Creating a Google Doc

**Log into your Gmail account**

1. Username = [skywardusername@alpinesd.org](mailto:skywardusername@alpinesd.org)
   1. [quantmar000@alpinesd.org](mailto:quantmar000@alpinesd.org) (For example)
   2. Password = one or two zeros plus your lunch number (six digit lunch number gets two zeros)
      1. 01234567
      2. 00123456
2. Once you are logged in, some of you will have to hit continue because it will be the first time you have used it. Hit that button.
3. You are now in your email. Congratulations.

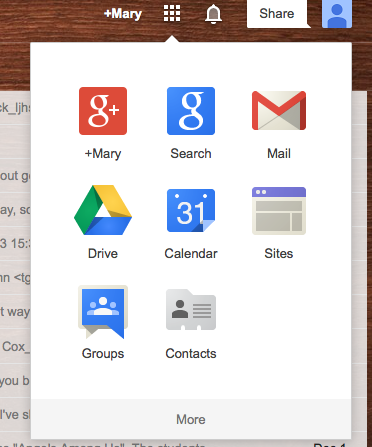
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1. Look at the top right part of the screen. Click on the grid (group of small boxes)

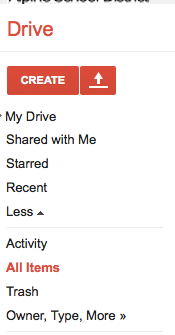
See it? Yay!



* 1. Once you click on the boxes, click on the icon that says “Drive.” It’s blue, yellow, and green and looks like a triangle.



1. On the left part of the screen, you will see a red button that says “Create”. Click it.



1. Click “Document.” You will go to a document and can begin typing. It will save automatically every few seconds.

