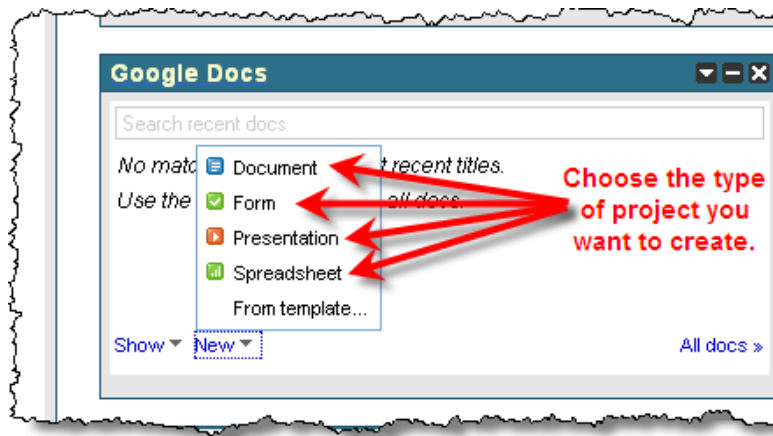
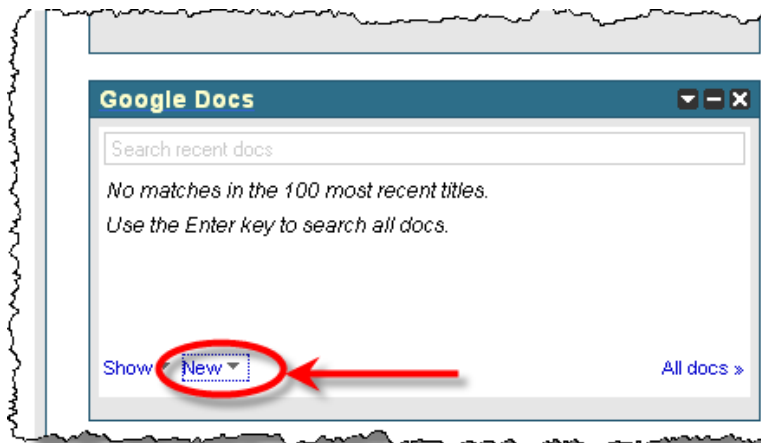




GOOGLEAPPS@MARICOPA: CREATING A GOOGLE DOC

1. From your GoogleApps@maricopa homepage, you can access your Google Docs one of two ways:
 - a. go to the box labeled “My Tools” and click on “My Docs,” or
 - b. go to the box labeled “Google Docs,” where your docs will be listed. If you don’t have any docs yet, just click the “all docs>” link.
2. If you have no docs and want to create one, go to the box labeled “Google Docs,” and click the “New” link. You will be given options of the different types of documents you can create (document, form, presentation, or spreadsheet):



3. Your new document will open in a basic word-processing environment, and you’re good to go!

Google docs

