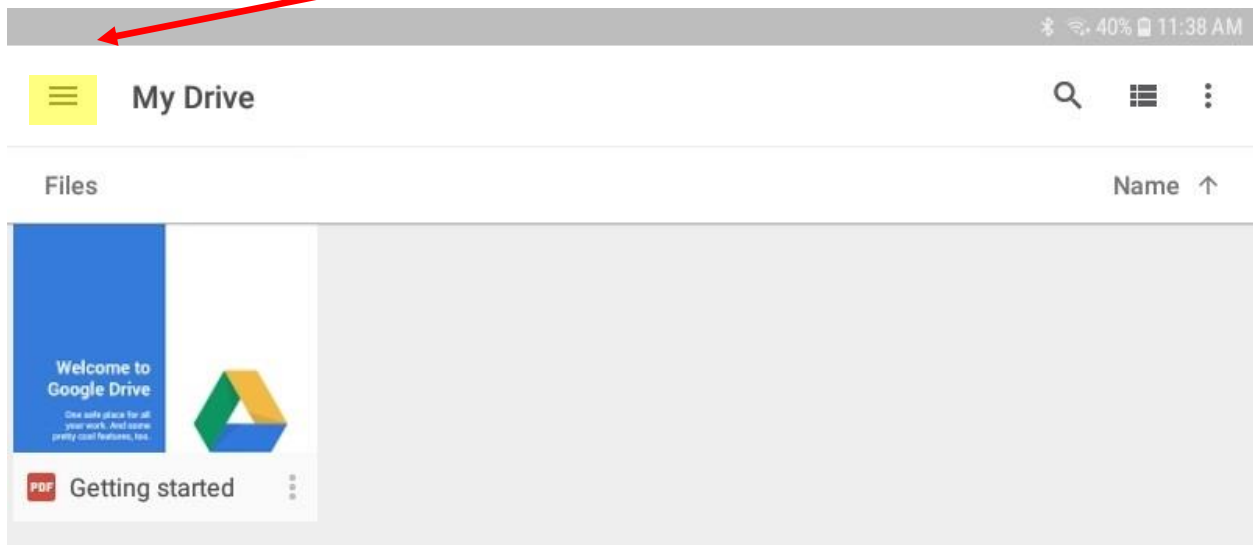
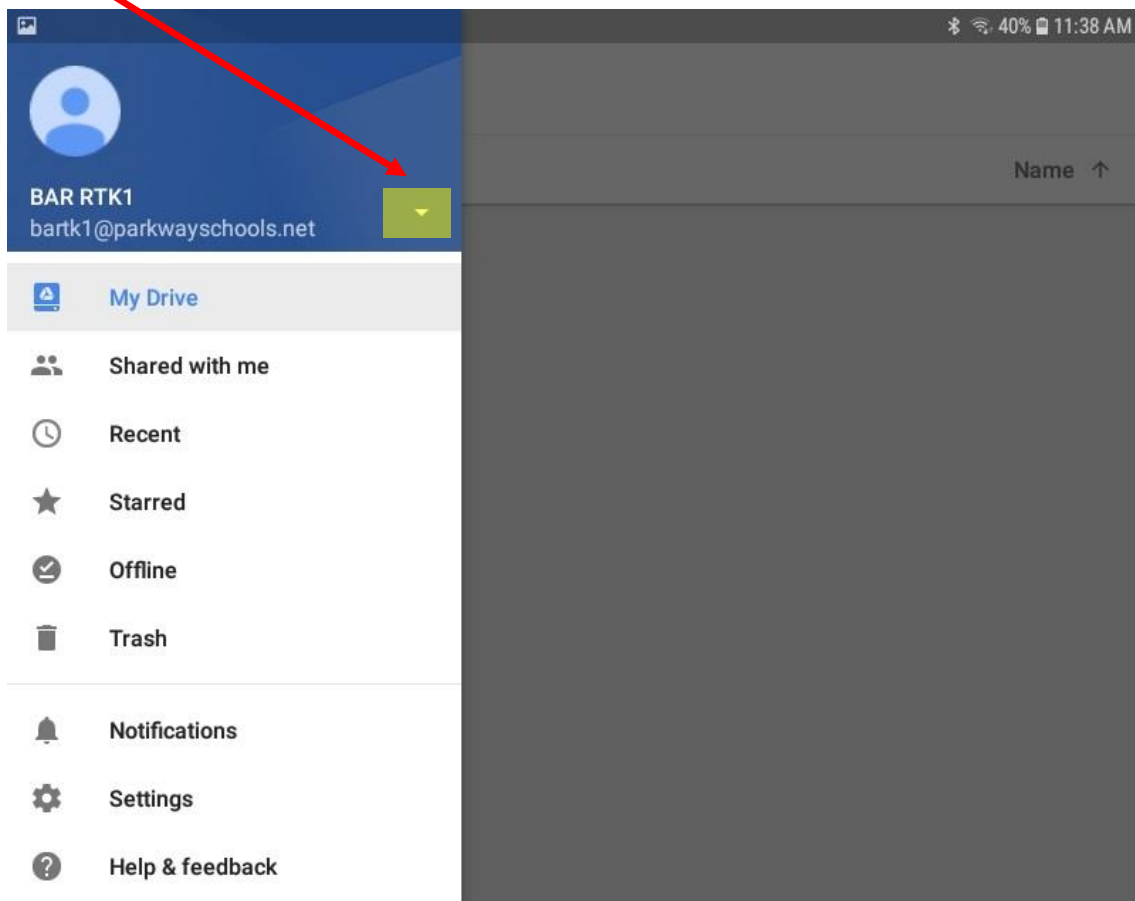


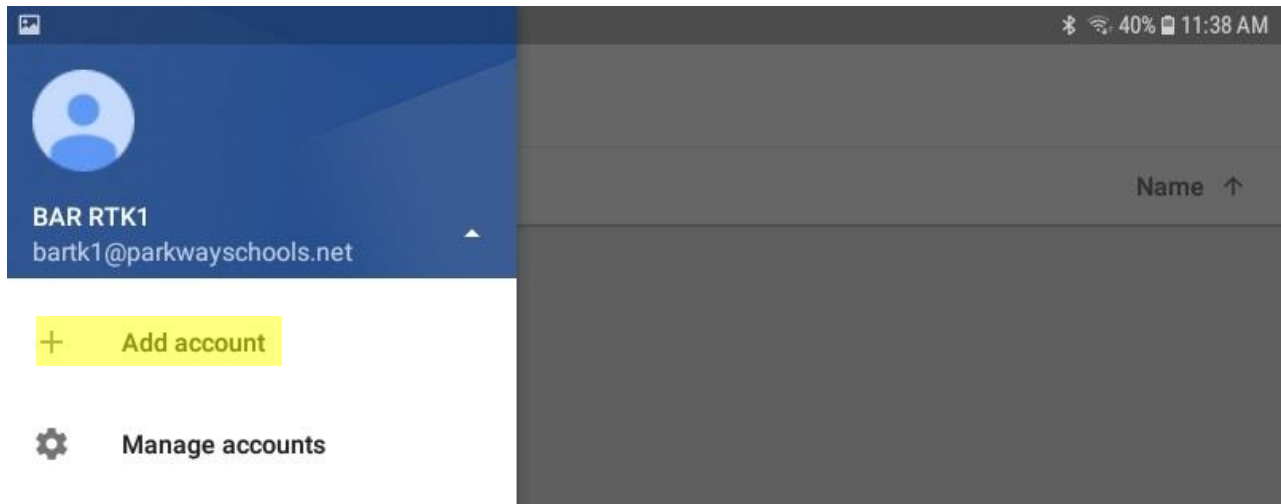
1. Open Google Drive or Gmail application. Find the three