



Google Drive

Keep everything. Share anything.



Google Drive Staff Setup Guide

Prepared by Berwick College

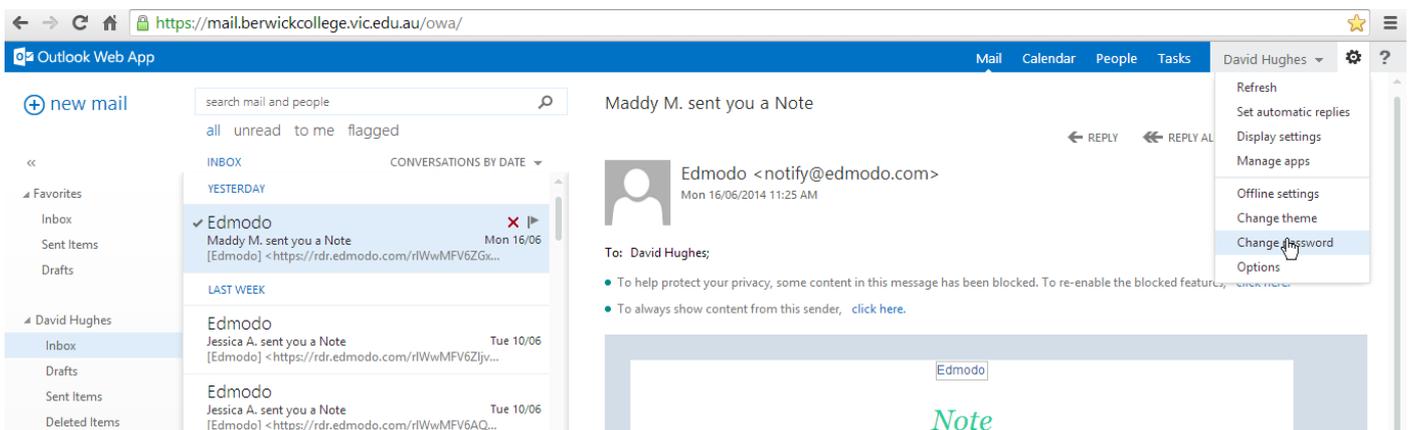
Step by Step guide to login to Google Drive using an @berwickcollege email account

Every staff member at Berwick College has a new email address eg. dhughes@berwickcollege.vic.edu.au. This email address is tied directly to your college login (eg. HUG) that you use to access the network and your computer/s. Changing this password will link your credentials to your new Google Drive account to be used with the iPad program.

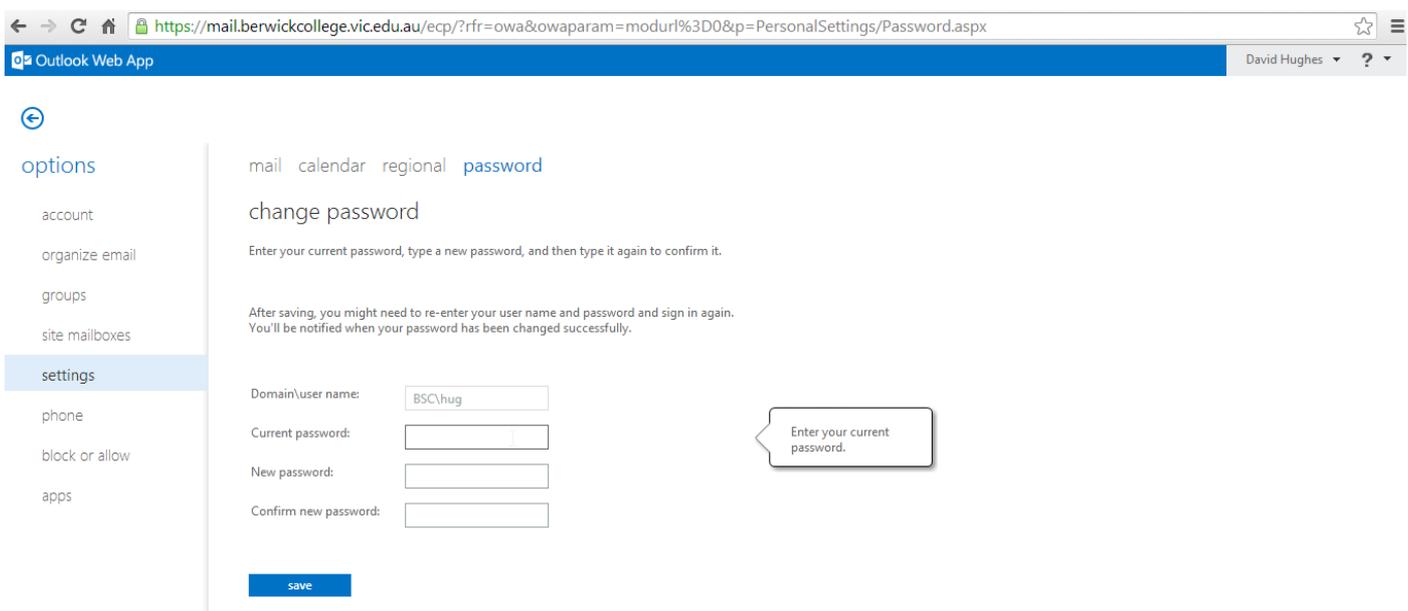
To access Google Drive you must change this password. From then on, you will log into Google Drive and onto the school network with the same username and password, however you do use the email (eg. dhughes@berwickcollege.vic.edu.au) as your username instead of your three letter initials (eg. HUG).

