 Sharing your work with others

Open your Google Apps Account

* Access the internet
* Go to [www.mail.google.com](http://www.mail.google.com)
* Enter your Log-in info

Select **Sign in**

Sign in to your account

Click the series of squares in the upper right corner (Apps)

Click the **Drive** icon

Click the red **Create** button

Choose the document type assigned

Create your document

When finished, click the blue **Share** button in the upper right corner and give your document a title

Type and select your teacher’s/classmate’s name in the **Share with others** section; in the **Can Edit** box, click on the arrow and select **Can Comment**

Click Done

Be sure to sign-out using the drop-down arrow in the right corner