

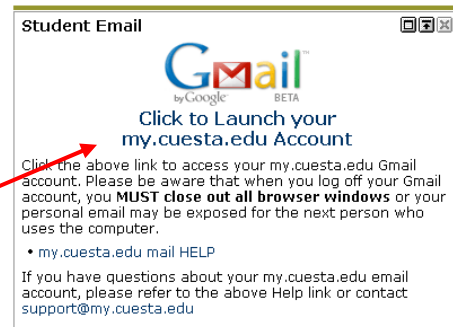
# Using Google Documents

New features have been added to Cuesta's student e-mail (hosted by Google's Gmail). Now available to students are Google Documents.

- **Documents** permits creation of Word-compatible documents, Excel-compatible spreadsheets, PowerPoint-compatible presentations and more.

## Accessing Cuesta e-mail

1. Log into myCuesta.
2. Locate the Student E-mail channel on the Student tab.
3. Click the link, **Click to Launch your my.cuesta.edu Account.**

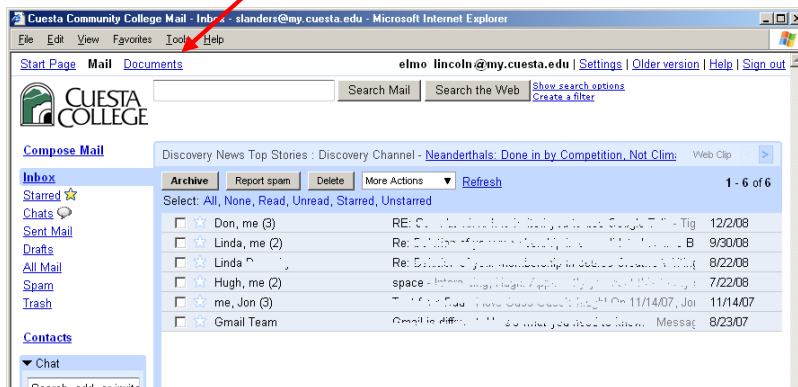


## Accessing Google Docs

Google Docs is a web-based word processing, spreadsheet, and presentations program that makes access to your documents easy and collaboration more efficient.

- You can access your documents from anywhere there is an internet connection.
- You can keep a document online that others (selected by you) can edit and update simultaneously right from their browsers. Multiple people can make changes at once, and see other people's edits as they happen in real-time.

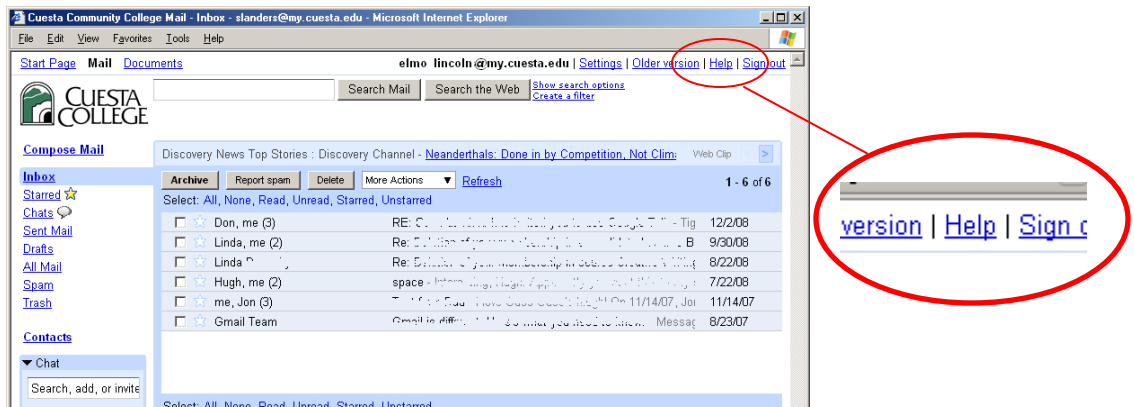
To access Google Docs click the **Documents** link, located at the upper left corner of the screen.



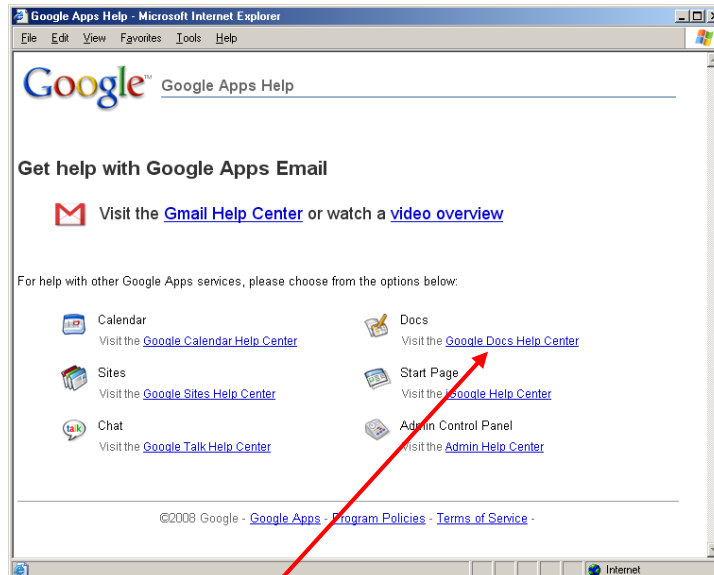
## ***Finding additional information regarding Google Docs***

Information on using Google Docs is available via Help in your Cuesta e-mail (Gmail) account.

1. Click the **Help** link, located at the upper right-hand corner of the screen.

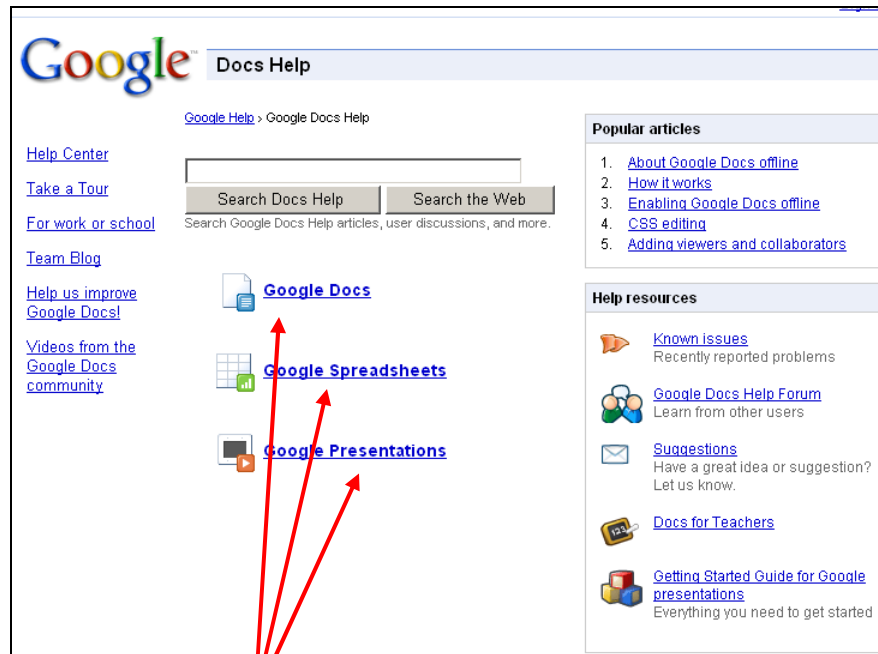


*The Google Apps Help screen will appear.*



2. Click the link, **Google Docs Help Center**.

*The Docs Help screen will display.*



3. Select the desired topic.