This is a guide as to how to change your password, then login to Google Drive on a computer or iPad for the first time.

1. On a computer, go to <http://mail.berwickcollege.vic.edu.au>. Click on the settings cog in the top right corner of the screen and click on 'Change Password'. Alternatively, you can press Control+Alt+Delete on a Windows computer and select 'change password'.

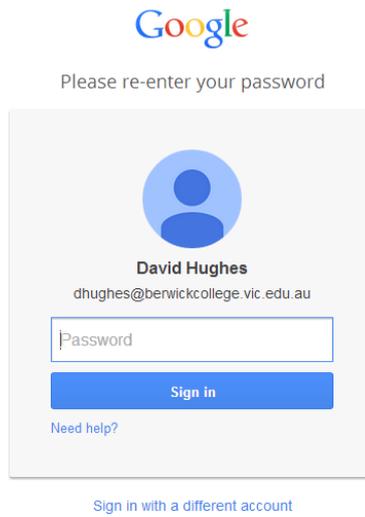


2. You will then be prompted to enter your old password and your new password twice. Make sure you have 8 characters, a capital letter and a number in your new password. Also, please ensure you record this password in a safe place.



3. Go to www.google.com/a/berwickcollege.vic.edu.au and login to your Drive account with your @berwickcollege.vic.edu.au email and your password that you have just changed.

