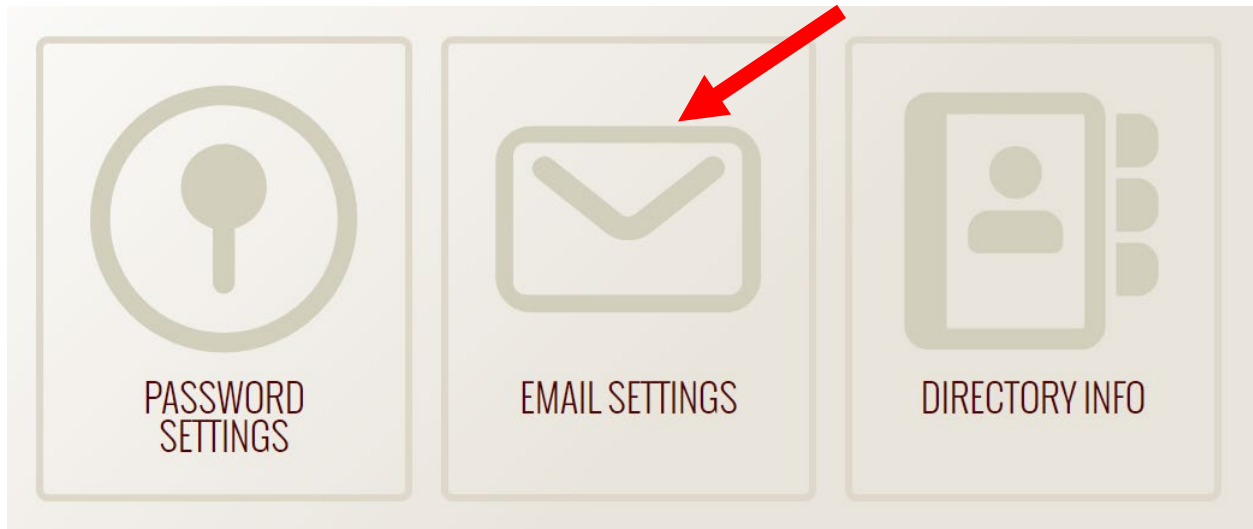


## Enable Google Apps at TAMU

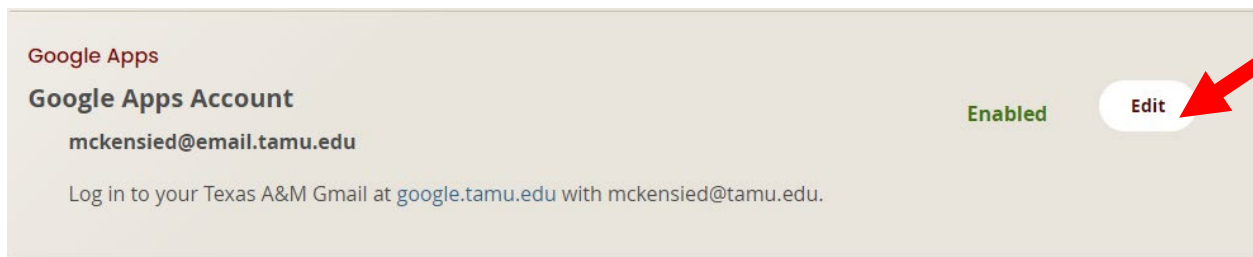
Go to <https://gateway.tamu.edu/>

Login with CAS (howdy login/NetID and Password)

Go to "Email Settings"

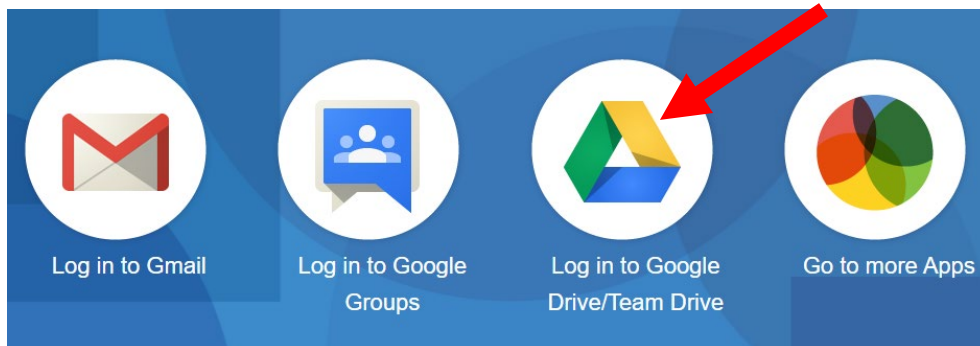


Your Google Apps Account should say Enabled, but if it does not, click "Edit"

