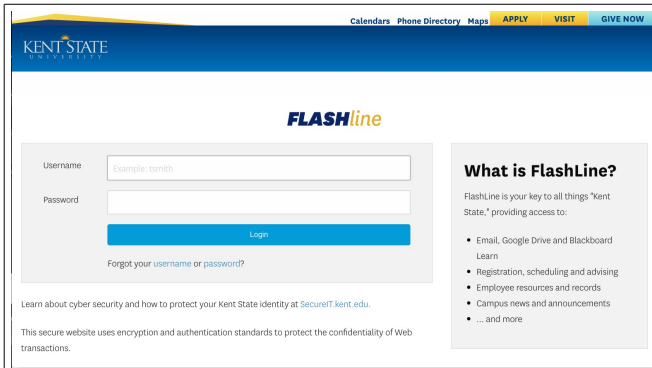
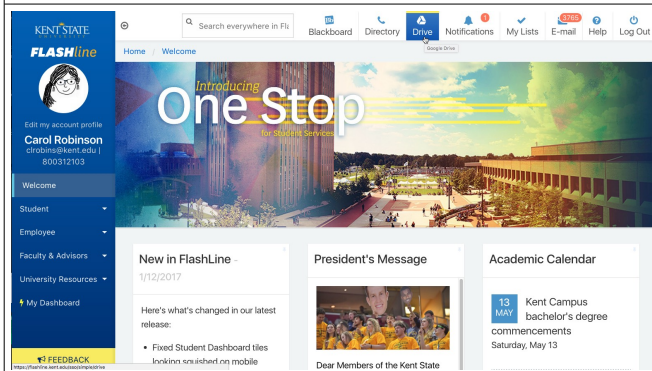


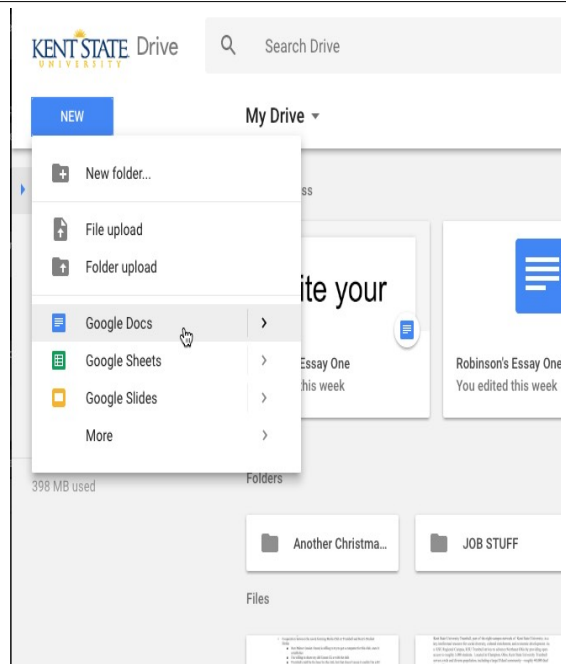
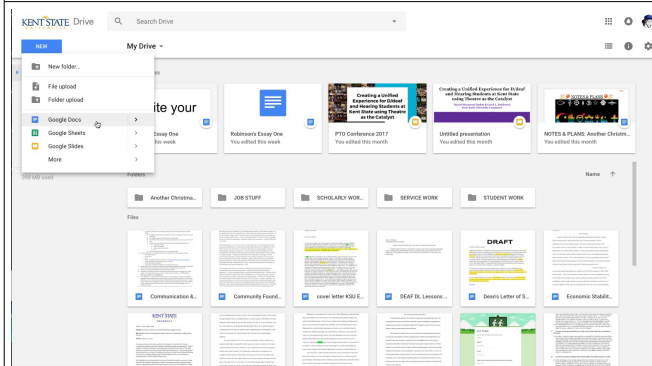
Using KSU Google Drive for Your Essays and Online Conference Chats



