

Subject:

TE 211 Google Drive Instructions -- Please Read

Message:

Hello All,

I have just finished (theoretically) adding all students, advisors, and SPMs to their team shared folders. You likely have received an email confirming the invite.

Here are the next steps that need to be done (in a timely manner, please):

1) Follow the link in the email and log into your Lehigh Google Drive (lehigh.edu/google) to ensure you have access to the shared directory

**** IF YOU DO NOT HAVE ACCESS PLEASE LET ME KNOW ****

(Keep in mind it will only work with your Lehigh login not your personal google account)

2) Add it to your "My Drive"...If you are unsure check out the instructions

here: <https://support.google.com/drive/answer/2375057?hl=en>

You may also download the Google Drive app to your computer to sync the team folders locally

from : <https://www.google.com/drive/download/>

You will need to login first with your abc123@lehigh.edu email and then you will be redirected to the Lehigh login system where you can login with abc123.

Again, please let me know if you experience any issues.