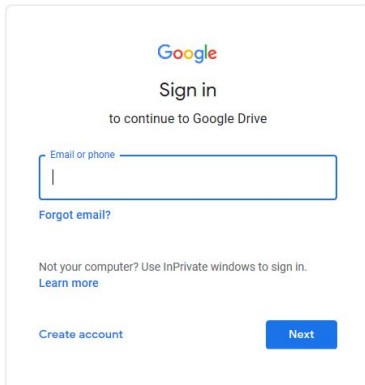


How to log in to Google

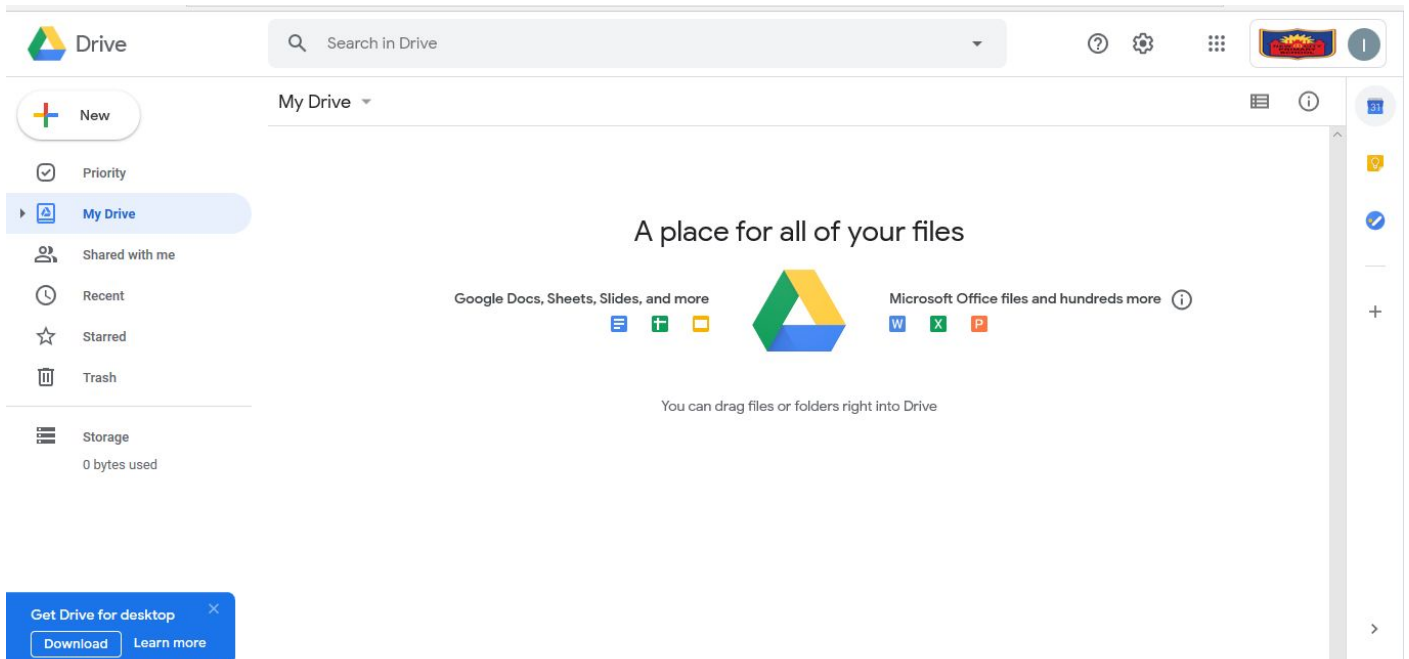
Go to <https://gsuite.google.com/dashboard>

Use your login information that was sent out (e.g. jbloggs1.316@newcity.boleyntrust.org)



The image shows the Google sign-in page. At the top is the Google logo, followed by the text "Sign in to continue to Google Drive". Below this is a text input field labeled "Email or phone" with a cursor inside. Underneath the field is a link for "Forgot email?". Further down, there is a note: "Not your computer? Use InPrivate windows to sign in. [Learn more](#)". At the bottom left is a link for "Create account", and at the bottom right is a blue "Next" button.

You should see this screen...



The image shows the Google Drive dashboard. At the top left is the Drive logo. To its right is a search bar labeled "Search in Drive". On the far right of the top bar are icons for help, settings, a grid of apps, a profile picture, and a notification bell. Below the top bar is a left-hand navigation menu with options: "New", "Priority", "My Drive" (selected), "Shared with me", "Recent", "Starred", "Trash", and "Storage" (0 bytes used). The main content area is titled "My Drive" and features the heading "A place for all of your files". Below this heading are two sections: "Google Docs, Sheets, Slides, and more" with icons for Docs, Sheets, and Slides; and "Microsoft Office files and hundreds more" with icons for Word, Excel, and PowerPoint. At the bottom of the main area is the text "You can drag files or folders right into Drive". At the bottom left of the dashboard is a blue banner that says "Get Drive for desktop" with a "Download" button and a "Learn more" link.