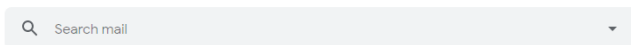


RSF GOOGLE DRIVE ACCESS

1. Sign into your gmail account
2. In the upper right hand corner you will see a square box of 3 x 3 dots, choose it

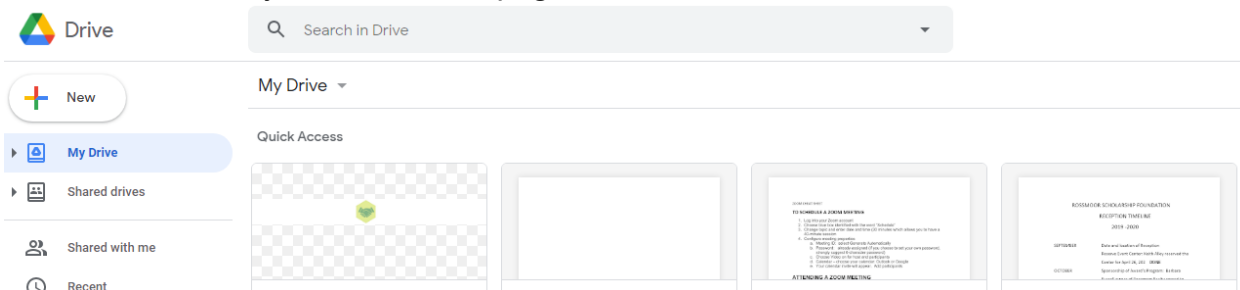


3. You will see Google Applications including Google Drive Icon

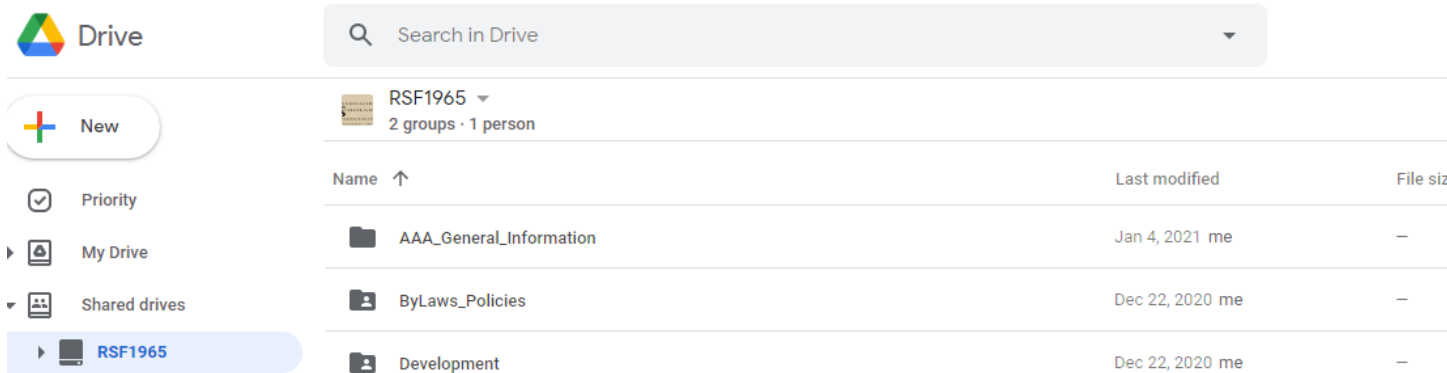


Drive

4. Choose this icon and you will see this page:

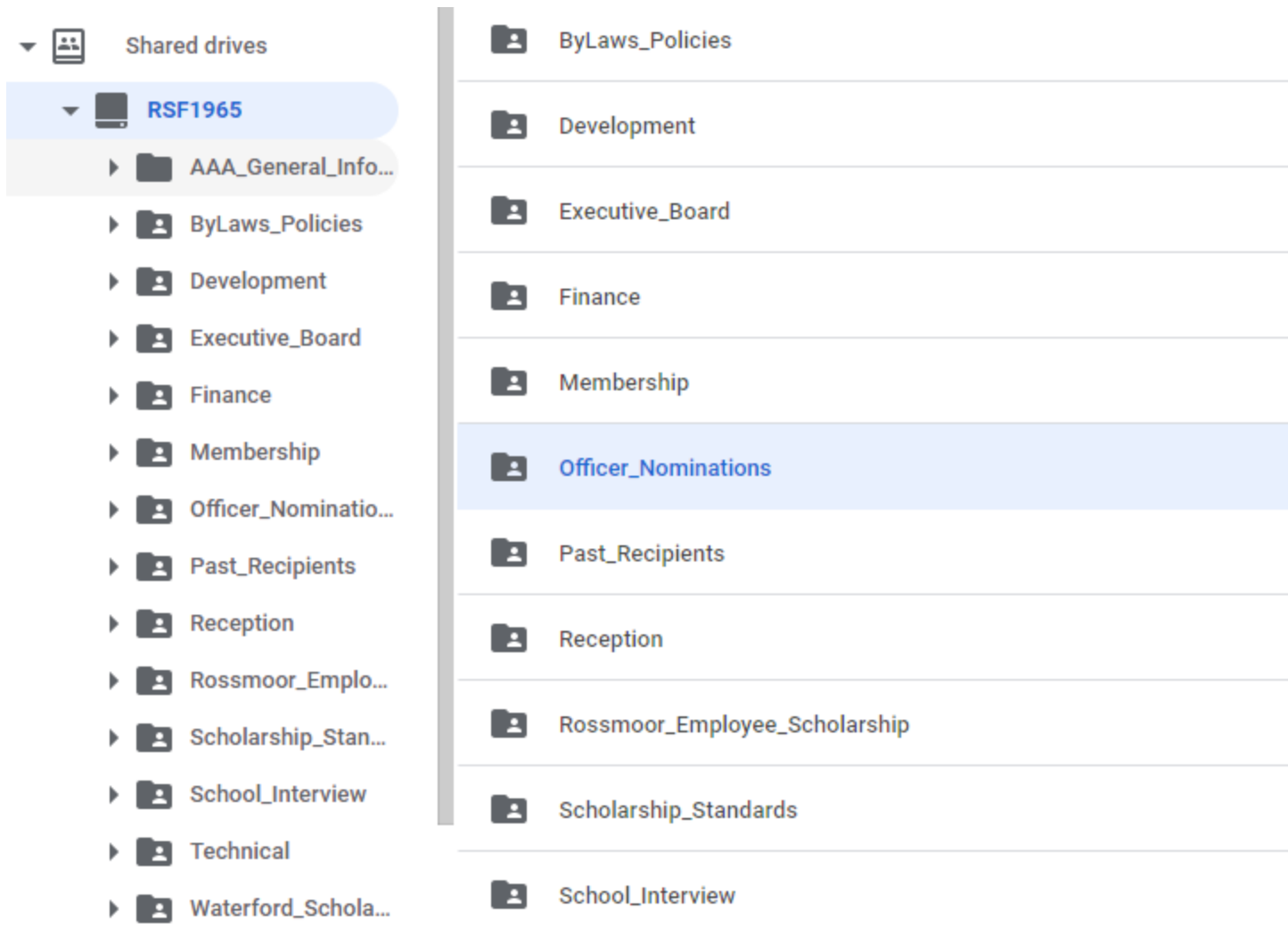


5. Double click on Shared Drives and you will see the new RSF folder RSF1965.

