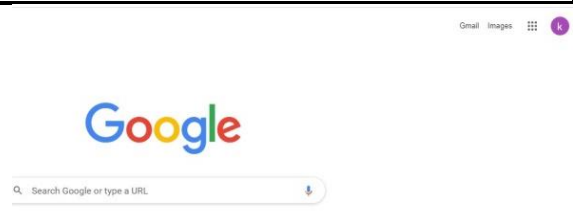
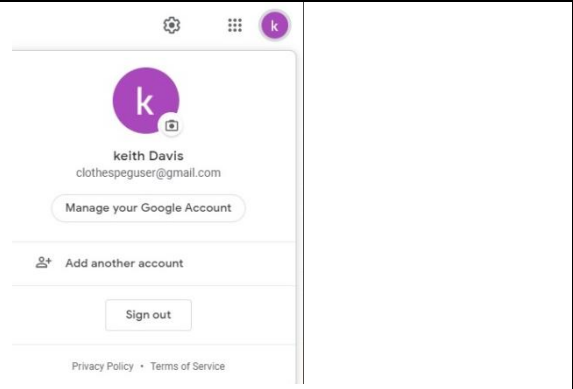
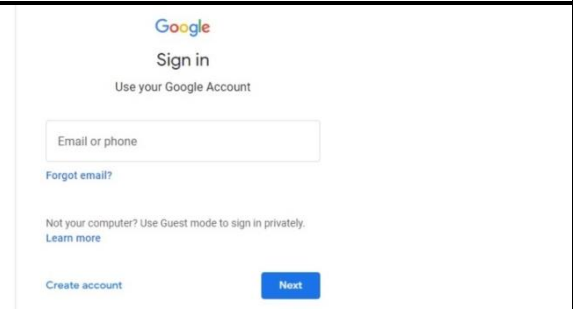
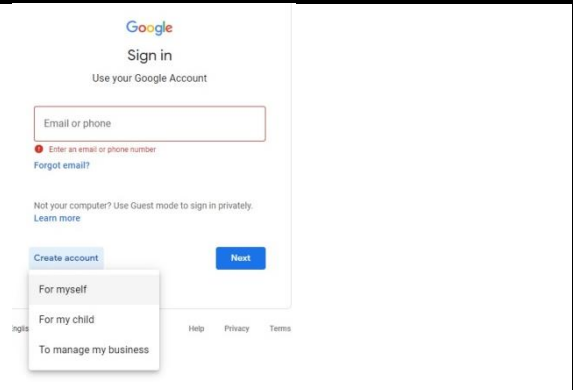


Guide to using DHS shared drive

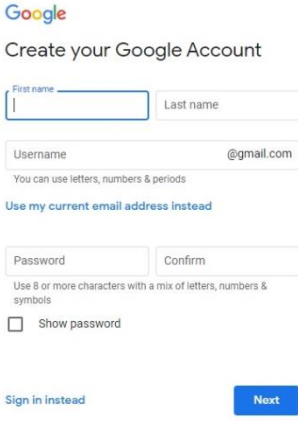
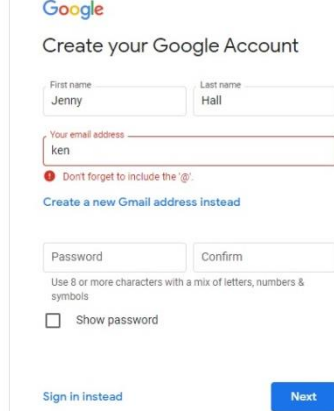
Hi

You have all been sent an email to say that you have access to a shared folder on the Google Group “DenmeadHC”, but you cannot see it yet, as you need to register your email address with Google to be able to see what is in this shared folder.

The instructions below show you how to do this

Launch Google’s Chrome web browser and stay on the search page	 The image shows the Google search homepage. At the top right, there are links for 'Gmail' and 'Images', and a grid icon. The Google logo is centered. Below it is a search bar with the placeholder text 'Search Google or type a URL'.
And on the top right hand side, by the block of 9 dots, click on the coloured circle which will have the first letter of your account name, (this is mine, a purple K but yours may be a different letter and a different colour) And this “Manage your account” window appears Then click on “Add another account” and another window appears	 The image shows the Google account management window. It features a profile picture of a purple circle with a white 'k'. Below the picture is the name 'keith Davis' and the email address 'clothespeguser@gmail.com'. There is a button labeled 'Manage your Google Account'. Below that is a link to 'Add another account' and a 'Sign out' button. At the bottom, there are links for 'Privacy Policy' and 'Terms of Service'.
In this window click the blue text at the bottom “Create account”	 The image shows the Google sign-in page. It has the Google logo at the top, followed by 'Sign in' and 'Use your Google Account'. There is a text input field for 'Email or phone'. Below the field are links for 'Forgot email?' and 'Not your computer? Use Guest mode to sign in privately. Learn more'. At the bottom, there are links for 'Create account' and a blue 'Next' button.
And in the pop up menu select “For myself” And a new window appears.	 The image shows the Google sign-in page with a dropdown menu open. The dropdown menu has three options: 'For myself', 'For my child', and 'To manage my business'. The 'For myself' option is selected. The background shows the same sign-in page as the previous image, but with the dropdown menu overlay.

Guide to using DHS shared drive

<p>In this new window click the blue text “Use my current email address instead”</p> <p>(there might be a delay before going to the next page)</p>	
<p>In this window, add your first and last names and email address used for Denmead Horticultural e.g. (ken2jen@btinternet.com) and add a password of your choosing.</p> <p>Then click Next to create the account</p>	
<p>Lastly you will be asked to choose your personalisation settings and :- Confirming cookies.</p>	

And if all goes well, and the account is created successfully then hopefully “as if by magic” when you click on this link

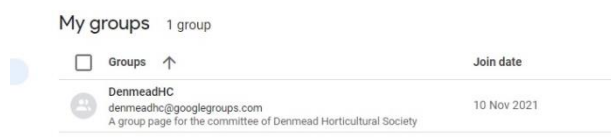
https://drive.google.com/drive/folders/1tlcBGqPSwPqse8i_277yXFq9GVY7eBhu

you will be taken to our shared drive

+++++

And if you go to this link <https://groups.google.com/my-groups>

You ought to see something like this



If you click on this it will take you to the groups' home page