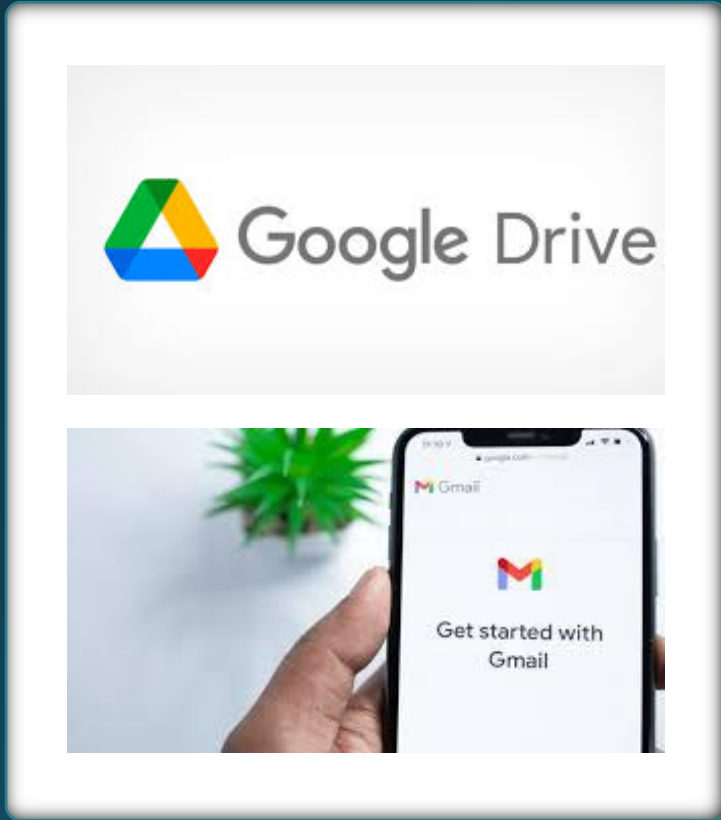# GMAIL ACCOUNT FOR LANDINGS
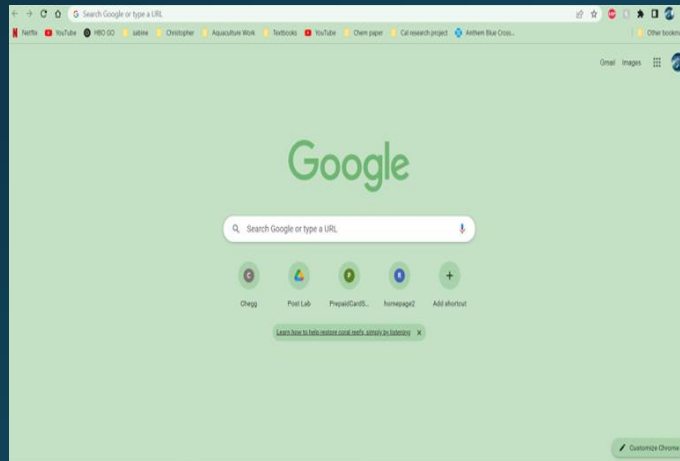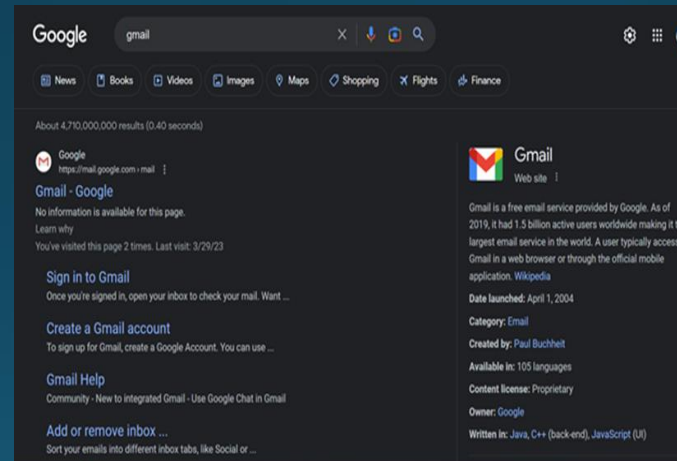
What is Gmail?

