

HOW TO ACCESS THE NEIGHBORSPACE GOOGLE DOCS SITE

A. If You Have a Gmail Account

Be sure that Barbara has your gmail address, which she will add to the list of persons with permission to access the folder. To get to our materials, follow these instructions:

1) To get to our folder, go to www.Google.com and click on “more” as shown below and then on “Documents”

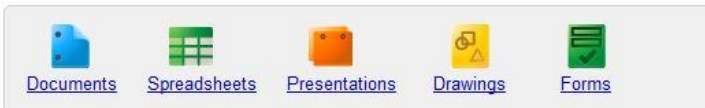


2) In the next screen, click on “sign in to my account” using your gmail username and password.



Create and share your work online with Google Docs

- **Upload your files from your desktop:** It's easy to get started and it's free!
- **Access anywhere:** Edit and view your docs from any computer or smart phone.
- **Share your work:** Real-time collaboration means work gets done more quickly.



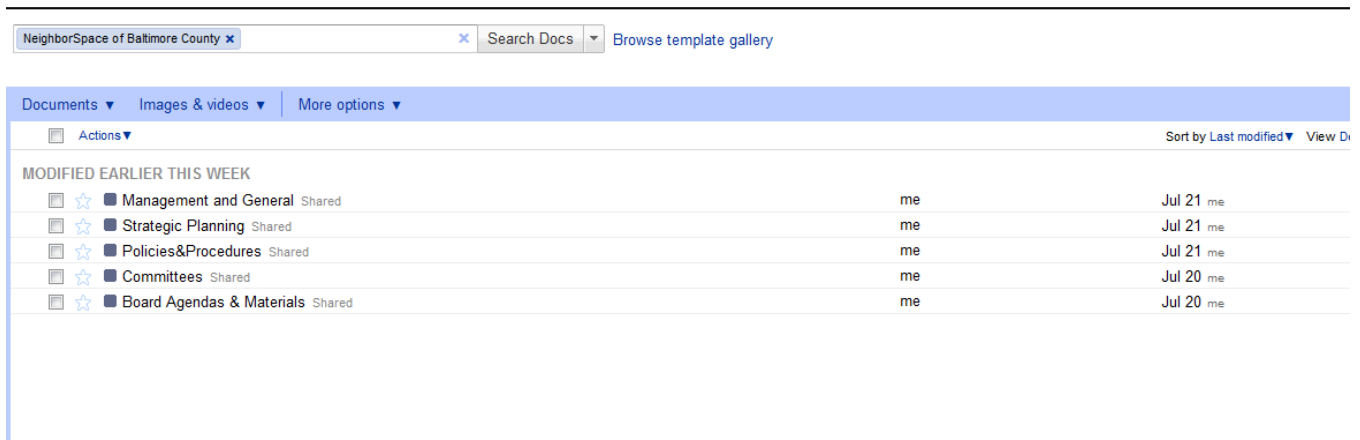
[Try Google Docs Now](#)

[New Features - Watch the videos](#)

A sign-in form for a Google Account. It has a title 'Sign in with your Google Account'. Below the title are two input fields: 'Email:' and 'Password:'. The email field contains the text 'ex: pat@example.com'. There is a checkbox labeled 'Stay signed in' which is checked. Below the fields is a 'Sign in' button. At the bottom of the form is a link that says 'Can't access your account?'.

Don't have a Google Account?
[Create an account now](#)

3) In the next screen, click on “Folders shared with me” and you should see “NeighborSpace of Baltimore County.” Click on that folder and you should see the following subfolders. You can download and edit anything here. You can also upload items to these folders.