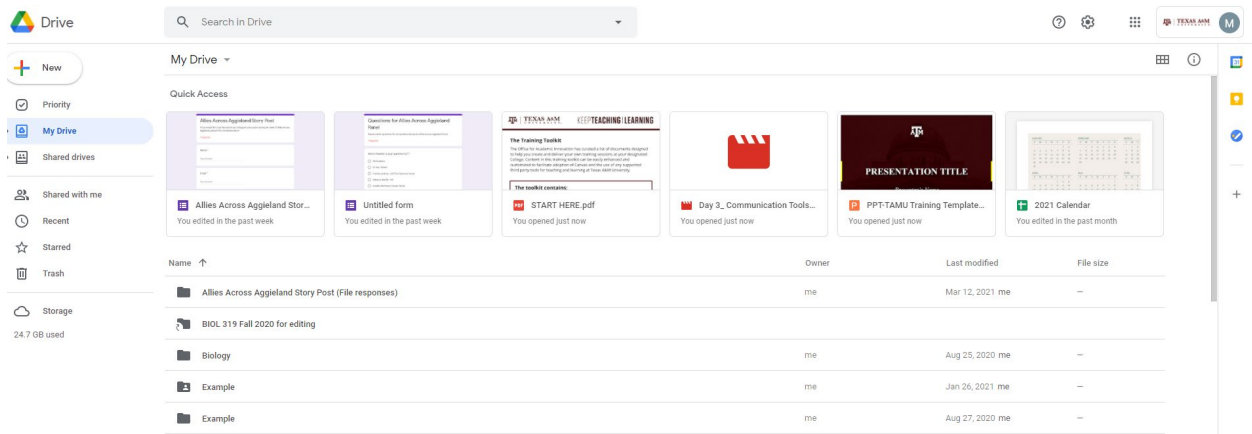


From here you should be able to enable your Google Account. If you have difficulty with this, or cannot see that option, please call help desk central for assistance (979)-845-8300.

Next, we want to enter our Google Drive and make a folder for our course. Go to <https://google.tamu.edu/> and click "Log in to Google Drive"

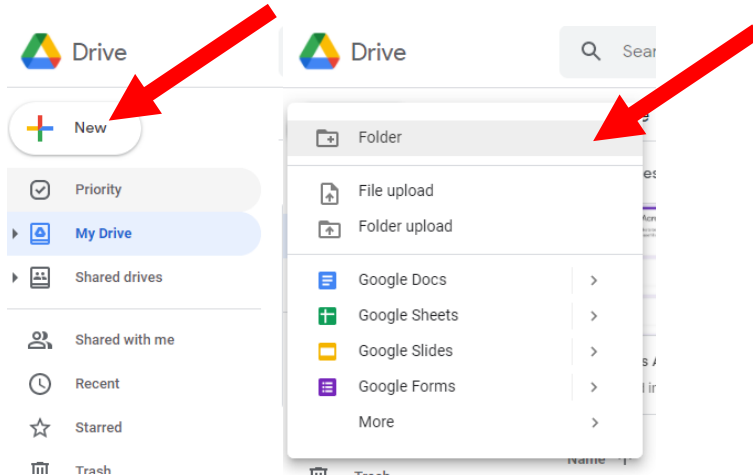


Log in with your @tamu.edu credentials. This will bring you to the dashboard:

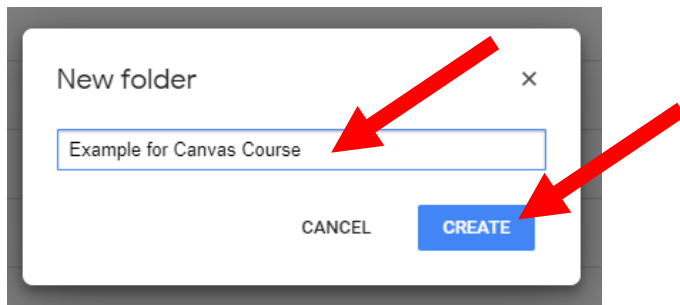


Our suggestion is to create a folder for your course. You can create one folder for multiple sections of the same course, you will be linking across all your canvas sections.

Click the “New” button at the top left of the page, then choose Folder.