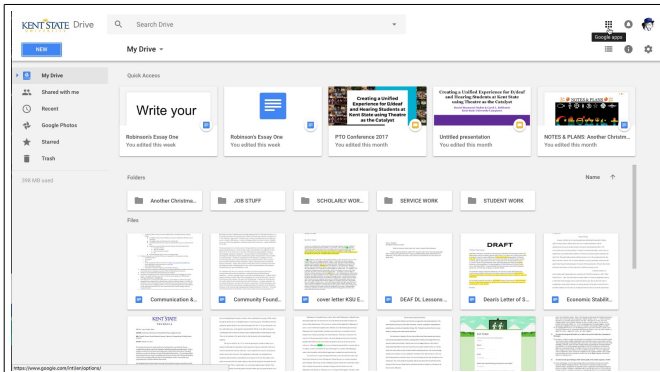
While I provide a link that goes directly to KSU Google Drive (<https://googlesso.kent.edu/>), it might be best to access it via Flashline (especially if you are not used to using it).



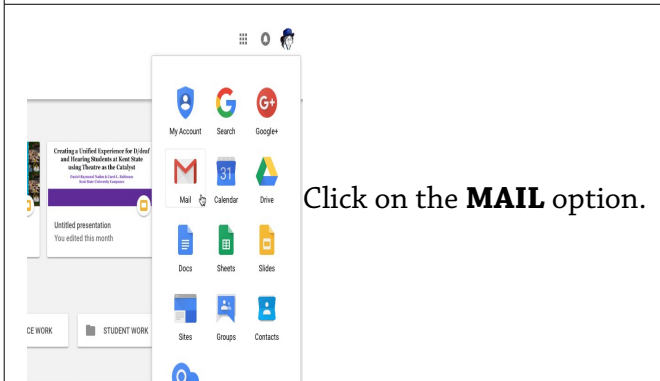
Once you have logged into your KSU Flashline account (<https://login.kent.edu/>), click on the icon for **DRIVE**, located at the top of the page.



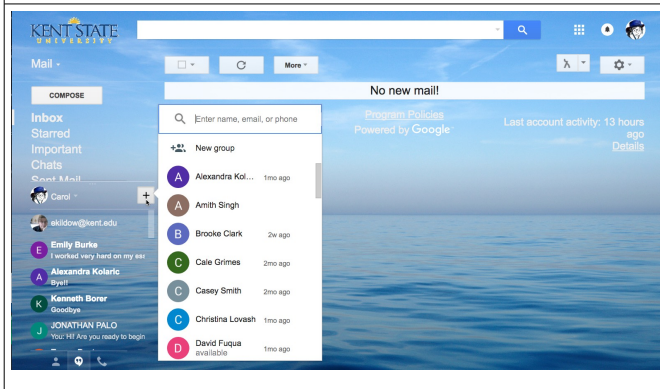
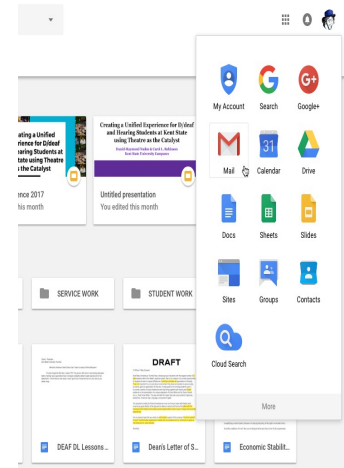
These are pictures of my KSU Google Drive account. In your own account, click on the blue **NEW** button and select **Google Docs**.



In the upper right corner is a box-of-boxes.



Click on the **MAIL** option.



Click on the **+** sign beside your name, located in the left-side column. Type in my email address (clrobins@kent.edu) and add me to your chat group (Google Hangouts). I will be adding you to my Google Hangout list, too.

We will meet here for online conferences. The conferences will be text-chat only (no video).

Be sure to email me if you get lost!

