

Google Drive Information

You may use the instructions below or view the instructions at:

<https://www.youtube.com/watch?v=JZTaK6T08TE&t=69s>

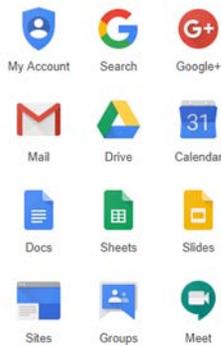
<https://support.google.com/docs/answer/2494822?co=GENIE.Platform%3DDesktop&hl=en>

To access Google Drive:

- Log on to the **MyHACC** portal.
- Click **HAWKMAIL**.
- Click **Google Apps**. Google Apps is located in the upper right-hand corner, next to the notification bell.

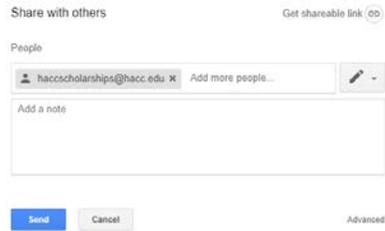


- Click the **Drive** in the drop down.



- You slide and drop your files into the Drive, or you may click the **new** button to add files.
- Right click the file name and choose **share**.
- Type HACCscholarships@hacc.edu in the field.





- Click **send** and **done**.
- Right click the file name again and choose **get shareable link**.
- Add the link to your application in the link field.