**How to access items in Google Drive**

1. Log on to the myLCC College Portal.

2. Click on the **School** tab.

3. Look on the Right-hand side in the eToolbox for the Student Email link under “Student Tools”.

4. Click on the **Student Email** link.

5. A new window or tab will open in your browser, and take you to your LCC Student Email. It will look like this.
6. At the top of the page, on the black bar, Click on “Drive”.

7. A new window or tab will open in your browser; this is your Google Drive.

8. From here you can select the item you want to work on by clicking on the title.