


Using the Apps Launcher

1. Go to Google.com click on the Gmail button in the top right corner of the window. Either login to your existing account or click on the **Add account** button.

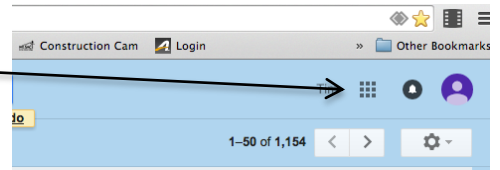
Put in your District Gmail account name.

Example: tim.orourke@emuhsd.org

Click once on the blue **Next** button.

2. You will be logged in to your District Gmail account, but you can get to several other Google Apps by going to the **Apps Launcher**,  which is near the top, on the right side of the window.

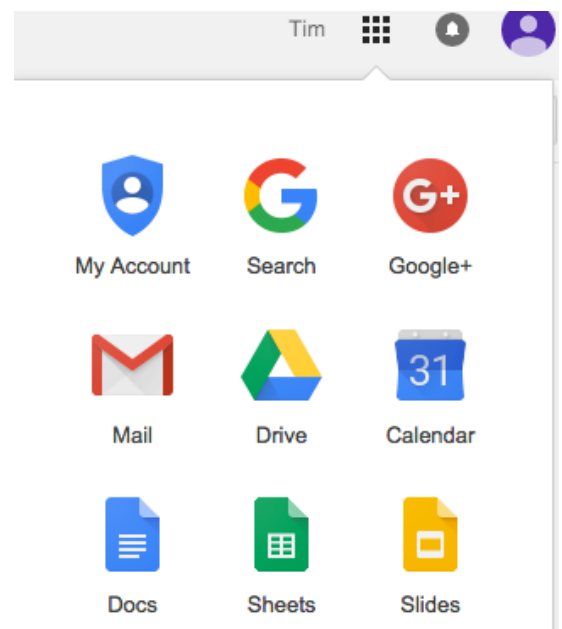
3. Move your mouse arrow to the **App Launcher** and click and hold your mouse button down on it.



A list of available Apps will appear.

To get to **Drive**, move your mouse arrow down to Drive and click on the Drive icon.

To see your **Calendars**, move your mouse arrow down to Calendar and click on the Calendar icon.



4. You will notice when you are in Drive or Calendar or some other Google App that the App Launcher icon is still in the top right corner of the window. This will help you navigate back to Gmail or to some other App.

To get back to **Gmail**, move your mouse arrow back over the Apps Launcher and click and move down to Gmail and click on the Gmail icon.