

HOW TO ACCESS STUDENT EMAIL and GOOGLE DRIVE (google docs)

1. Go to school website in the browser of your choice (Firefox or Chrome work fine).

Then **STUDENT E-MAIL**.

2. **Username** is your student number and **Password** is your computer password

Sign in to your account at **Douglas County School District**

Username: @dcsdstudentemail.com

Password:

Stay signed in

[Can't access your account?](#)

Less spam, plenty of space and access from anywhere.

Welcome to your email for Douglas County School District, powered by Google, where email is more intuitive, efficient and useful.

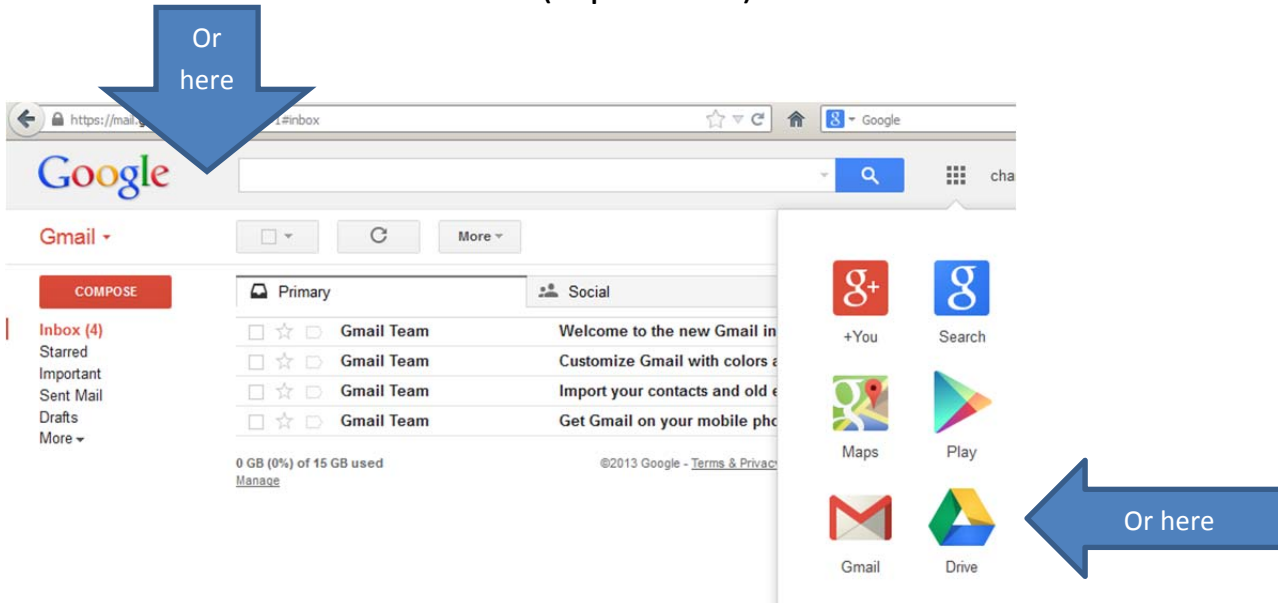
- Keep unwanted messages out of your inbox with Google's powerful spam blocking technology
- Keep any message you might need down the road, and then find it fast with Google search
- Send mail, read new messages and search your archives instantly from your phone

Download Chrome to get a faster & enhanced Google Apps experience
Chrome is a secure and stable browser that offers the fastest and most feature-rich Google Apps experience, including offline support for Gmail, Docs & Calendar.
[Deploy Chrome company-wide via the MSI](#) or [download Chrome for your personal use.](#)

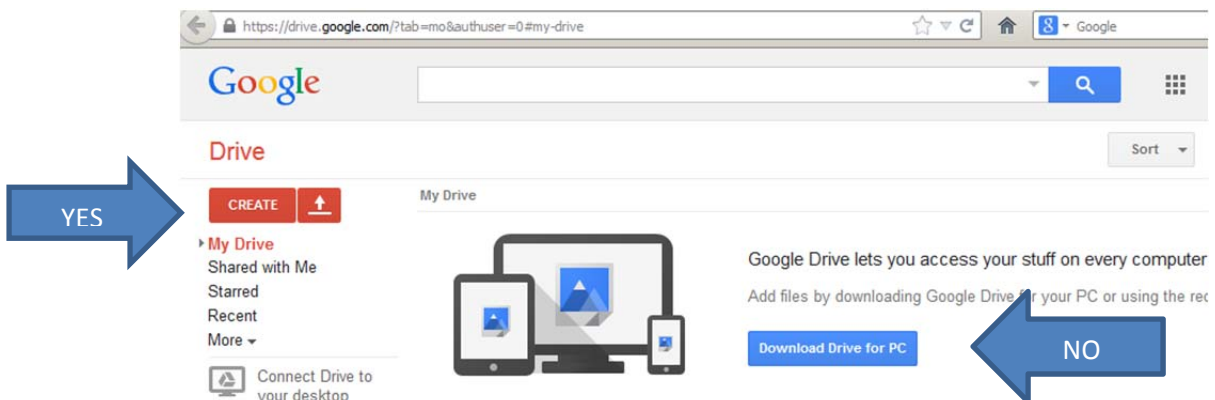
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3. Hit **accept** on terms of service and it will take you to your own gmail.

Click the **Drive** button (top left-ish).



4. Then hit **Create** and then **Document**. Copy and paste your essay into this doc and you can write and edit it anywhere on the planet with an Internet connection. (you do **NOT** need to download Google Drive for PC)



5. Go to **File** and **Rename** it before you close the browser. It saves automatically!