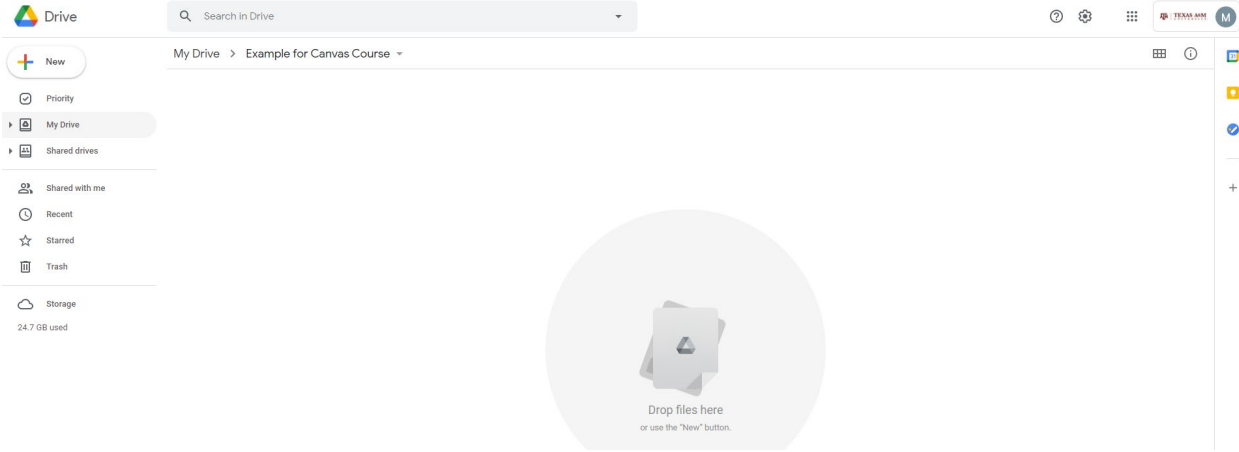
Type in the course name in the pop up, then click Create:



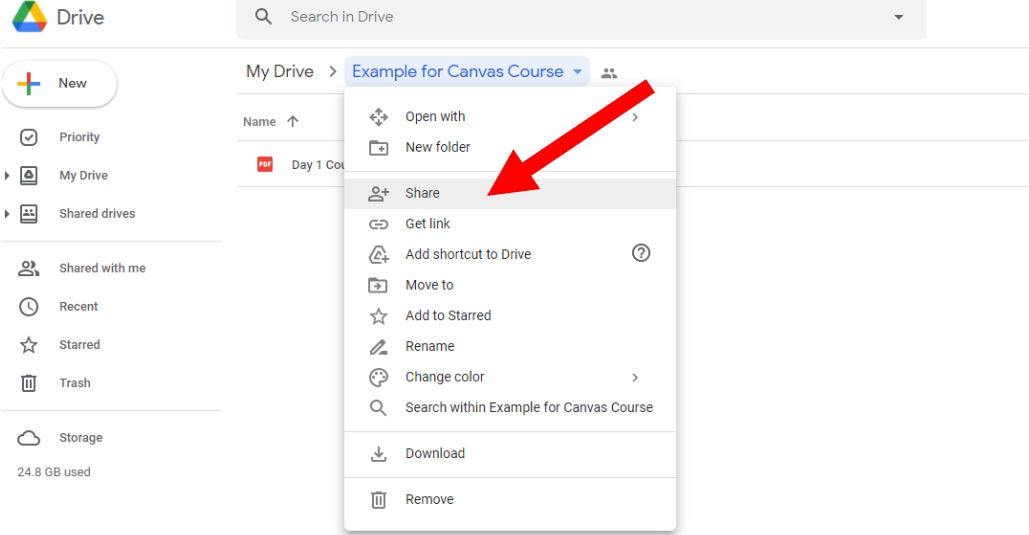
This will add the folder to the list of folders on your dashboard:

📁 Biology	me	Aug 25, 2020	me	—
📁 Example	me	Jan 26, 2021	me	—
📁 Example	me	Aug 27, 2020	me	—
📁 Example for Canvas Course	me	9:54 AM	me	—
📁 Fall 2020 Upload Area	me	Jan 26, 2021	me	—