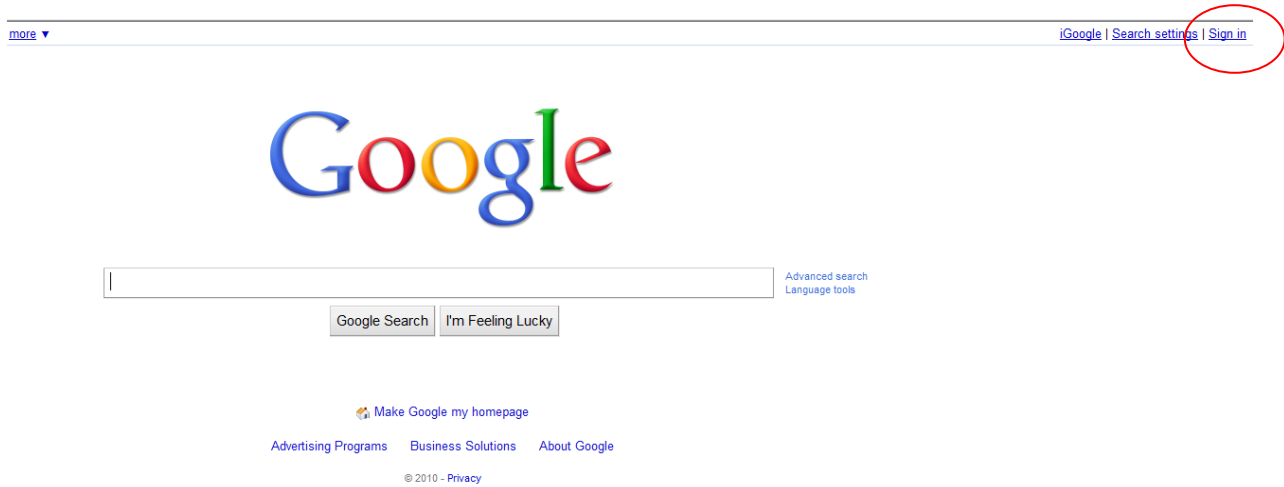


B. If You Don't Have a Gmail Account

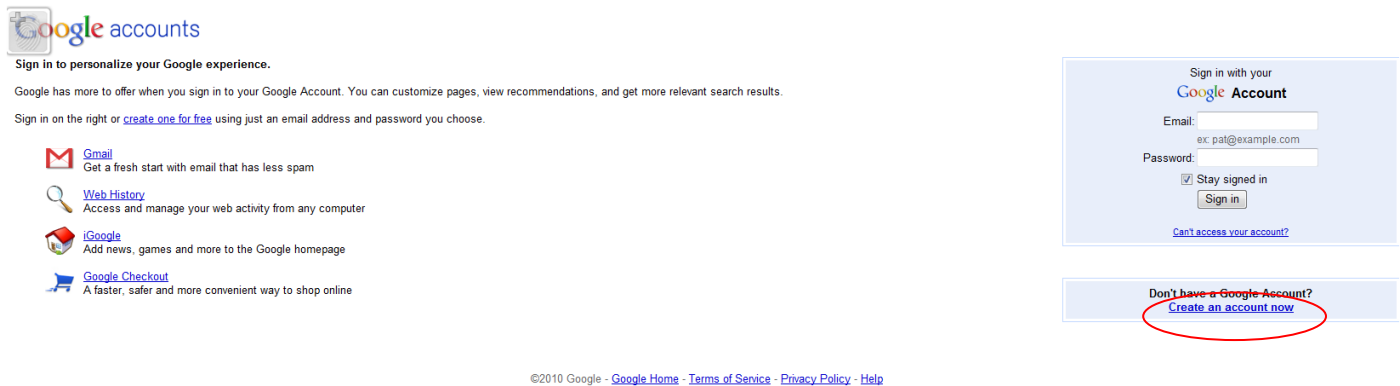
(Don't worry – you don't need a gmail account to access Google docs (although Gmail is very cool) – just follow the instructions below).

Barbara will have added your email address to the list of persons with permission to access the NeighborSpace folder. Then you will need to follow these instructions:

1) Go to Google.com and click on “Sign In.”



2) In the next screen, look for “Don't have a Google Account?” and click on “Create an account now.”



3) In the next screen, fill in the information requested to create your account. Be sure to use the email address that you gave to NeighborSpace for purposes of communicating with you.



Create an Account

If you already have a Google Account, you can [sign in here](#).

Required information for Google account

Your current email address:
e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password: [Password strength:](#) _____
Minimum of 8 characters in length.

Re-enter password:

- Stay signed in
 Enable Web History [Learn More](#)


Default Homepage Set Google as my default homepage.
Your default homepage in your browser is the first page that appears when you open your browser.

Location:

Birthday:
MM/DD/YYYY (e.g. "10/14/2010")

Word Verification: Type the characters you see in the picture below.




Letters are not case-sensitive

Terms of Service: Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.

[Printable Version](#)

Google Terms of Service
Welcome to Google!
1. Your relationship with Google

By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and the [Privacy Policy](#).

4) Follow the instructions in part "A," above, to access the NeighborSpace folder, except use your existing email address and password you created above to sign in to your Google account.