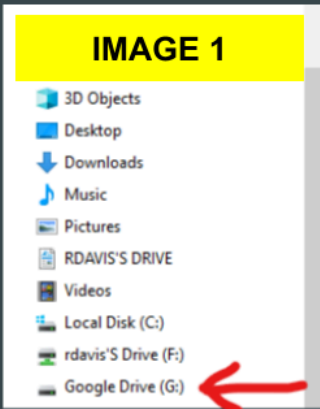


Get Going on Your Laptop

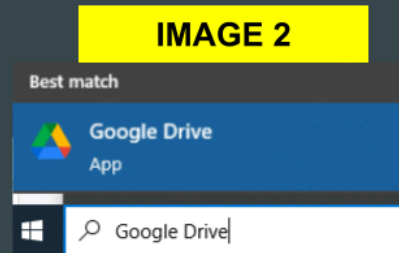
1. Install GOOGLE DRIVE

Install Google Drive on Your New Computer

Click on the FILE EXPLORER icon  and look to see if Google Drive is in the list of available drives (Image 1). If not, follow steps below:

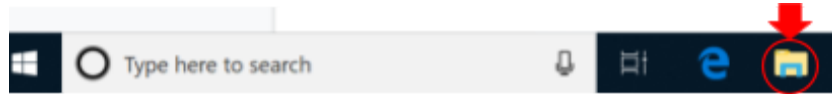


1. Search for DRIVE in the search bar in the lower left corner.
2. Click on the GOOGLE DRIVE app to open (Image 2)
3. Login with your email address
4. Click the arrows to advance through the tutorial screens
5. Click OPEN GOOGLE DRIVE FOLDER.



2. Check to be sure your G:, F: and M: drives are available

- a. Click on the FILE EXPLORER icon in the taskbar



- b. Click on THIS PC
- c. Check to make sure your G:, F: and M: drives are there

3. Pin Chrome to Your Taskbar

- a. Type Google Chrome in the search box (lower left corner).
- b. In the search results, right click on Google Chrome
- c. Select Pin to Taskbar

4. Check the Software Center for any programs that need to be installed.

- a. Type SOFTWARE CENTER in the search box (lower left corner).
- b. In the search results, right click on SOFTWARE CENTER
- c. Look through the applications and click on an app to install it. (For example: Epic Pen, Adobe)
- d. Click INSTALL