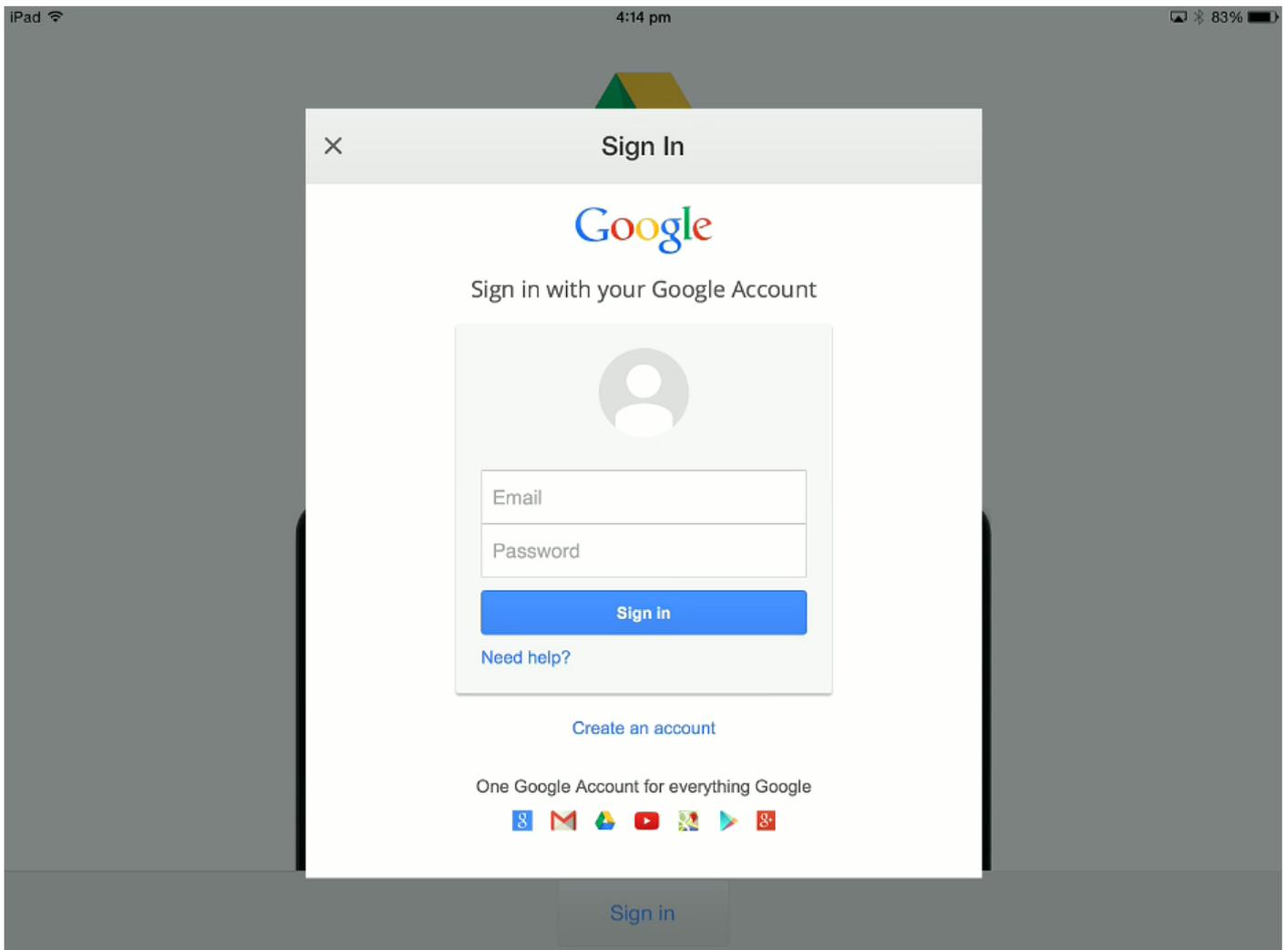
<https://accounts.google.com/ServiceLogin?continue=https%3A%2F%2Fadmin.google.com%2Fberwickcollege.vic.edu.au%2FDashboard%3Fpli%3D1%26frial%3D1&sen>



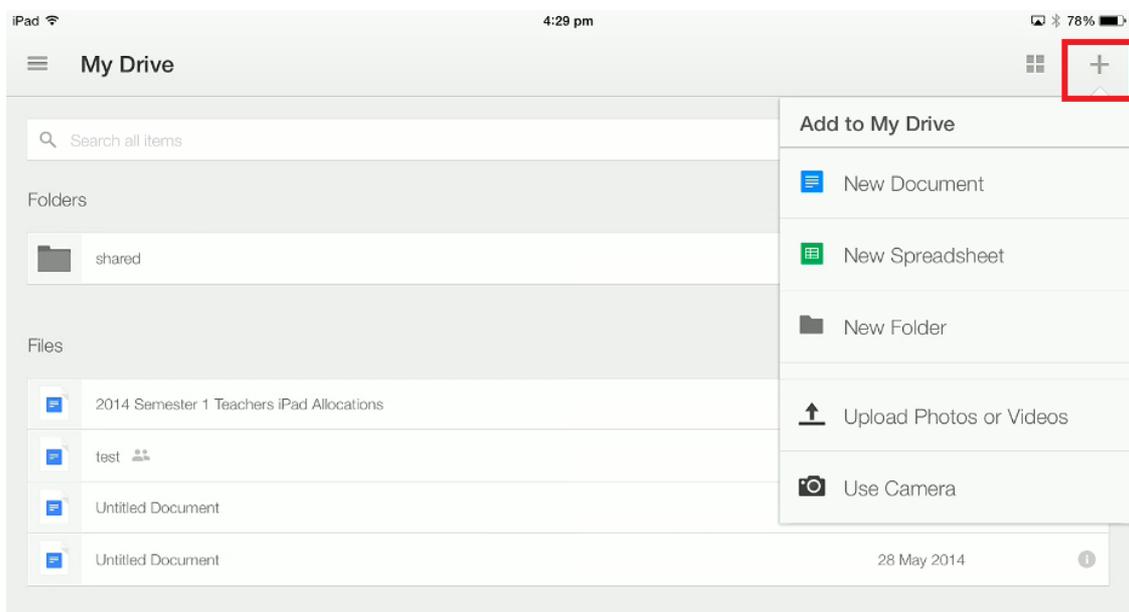
4. Download and open 'Google Drive' for the app store (while you're at it, download Google Docs and Google Sheets, too!)



