

Setting up Shared Google Docs

A Google Account ID is an email address. Each person will need a Google Account ID OR gmail account. A gmail account IS a Google Account so if you already have a gmail account you are all set!

If you already have a Google Account, you may use it or create a different account for the purposes of this project (just remember you must log in to Google with the correct account in order to see the shared docs).

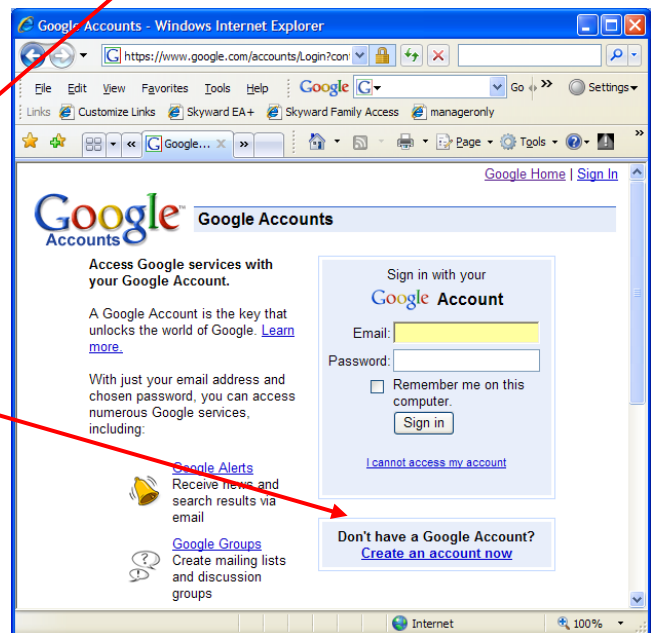
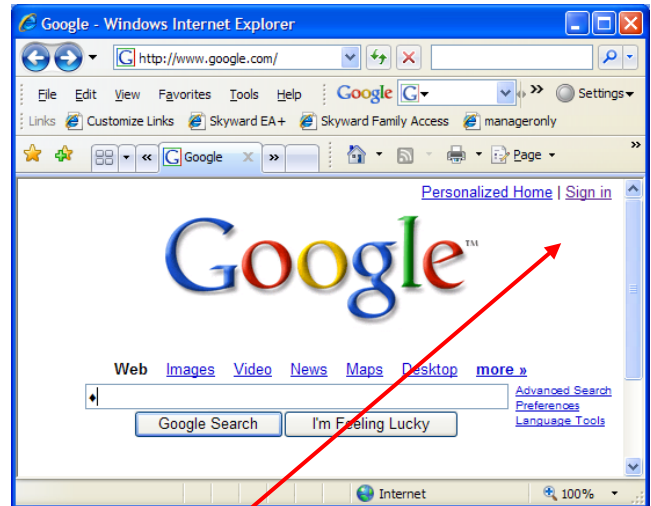
If you do not have a Google account, create one following the directions below.

One person must be the point person to start a document and then share the document with the other users (Google Account ID must be known).

To establish a Google Account:

1. Go to www.google.com and click on *Sign in* in the upper right hand corner.
2. If you do not have an account, click on the *Create an account now* link and follow the screen prompts and complete the form. You will be entering an email that will become your Google Account ID (login).

You will create the ID, and Google will email you a link you will need to click through to activate your new Google ID.



Use your Google Account login to share documents in Google Docs.

For additional information, visit <http://ckendall.wikispaces.com/Google>