internet browser window.
- Have your file somewhere that you can see it. On your Desktop or in a folder for example.
- Click on your file and drag it into your Google Drive in the browser window.
- Release the mouse button when you are over the folder where you want to put the file.
- The file will copy to whatever folder you dragged it to.