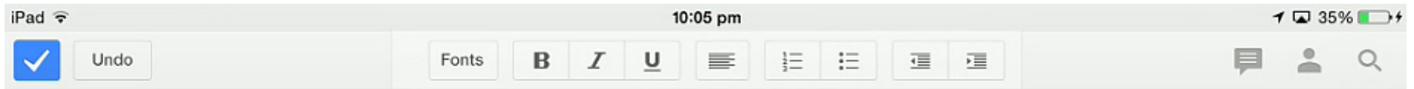
5. Login with your @berwickcollege.vic.edu.au email address and your college password



6. Click on the '+' in the top right of My Drive and select what you would like to create - a new document, a new spreadsheet, a new folder, to upload photos or videos, or use your camera.



7. When you select New Document, you will be asked to name the document, and then the following screen will appear inside Google Docs:

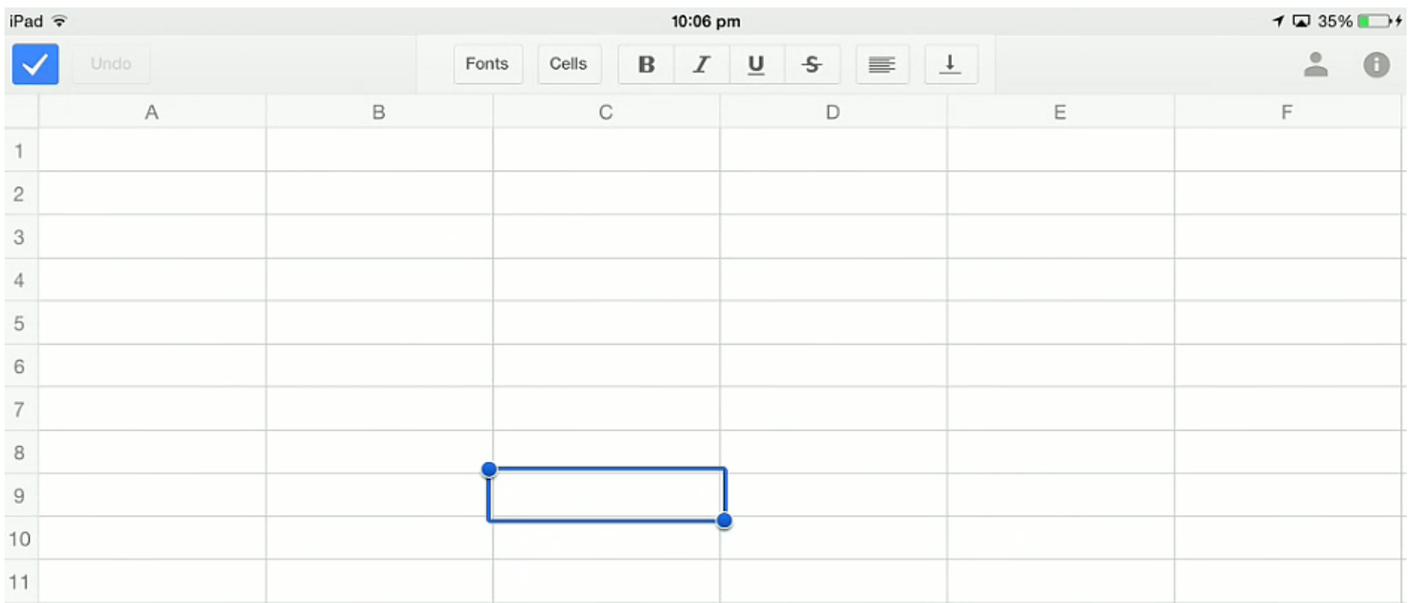


In the middle of the top menu you can edit font formatting and do some other basic formatting.