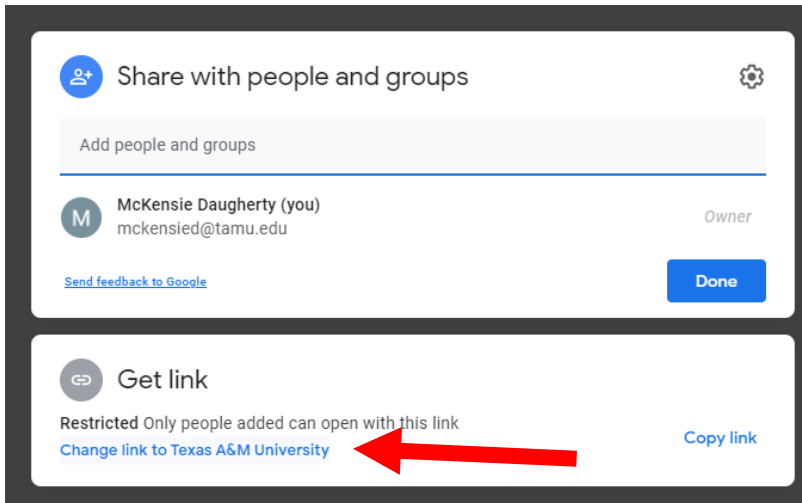
Double click the folder name to enter the folder:



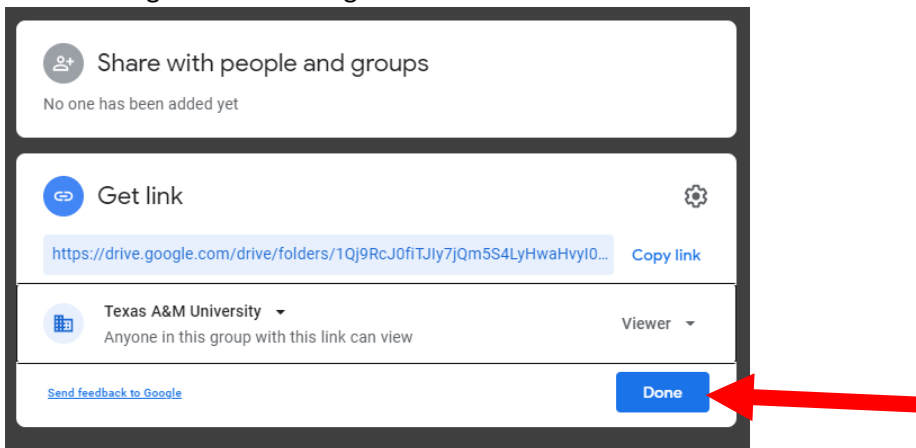
Once in the folder, you need to make the settings shareable. Click the grey triangle to the right of the folder name and then click “Share”



Click the “Change link to Texas A&M University” link at the bottom of the pop up



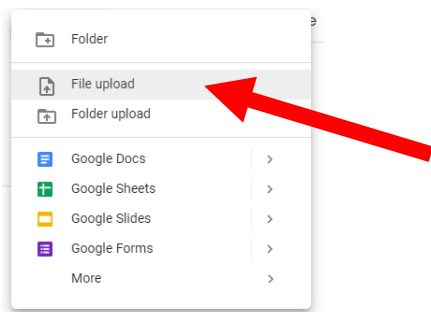
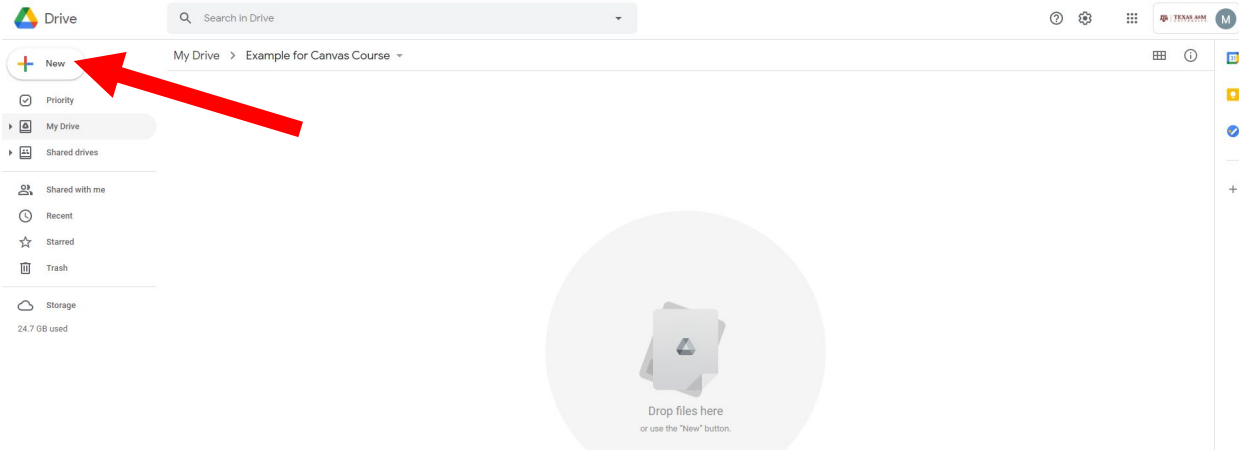
This should give the following screen:



