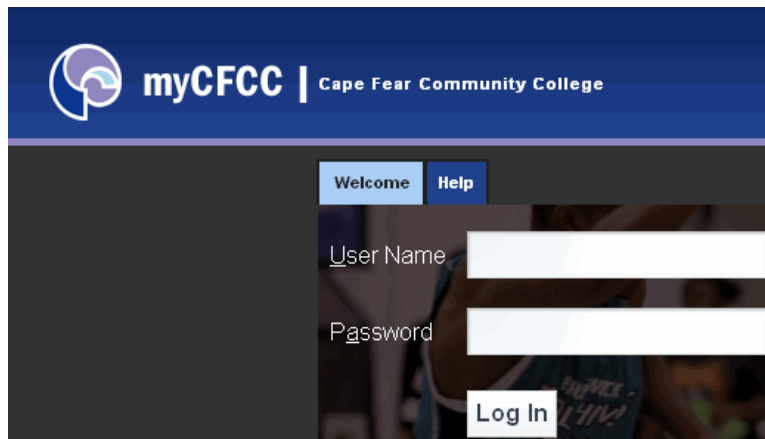


# GETTING TO YOUR GOOGLE DOCUMENTS

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1. Login in to **MyCFCC**. <http://my.cfcc.edu>



2. Click on **Email** button.



3. Click the **Documents** (soon to be called '**Drive**') link in the upper left corner of your mail screen.



4. You are now "in the Google cloud" from here you can **upload**, **edit**, and **collaborate** on any Google documents you create or that have been shared with you.