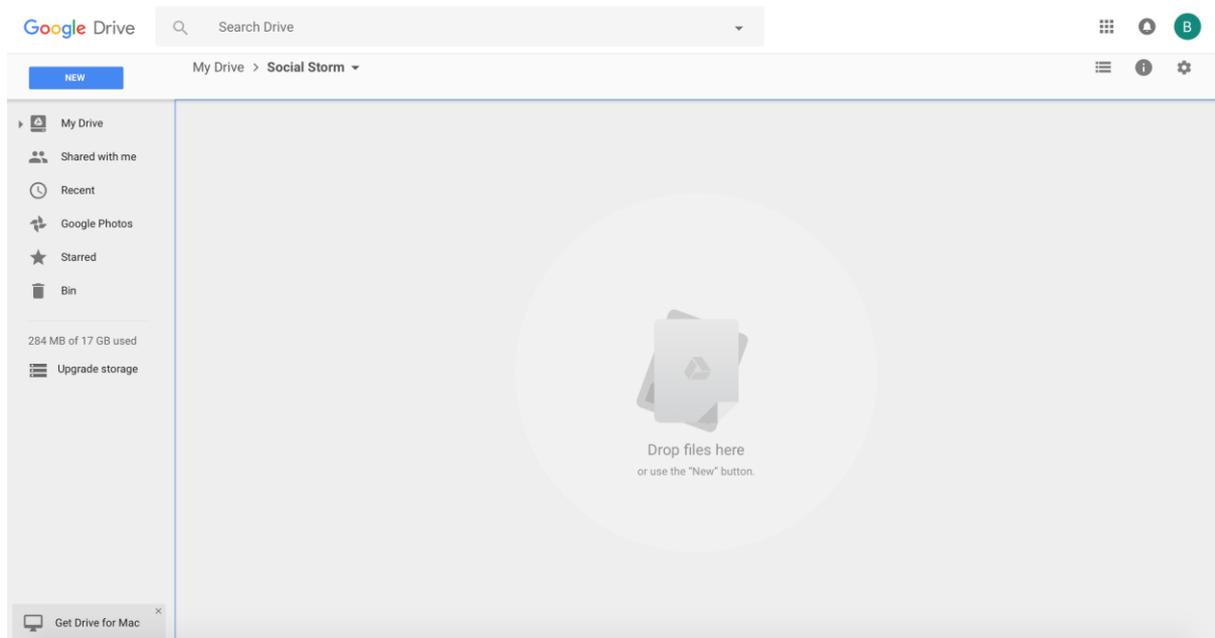


## Google Drive User Guide

To access Google Drive, you will need to create a Google Mail/Gmail account and then log in through this link; <https://drive.google.com>.

This is the screen which will appear:



To create a new folder:

- Click on the “New” tab on the top left side.
- Choose “New Folder” and then select who you want to share the folder with. This will be shared with everyone in your group.
- To create new Google Docs (Documents), new Google Sheets (Excel Spreadsheet) or new Google Slides (PowerPoint Presentation); click on the “New” tab once again and select either of the above for which you wish to use
- All the documents created will be saved into the folder
- These documents can then be edited by anyone who has access to the folder

This will be a great tool to use to show everyone in the team what you are working on.

## Google Hangout User Guide

To use Google Hangout, follow the link <https://hangouts.google.com>

You will need to have access to a Google Mail/ Gmail account to use this.

Once you have logged in, you will be able to see which hangouts you have been invited to and will be able to join them very quickly.

Simply click the **Hang out** button next to an invite to join.

You may also be sent the URL to a hangout in which case you can copy and paste the URL into your browser or simply click the URL link.

Google Hangout can be used for video conferencing and messaging as well.

You will need to make sure your video and microphone are working beforehand. Your video will be visible at the bottom of the screen.

You are also about to “share your screen” which means that in Social Storm terms, you will be able to show the other members in your team from other universities what you are working on. Screen sharing lets you give other people the ability to see what’s on your computer screen.

Click **Screen-share** on the side of your screen.

In the window that pops up, choose your desktop or choose the window you want to present.

Click **Share Selected Window**.

You can stop sharing your screen at any time by clicking **Screen-share** again.

You will also be able to create documents throughout your Hangout. This can be done through the apps within Hangout.

Click the “**+Add Apps**” tab on the side of the window

You can then browse the available apps by clicking on the “**Featured or Recent**” tabs.

Once you’ve found the app you want to use, select the app, and click Add to this chat.