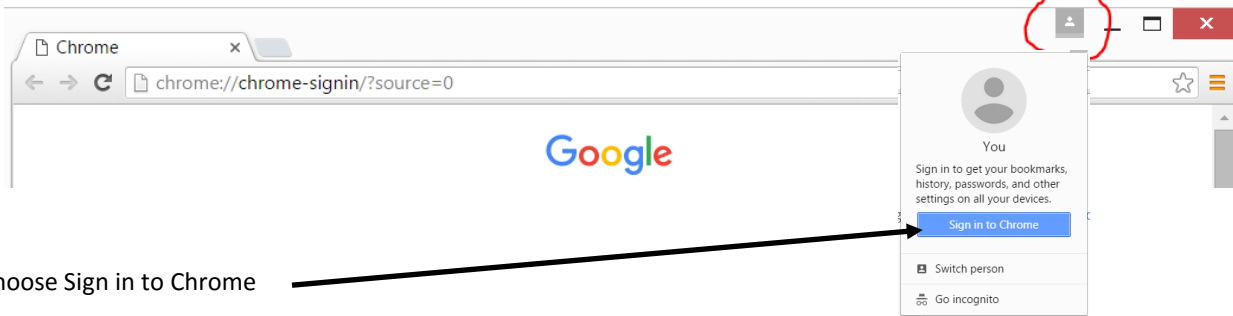# How to Access Google Drive through Chrome from a Computer

First Sign In to Google Chrome from a Computer

Launch the Chrome browser and click on the person icon in the upper right corner

Choose Sign in to Chrome

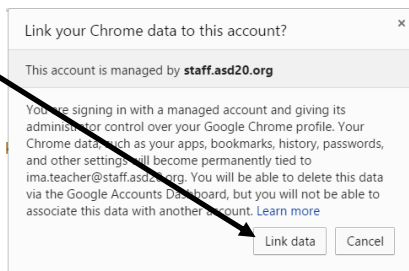Type in your ASD20 Google Drive account in the email field:

Student = student#@student.asd20.org

Staff = first.lastname@staff.asd20.org

PASSWORD: regular district password
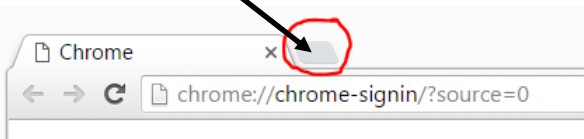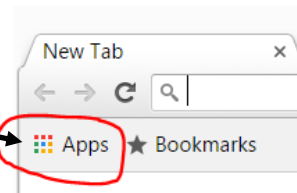
Click Sign In

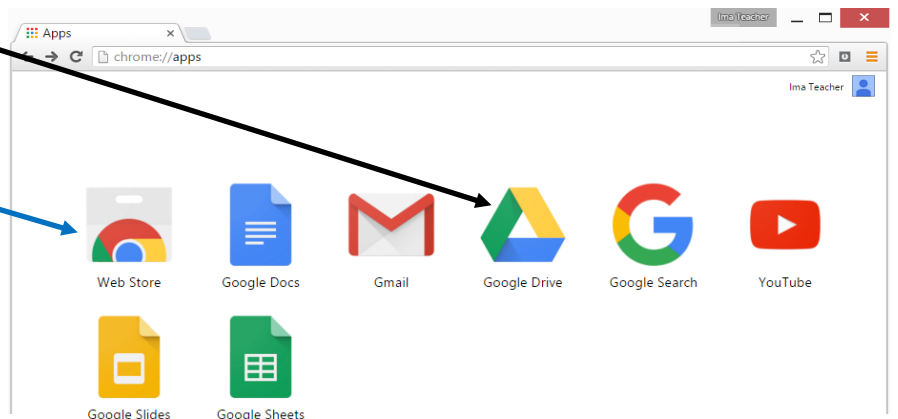Select Link Data

Your name will appear in the upper right corner

Open a new tab

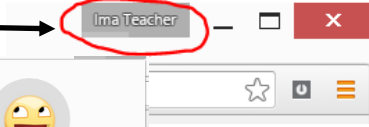Click on Apps located on the left under the URL field
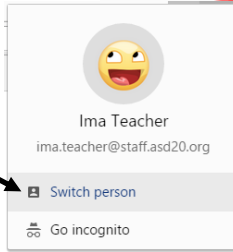
Select **Google Drive** from here

If you do not see the app you want / need
click on the Web Store to add it to this menu

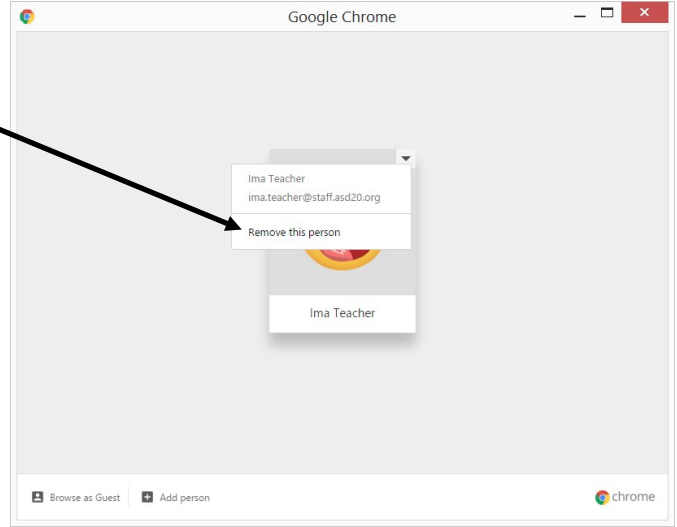# How to <u>Sign Out</u> to Google Chrome from a Computer

Click on your name in the upper right corner

Ima Teacher

Click on Switch Person

Ima Teacher
ima.teacher@staff.asd20.org

Switch person

Go incognito

Use the dropdown arrow in the upper right corner of your user icon and select Remove this person

Click Remove this person button to confirm

Google Chrome

Ima Teacher
ima.teacher@staff.asd20.org

Remove this person

Ima Teacher

Browse as Guest   Add person   chrome

Ima Teacher
ima.teacher@staff.asd20.org

This will permanently delete **82** items from this device but will not clear synced items from other devices.

Remove this person