



Staff Intranet now located in Google Team Drives

May 2019







Google is in the process of
renaming Team Drives to
Shared Drives during
May and June 2019

MacBook Directions for Intranet











Using **Web Browser**




-  Open **Safari** and go to **drive.google.com** **OR**
-  Open **Google Chrome**, **Google apps** icon, and open **Drive**
-  Log in with **first.last@chsd218.org** account, if necessary
-  Open **Team Drives** at left
-  Open **Staff Intranet**
-  Open folder/file
-  Download file if you need to type on it
-  Open file and type on it, if necessary
-  Save file to **My Drive** – you do not have rights to save to the Staff Intranet folders; you will have to save document to either Google Drive (recommended) or somewhere else

Using **Finder**

-  Open **Finder**
-  **Google Drive** at left
-  Open **Team Drives**
-  Open **Staff Intranet**
-  Open folder/file
-  Type on file, if necessary
-  Save file to **My Drive** – you do not have rights to save to the Staff Intranet folders; you will have to save document to either Google Drive (recommended) or somewhere else

iPad Directions for Intranet

-  Download **Google Drive** from Self Service, if necessary
-  Open **Google Drive** app
-  Tap **Files** folder at bottom right
-  Tap **Shared drives** at top right
-  Tap **Staff Intranet**
-  Open desired folder –
 - If you do not see any files in the folder:
 -  Arrow back to list of **Shared drives**
 -  Tap your **Google** icon at top right
 -  Tap **Manage accounts on this device**
 -  **Remove from this device** and **Remove**

 -  **Sign in** to Google again with your first.last@chsd218.org
 -  Enter password and **Next**
 -  Follow steps from above

If you want to open and edit your Word document on the iPad, see your applications specialist. We recommend you edit on the MacBook or a PC.

PC Directions for Intranet

Using **Web Browser**

- 🚩 Open **Google Chrome**, **Google apps** icon, and open **Drive**
- 🚩 Log in with **first.last@chsd218.org** account, if necessary
- 🚩 Open **Team Drives** at left
- 🚩 Open **Staff Intranet**
- 🚩 Open folder/file
- 🚩 Download file if you need to type on it
- 🚩 Open file and type on it, if necessary
- 🚩 Save file to **My Drive** – you do not have rights to save to the Staff Intranet folders; you will have to save document to either Google Drive (recommended) or somewhere else

Using **Drive File Stream** with Office documents (see Tech if needed on your PC)

- 🚩 Open **Drive File Stream** and log in with **first.last@chsd218.org** account
- 🚩 Open **Word**, **Excel**, or **PowerPoint**
- 🚩 **File**, **Open – Browse**
- 🚩 **Google Drive File Stream** at left
- 🚩 Open **Team Drives**
- 🚩 Open **Staff Intranet**
- 🚩 Open folder/file
- 🚩 Type on file, if necessary
- 🚩 Save file to **My Drive** – you do not have rights to save to the Staff Intranet folders; you will have to save document to either Google Drive (recommended) or somewhere else