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.