How to Access Google Apps

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LOG IN

1. Go to www.google.com
2. Enter your Lennox Google username (first_last@lennoxk12.org)
3. Enter your password (default password was lennox90304 unless changed by you)

ACCESSING APPS

1. Click on Google menu near top right corner of window. 

SELECT APP

1. Google Mail - Email App
2. Google Drive - File Storage App
3. Google Docs - Word Processing App
4. Google Slides - Slideshow / Presentation App
5. Google Sheets - Spreadsheet App
6. Google Classroom - Learning Management System

SHARING

1. Make a copy of your file in order to maintain an original for your files.
2. Press the blue share button at the top right hand corner of the window and type in the email address of the person(s) with whom you would like to share a file. (Note: Shared files can be modified by recipients, unless specified by sender.)

ACCESSING FILES SHARED WITH YOU

1. Open Google Drive
2. Click on “Shared with me” tab in the left column and double click on file.