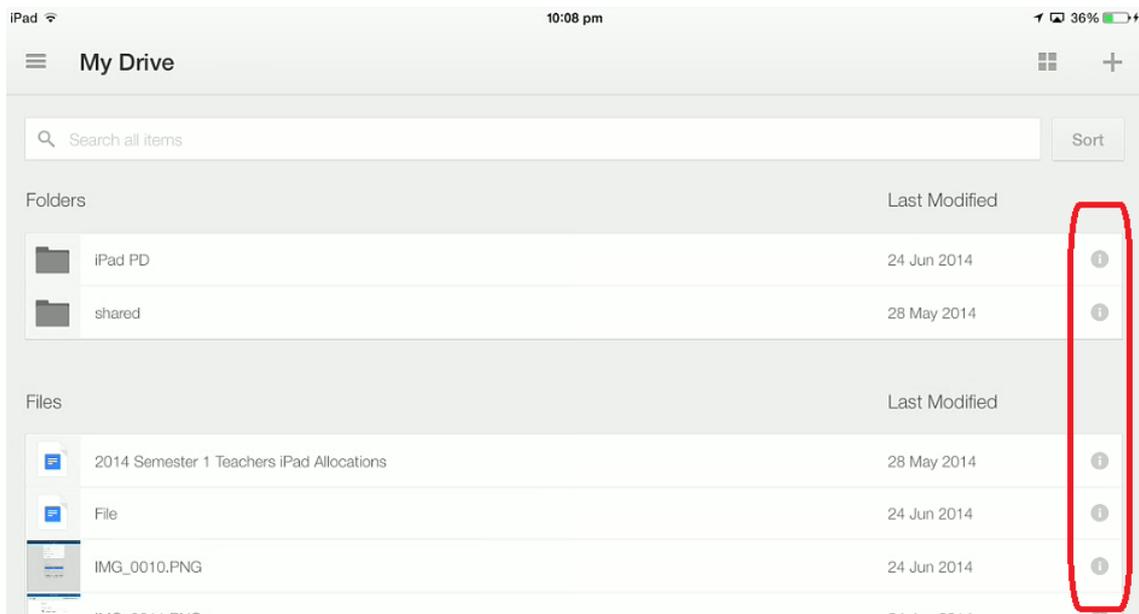
In the top right you can make comments, search the document and see who else is viewing your document.