- A regular email account.
  - Access to google drive.
  - Easy Set up.
  - Can use on Cellphones, Tablets or Computer
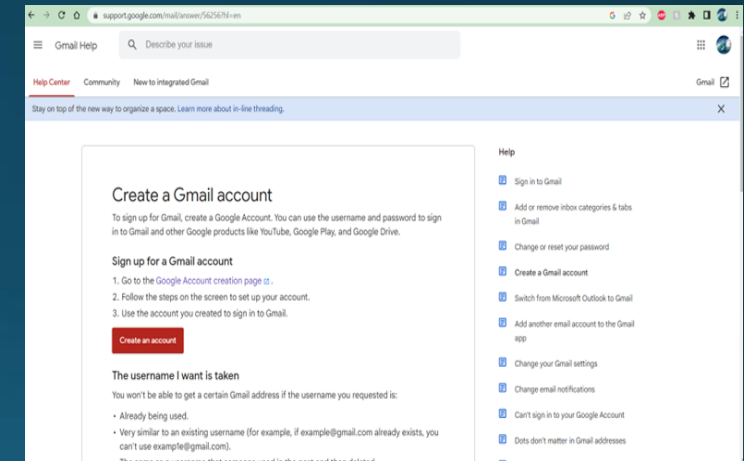
Setting Up a Gmail Account

Web Browser

Create Gmail

Create Account

- Search Gmail
- Any web browser will work

- Click Create Gmail

Big Red- Create Account

Setting Up a Gmail Account

Follow Prompts

- Fill out personal information
- Fill out email Address
- Create Password
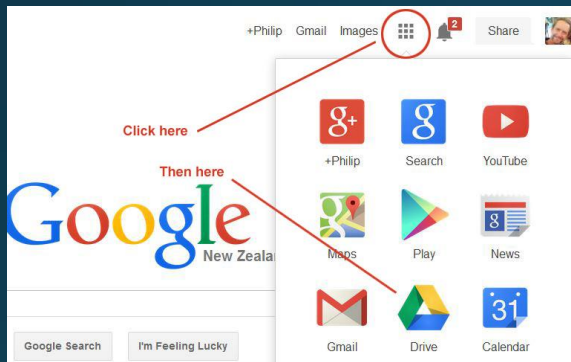- Click Next

Follow Rest of Prompts

- Fill out Birthday and gender
- Add phone number and recovery email
- Click Next

Terms of Service

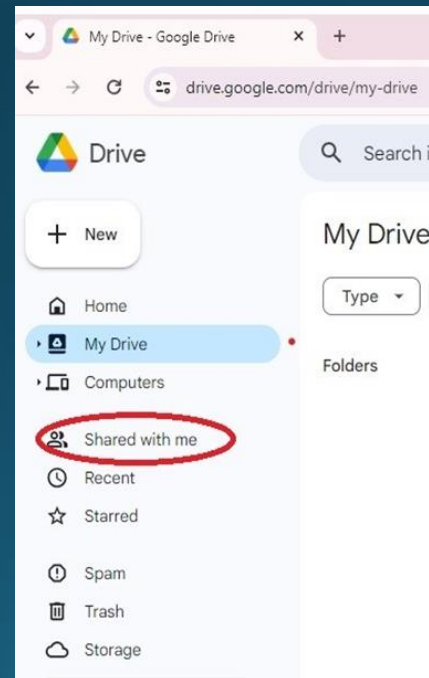- Read over the Terms
- Scroll down Click agree

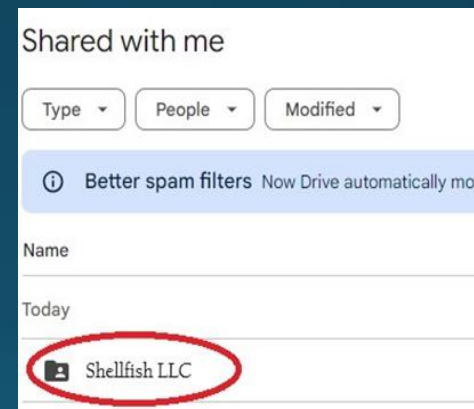# Google Drive - Desktop/Laptop

Google Drive Logo

- Open google
- Locate dots and click
- Click on Google Drive
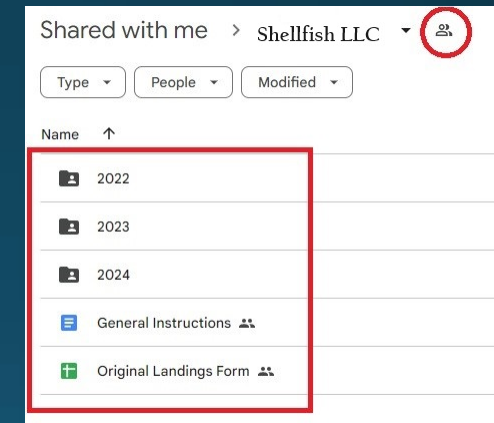
Shared Folder

