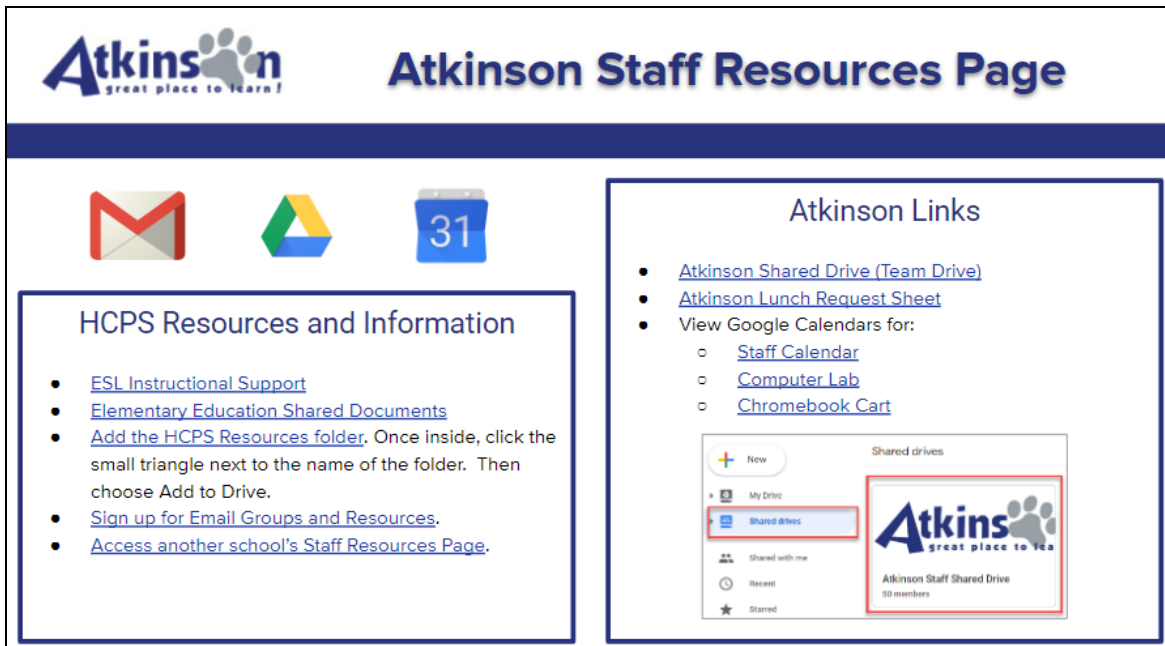




Getting to Know Your School Staff Resources Page

In order to mimic the FirstClass conference folder structure, we have created a webpage to house your staff resources. You can access your school's shared documents, staff emails, staff events calendar and your school community from one place.

1. Locate the icon in your **computer's desktop** (called Application Launcher) with your school initials and **Google Page**. For example, RMS Google Page.
2. Click on the icon to open your school's **Google Staff Resources** page.
3. You will be prompted to **login** with your new email address and password.
4. Upon logging in, you will see your school **Staff Resources** page. Now, let's get to know this page.



Page Components

1. **Personal Mailbox:** Click on the envelope to access your Inbox.



2. **Drive:** Click on the Drive icon to access your Google Drive.



3. **Calendar:** Click on the calendar to access your Calendar.



4. **Staff Shared (Team) Drive:** This is where you will find folders and files shared with all members of your staff.

[Atkinson Shared Drive \(Team Drive\)](#)

5. **Other HCPS Resources:** Access resources previously in HCPS Resources.

[Add the HCPS Resources folder.](#) Once inside, click the small triangle next to the name of the folder. Then choose Add to Drive.

6. **Staff Calendar:** Your staff-related school events will be on this calendar. This is not the calendar viewable on your school website. This is only for staff-specific events (IEP Meetings, Staff Meetings, etc.).

View Google Calendars for:
◦ [Staff Calendar](#)

You can use this page as a springboard for your staff Google needs. Once you feel comfortable navigating Google, you may find that you no longer need this page to assist you in find these resources in the Google Rubik's Cube.