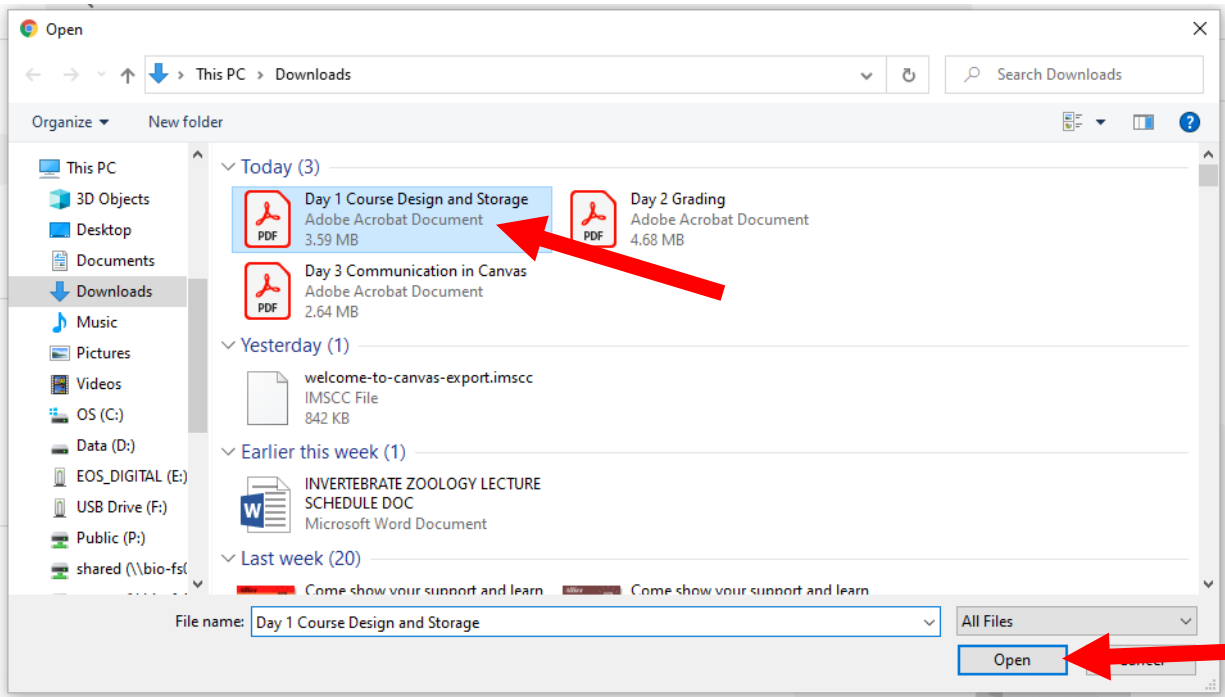
You want the pop up to say anyone in this group with this link can view. You can click the grey triangles next to the Texas A&M University and Viewer areas to manipulate this if needed, but it needs to be that anyone at TAMU can view it. Then click “Done”.

\*\*\*\*\*NOTE: You can create a folder for each section for Zoom recordings, but I recommend one main google drive folder for images, or linked material for Canvas. You can always make another folder for a specific section and link to it inside Canvas for section-specific items like zoom recordings. \*\*\*\*\*

Once in the folder, you can add files that you want to link to in Canvas. You do not have to mess with the sharing settings of the folder. You can drag and drop files directly on to the page or you can manually add them. To manually add a file click the “New” button at the top left of the page inside the folder and choose “File upload”





A pop up Window will open where you can click the file you want uploaded and click “Open”:



This file will now show up in the folder area:

My Drive > Example for Canvas Course

Name ↑	Owner	Last modified	File size
 Day 1 Course Design and Storage.pdf	me	9:24 AM me	4 MB



You have now uploaded your file into Google Drive.