

Google Docs Steps:

- Log in to Chromebook
 - **Email:** computer log-in @washk12.org
 - **Password:** First Initial, Last Initial, Lunch #
- Click on the icon that looks like a “**BLUE PIECE OF PAPER**” in the bottom left-hand corner
- Click on the word “**DOCS**”
- Click on “**DRIVE**”
- Go to the “**GOOGLE DRIVE TAB**” once it opens
- Select “**CREATE**” or “**New**”
- Select “**Document**” or “**Google Docs**”

How to Share a Google Document:

- Click on the “**SHARE**” button in the upper-right hand corner.
- Give your document a name
- Click on “**SAVE**”
- Share with Mrs. Charlton by adding my email into the box
 - **kristi.charlton@washk12.org**
- Click on “**DONE**”