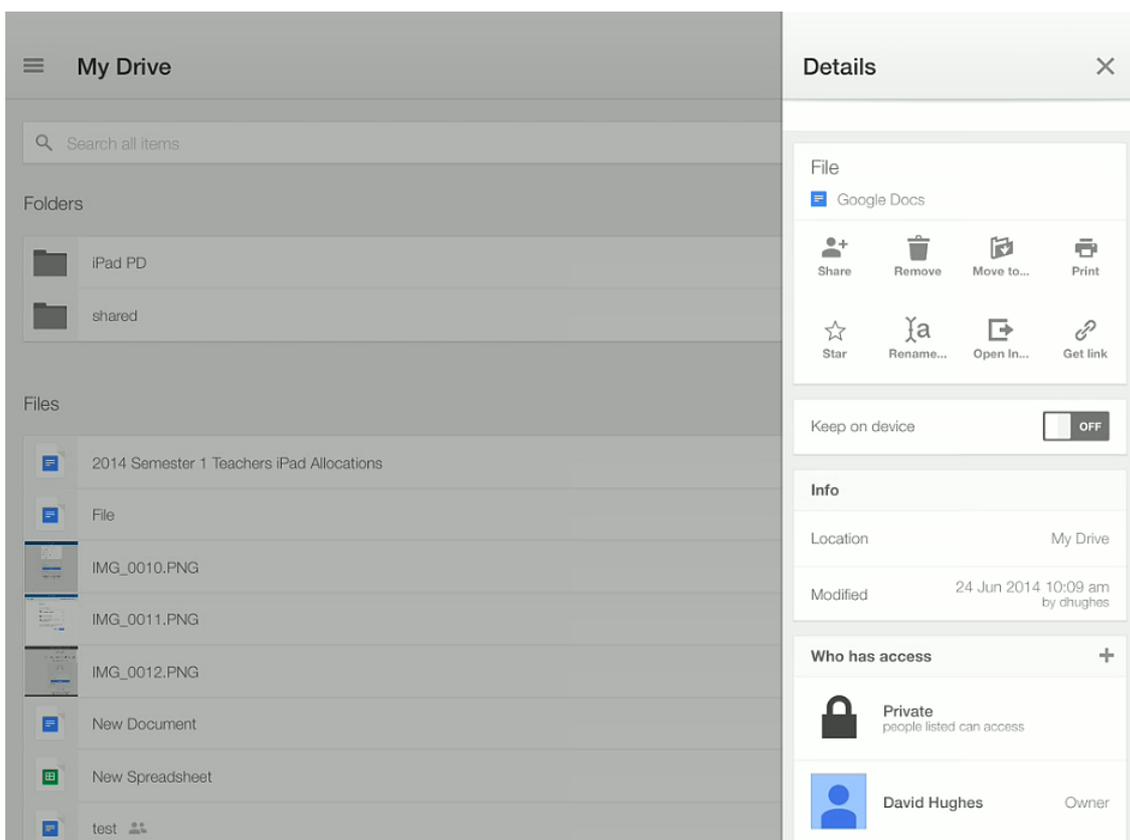
8. When you select New Spreadsheet, you will be asked to name the document, and then the following screen will appear inside Google Sheets:



9. Go back to Google Drive and click on an 'i' next to one of your files.

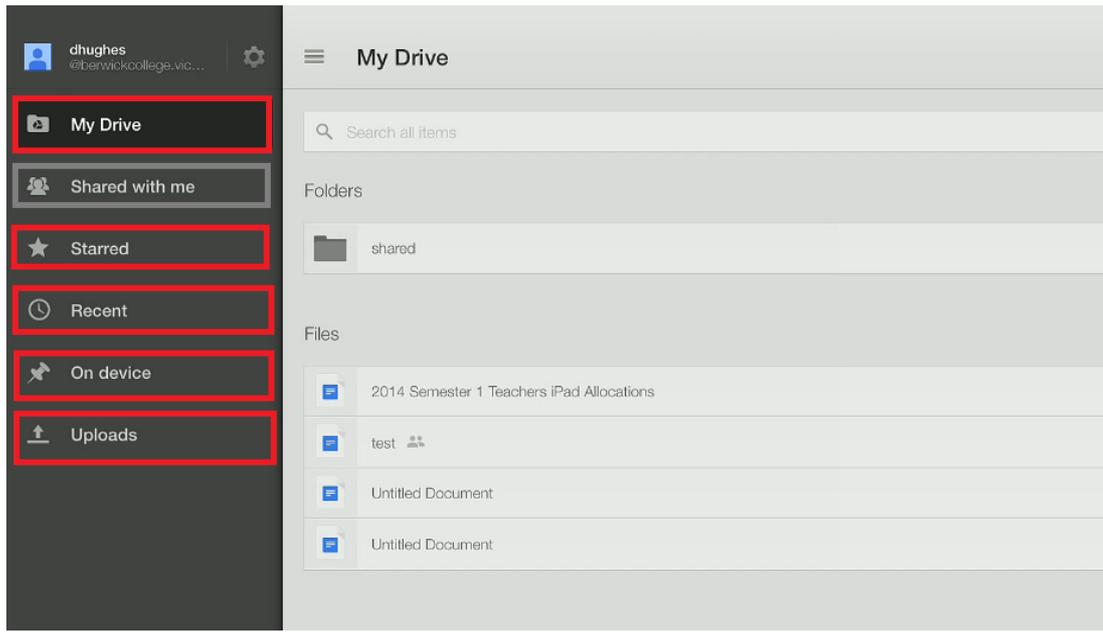


10. You will see a number of options appear for your file, including: 'Share' - share with another user so they can either view or edit the document, 'Remove' - delete the file, 'Move to...' - move the file to a particular folder, 'Star' - highlight or bookmark a file as important, 'Rename' - rename the file to a different name, 'Open in...' - open the file in another app, 'Get link' - get a link to the document that you can then share with others. Flicking the 'Keep on device' switch will enable the file to be viewed and edited when not on the internet.