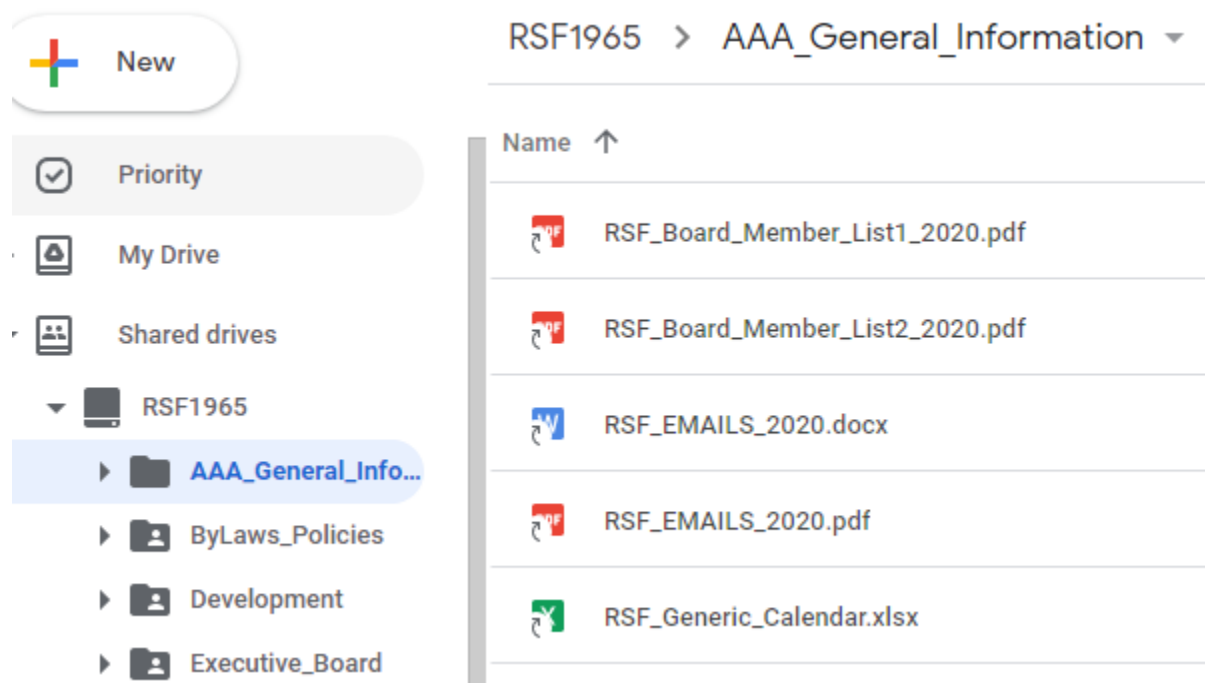


6. Choose the arrow to the left of RSF1965 to show the folders.

Please note that RSF trustees can read all the documents at RSF Google shared drive. They can only change documents on their assigned working committee folders.



7. Choose any of the folders to view sub-folders or files. For instance, choose AAA_General_Information folder and you will see these files.



8. Choose any file and view its contents. To close the file, either close the top tab (PCs) or choose the red bottom (MACs)