

How to Create a Google Doc

1.Login in to PSBMA account.

2.Select App Launcher



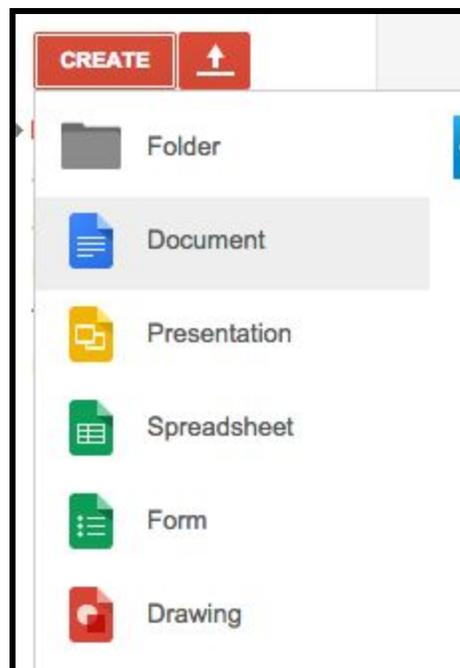
3.Select Google Drive



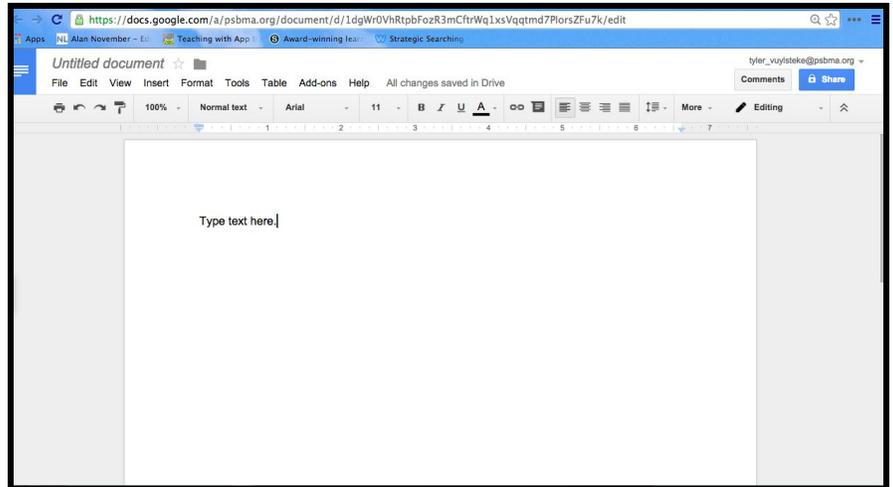
4.Select Create



5.Select Document



6. Begin typing in your document



7. Name your document

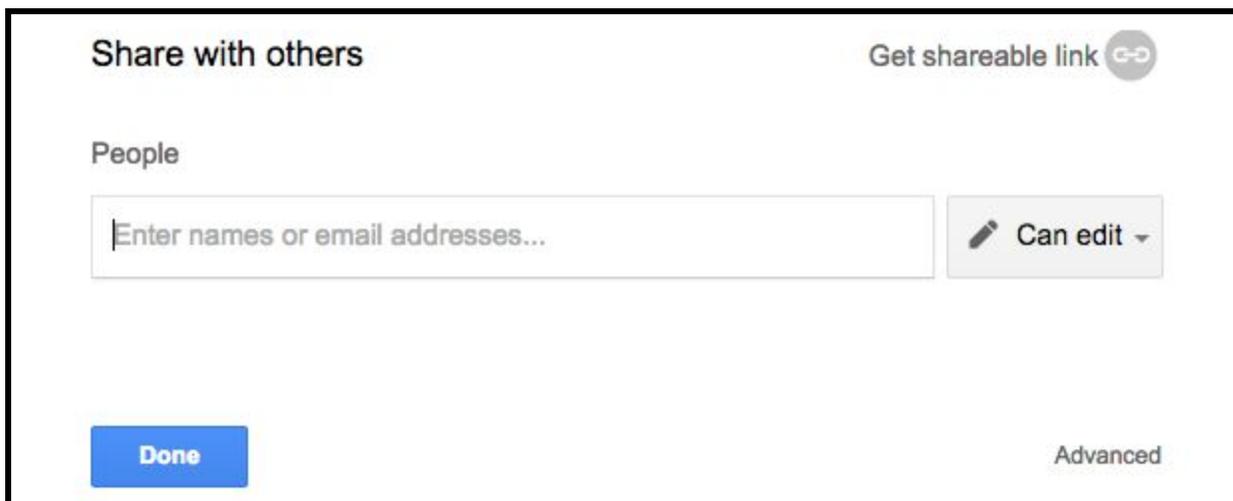


Sharing a Document

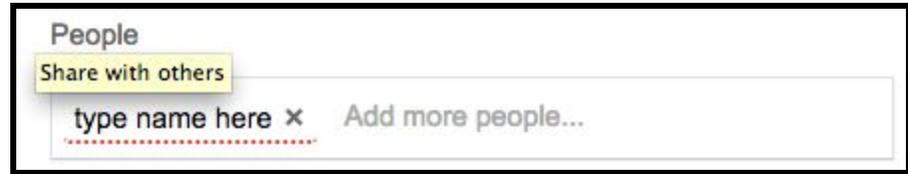
8. Select Share



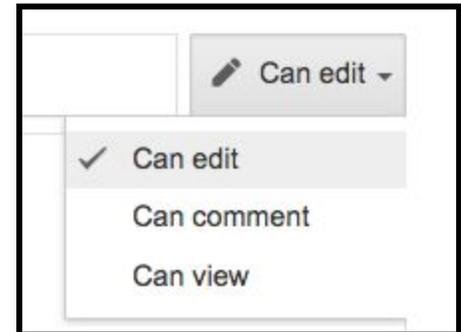
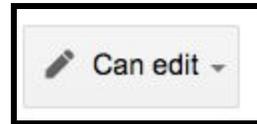
9. Type in all the names you would like to share this document with



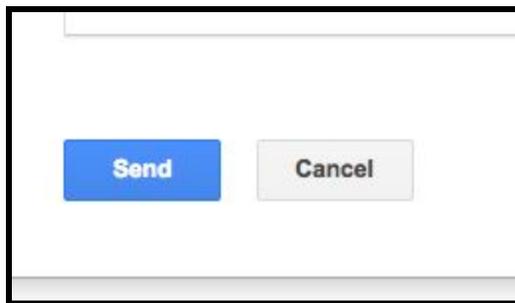
10. Type name here



11. Select type of access you want others to be able to have



12. Select send



13. **Congratulations you just created and shared your document!!!!!!!!!!**