



“Let YOUR Light Shine”

Accessing and Sharing Materials

Before we get started:

1. Open your browser (Safari, Firefox, Sea Monkey, Internet Explorer, etc.)

If you have a Google Account:

2. Type in the URL: <http://bit.ly/ADtTiw>
3. Sign into your Google Account using the *Sign In* link in the upper right corner
4. “Let YOUR Light Shine” shared folder will be accessible under *Collections shared with me* the next time you log in

If you *do not* have a Google Account:

2. Type in the URL: www.docs.google.com
 3. Click on the “Sign up for a new Google Account” link over on the right side of the frame.
 4. Fill in the required information including the security word at the bottom of the form and agree to the terms of service.
 5. You will receive a welcoming e-mail from Google Docs, which will be sent to the e-mail account you entered into the form. That e-mail will contain instructions for accessing your account. Click on the URL embedded in the e-mail and you will be taken to your Google Docs page.
 6. While you are still logged into Google Docs type the shortened URL:
<http://bit.ly/ADtTiw>
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Everything from the presentation can be found in the “Let YOUR Light Shine” folder. Remember that this session was intended for each of us to share our program and lesson ideas. Please upload *your* materials that you brought for sharing by clicking on the upload icon found on the upper left side of the screen, next to the create icon - click on Files. Find and select the file(s) on your thumb drive and click open. You may have to drag and drop the files into the “Let YOUR Light Shine” folder.

If you have links you would like to share – open the Shared Links document (blue rectangle) and add your link. It may be helpful to others if you could provide a brief description. I will organize these after the session.

Before you leave:

Please complete a BRIEF feedback (3 minutes max.) form at: <http://bit.ly/wUOwea>