Company Folder

- Left-Shared with me
- Top- Shared with me tab with Company Folder

Inside Folder

- Inside your landing folder
- Top – who has access

Google Drive - Desktop/Laptop

Excel Files in Folder
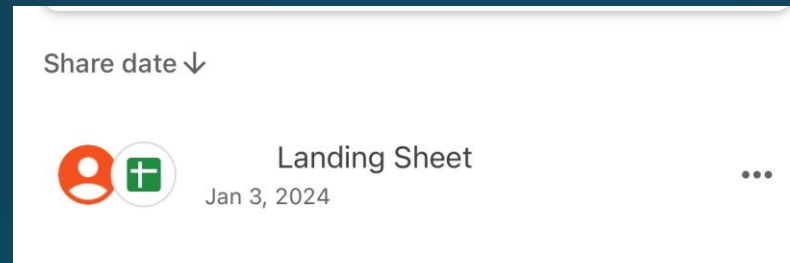

- Excel Landing Sheets
  - Can click into and edit sheet
- Who has access

Google Drive- Phone

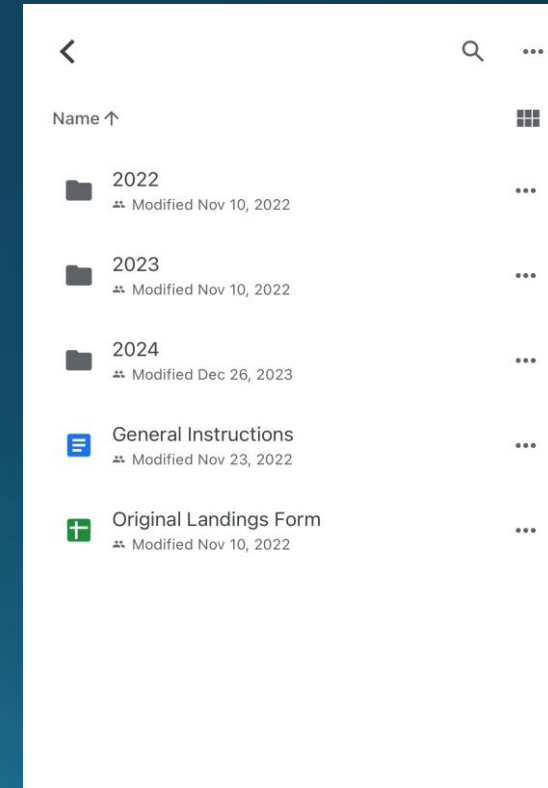### Shared with Me
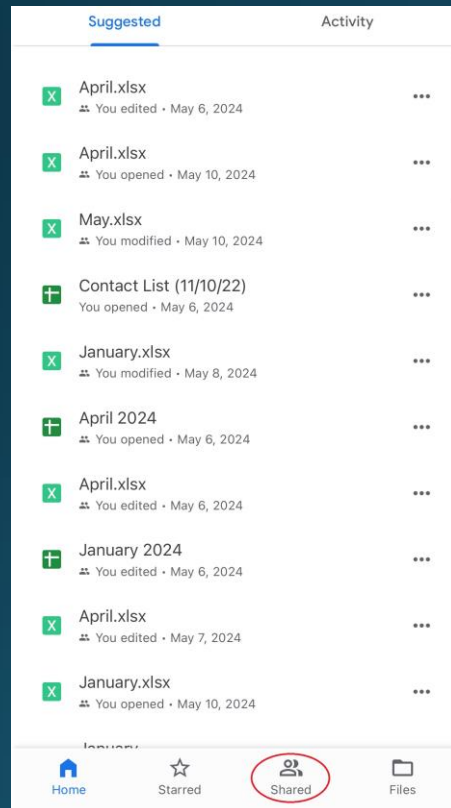
Landing Shared Folder

- Scroll to shared at the bottom.

- Find your shared landing folder.

- In the folder you will see the different years, make sure you are in the correct year – if applicable

- Suggest filling out landings monthly- if possible

- Did not work- DID NOT WORK

- Maylani.Velazquez@ct.gov

- 203-874-0696 EXT 118 or in person.

Folder View