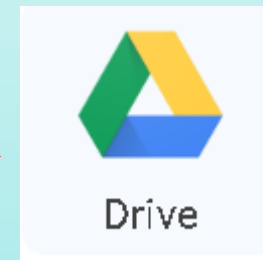


Task #1: Create a Google Drive Shared Folder

1. Log in to MyGCC
2. Click on **Email** to go to your guamcc Gmail
3. Click on the **Google Apps** button (top right)
4. Click on **Drive** to go to Google Drive



Create a Folder and Share with Me



1. Click on **New** (top left)
2. Click on **Folder** to create a new folder
3. Enter **CS151-##** (replace ## with your section number)
4. **Right-click** on the CS151-## folder
5. Click **Share**
6. Enter my email: **yvonne.flores@guamcc.edu**
7. Click **Done**

Create Sub Folders

1. **Double-Click** on the CS151-## folder you created
2. **Create** the following **Sub Folders**:
 - Access
 - Database
 - Excel
 - Integration
 - PowerPoint

Verify Email Received

1. Look at the board to **verify** I received your **Invitation to collaborate** email.