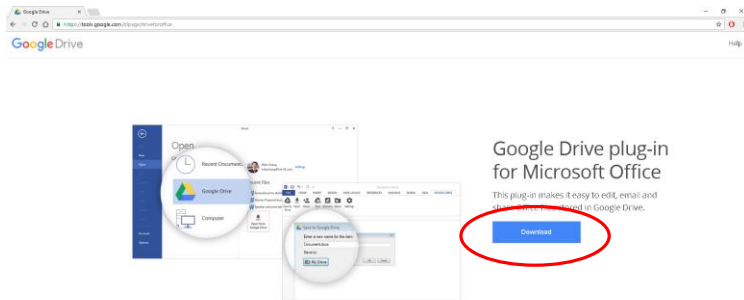


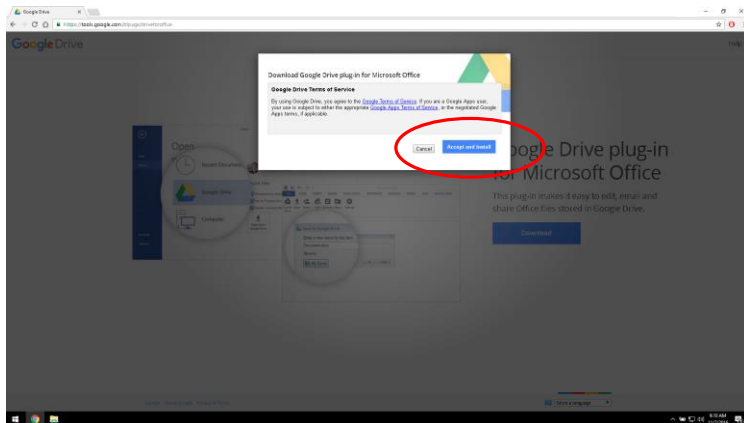
Installing the Google Drive plug-in for Microsoft Office

The Google Drive plug-in allows you to work on Microsoft Office files locally on your computer that are stored in Google Drive.

To start, browse to <https://tools.google.com/dlpage/driveforoffice> and click Download.



Click Accept and Install.



Once it has downloaded, run the Installer file.



Thanks for downloading Google Drive
plug-in for Microsoft Office!
If your download does not begin, please [click here to retry](#)



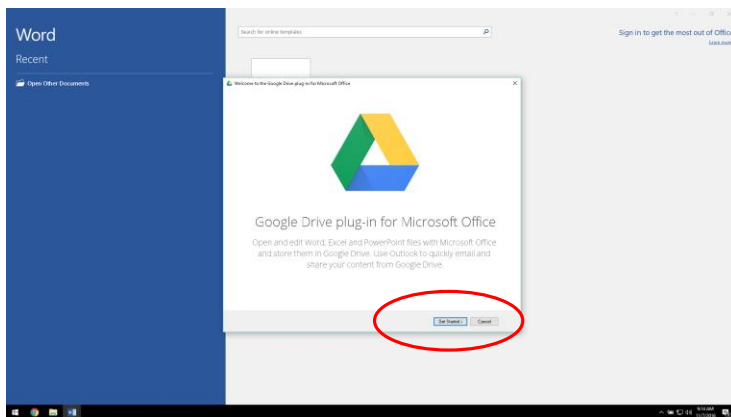
The install should only take a few moments.



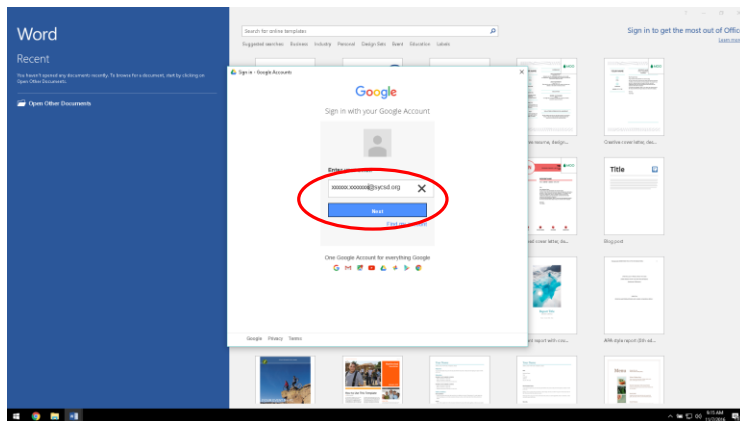
Once it has finished, click Close.



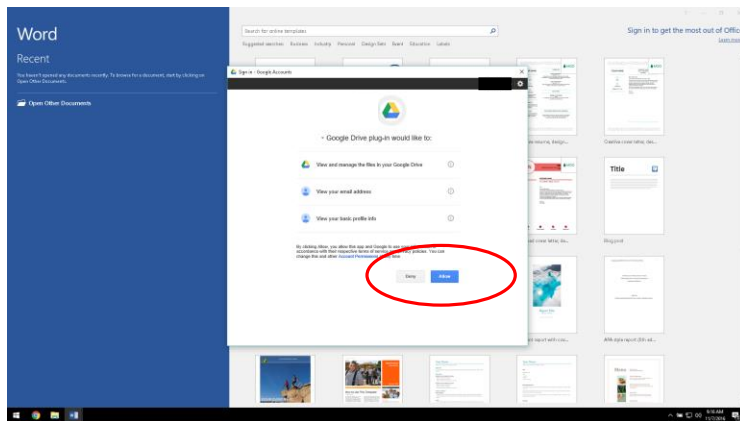
Open a Microsoft Office product such as Word and you should be prompted with this Google Drive plug-in wizard, click Get Started.



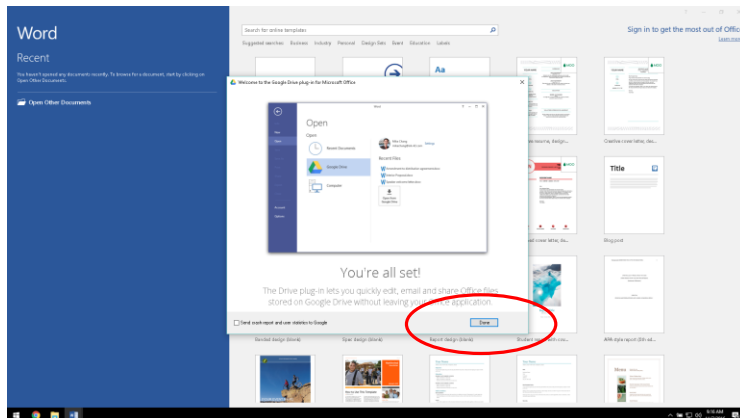
Enter your District email address, click Next. Followed by your password, and click Next.



Click Allow to give the Google Drive plug in basic access to your account.



Click Done.



You should now have a tab at the top labeled Google Drive that you can now use to Open/Save files directly to and from your Google Drive.

