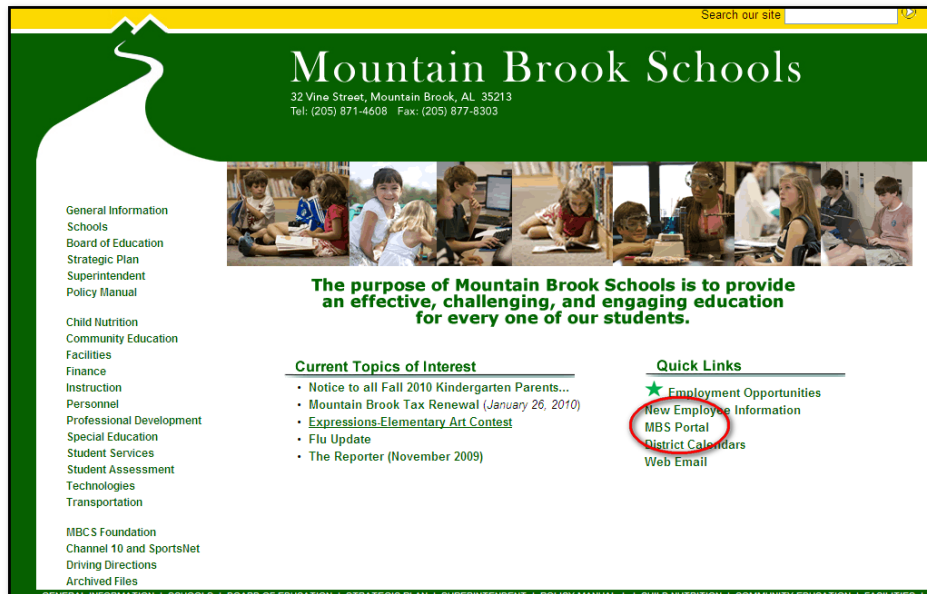
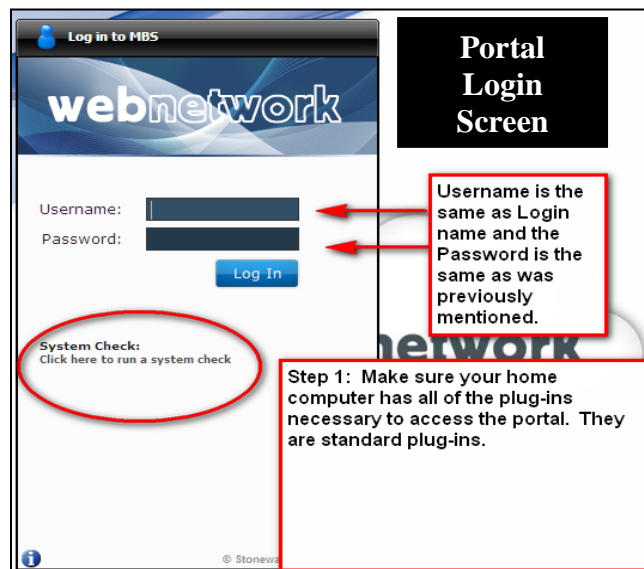


To Access Google Apps for MB Schools

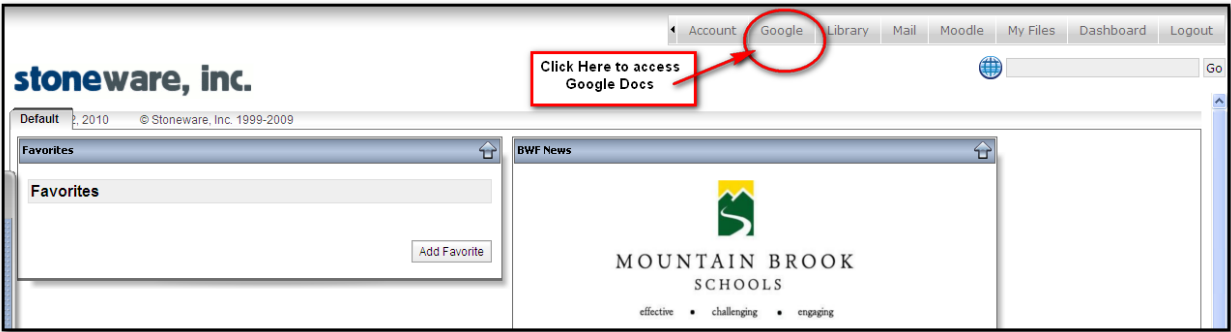
MBS Google Apps is only accessible through the Mountain Brook Portal. You have to access the portal before going to Google Docs to access your work.



1. Access the MB portal from your school's website or the District homepage.

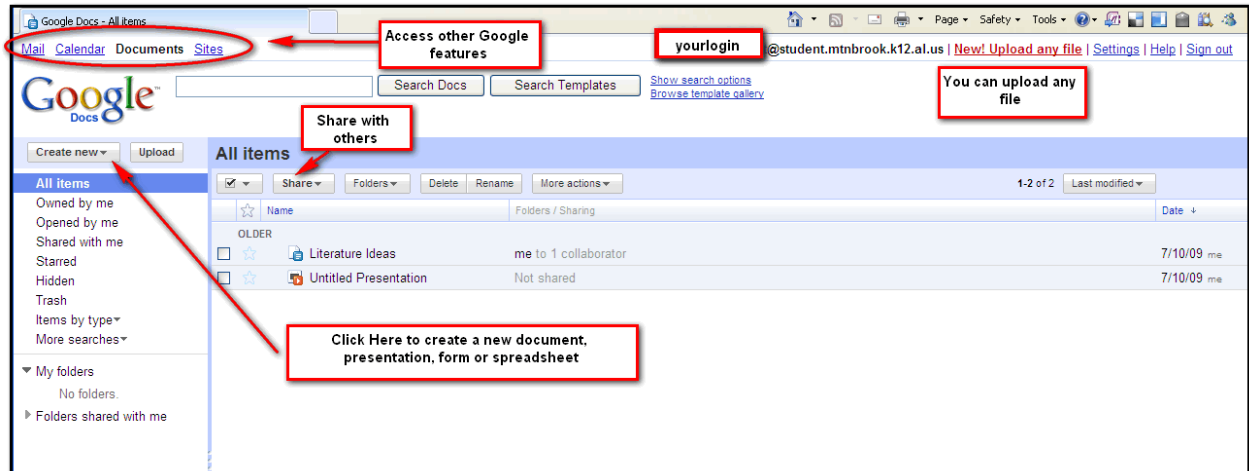


2. Login to the portal with your MBS login and password.



3. At the top of the Portal Screen you will see a toolbar with the word Google on it. Click on Google Docs to go to Google Docs. You can also access Google Calendar and Google Sites from this menu.

4. The first time you go into Google docs you will have to setup your account. Type in the security word and Click on *I accept*.



With Google documents, you can easily create, share, and edit documents online. Here are a few specific things you can do:

- Upload Microsoft Word, Excel, PowerPoint or plain text documents, create documents from scratch, and download your online ones.
- Edit documents online simultaneously with anyone you choose, and invite others to view them.
- Keep track of who made changes to a document and when, and roll back to any version.
- Publish documents online to the world, as webpages or post documents to your blog.
- Email your documents out as attachments.

Make sure you sign out of Google Docs and the Portal when you are finished!