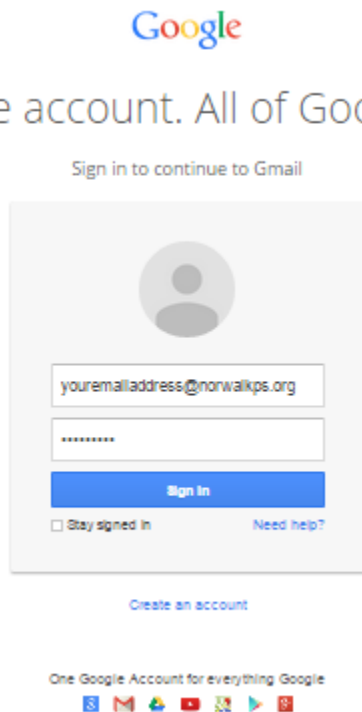
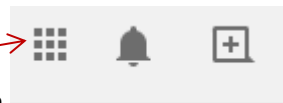


Open your Chrome Browser. If you don't see "Sign in" type [www.gmail.com](http://www.gmail.com) in the address bar

Sign into Google using your NPS Google address (your [username@norwalkps.org](mailto:username@norwalkps.org))



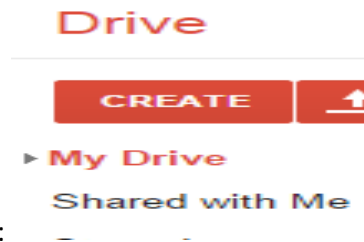
Click on the "App" button in the upper right corner of your screen



In the drop down window click on the "Drive" icon



In the top left corner a drop down window opens – you will see:



**You can view what has been "Shared with Me". Clicking on this option will open the screen, showing any items that have been shared with you.**

**Every change you make is automatically saved**

If the sender has given you options to "Edit" you will be able to do so. You do not need to "Save" or share again after editing. It will automatically save your edits and show a history of actions on the top of the page. If the sender has given you "View only" ability, you will not be able to edit.