
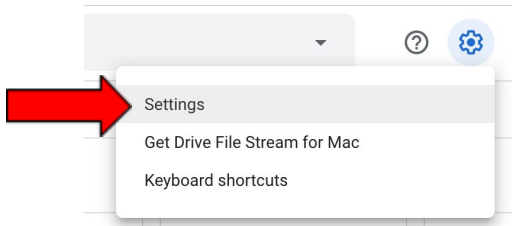
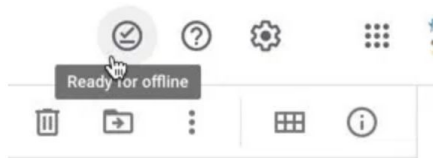


## Accessing Google Apps Offline

1. Go to Google Drive and click on the  icon on the top right of the screen. Then click on Settings.



2. Make sure the checkbox for offline is checked. You should see an icon in your Google Drive to show that you are ready for offline. This is a circle with a checkmark in it.



3. Think Ahead: It is helpful to realize what documents you may need offline access to. In the Docs, Sheets, Slides you are using, use the File menu and choose "Make available offline."

