Google Drive

1. Log in to the Hofstra Portal (http://my.hofstra.edu).

2. Click the My Apps icon in the upper right corner.

3. Select the Google Apps icon.

4. Select the Docs icon (please note that the icon for Google Drive is called Docs).
   If you are both an employee and a student/alumni you will have two Docs icons as you have both an employee and a student/alumni Google Drive account. Choose the Docs icon under either the Employee or the Student/Alumni heading, depending on which account you want to use.