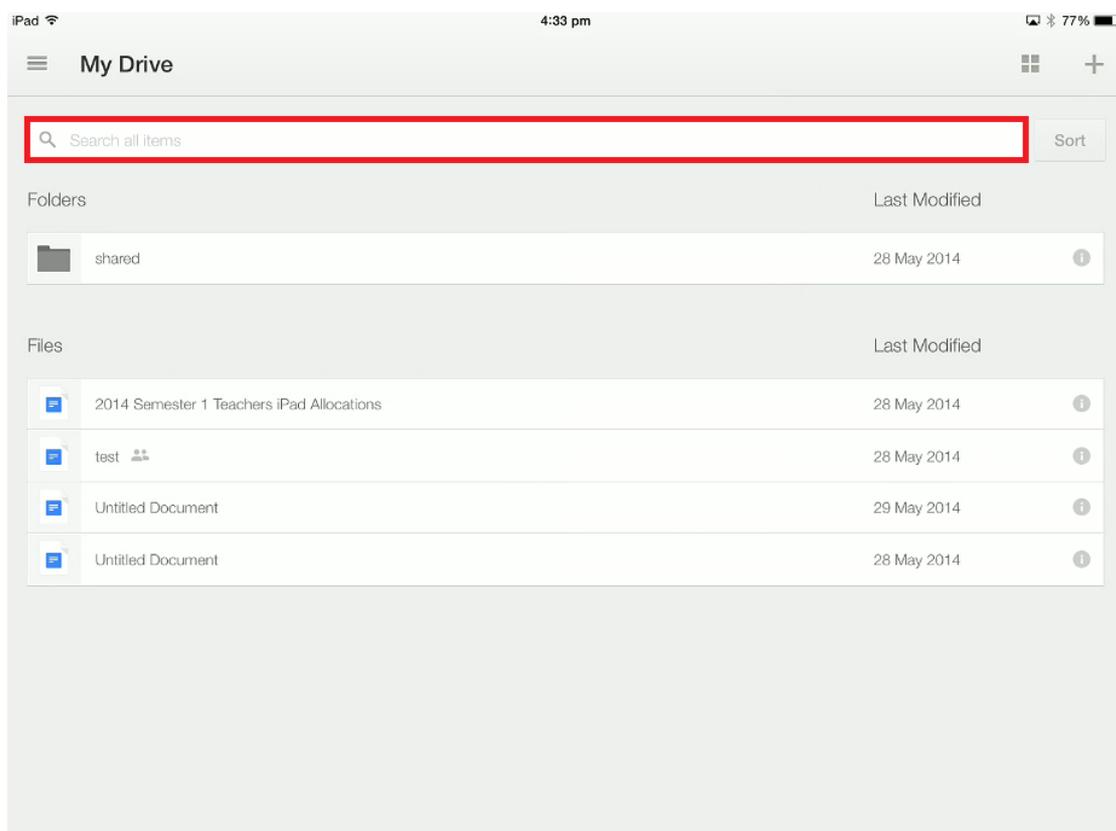


11. Go back to the home page of Google Drive and click on the 3 horizontal lines next to My Drive and this will bring up the following links (highlighted in red):

- My Drive All your files in your Google Drive account
- Shared with me Files that have been shared with you from other users
- Starred Files that you have bookmarked or starred as important
- Recent Files in order of most to least recent
- On device Files saved onto the actual iPad for offline use
- Uploads Files that have been uploaded to your Drive (eg. photos/videos)



12. The easiest way to find things in My Drive is to use the 'Search all items':



For further help on using Google Drive check out the following tutorials:

[Get started with Google Drive](#)

[Create and Manage Folders in Google Drive on your iPad](#)

[Find Files on your iPad](#)

[View and Upload Files on your iPad](#)

[Share Files on your iPad](#)

[View and Edit Files on your iPad](#)

[Delete Files on your iPad](#)