HOW TO USE GOOGLE DRIVE
Files stored on a Google Drive can be accessed from any web browser using a computer, tablet, or smartphone by following these steps:

1. Using a web browser, log into your MCCCD Gmail account by navigating to accounts.maricopa.edu
   - **Username:** MEID
   - **Password:** District password

2. After logging into your MCCCD Gmail account, at the top right corner of the browser window, click the nine dots icon called a waffle.

3. When the following pop-up window appears, click the Drive Icon.

4. A dashboard will appear to allow you to access your files.

   **NOTE:** Files can also be searched at the top of the screen.

**NOTE:** To access files using a smartphone or tablet, install the appropriate Google Drive App from the Apple App Store or the Google Play Store for your device (e.g. iOS or Android).