bars icon in the upper left hand corner as highlighted below...



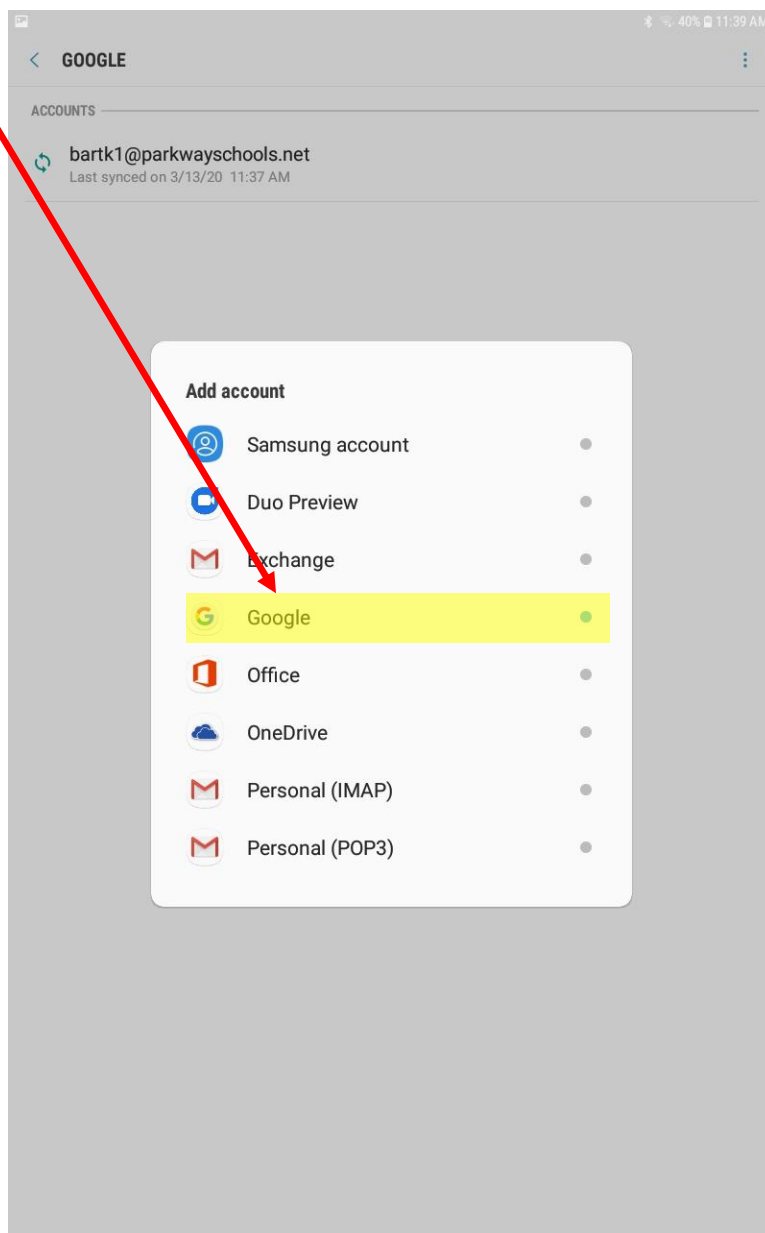
2. Locate the drop down arrow next to the user name currently in use...



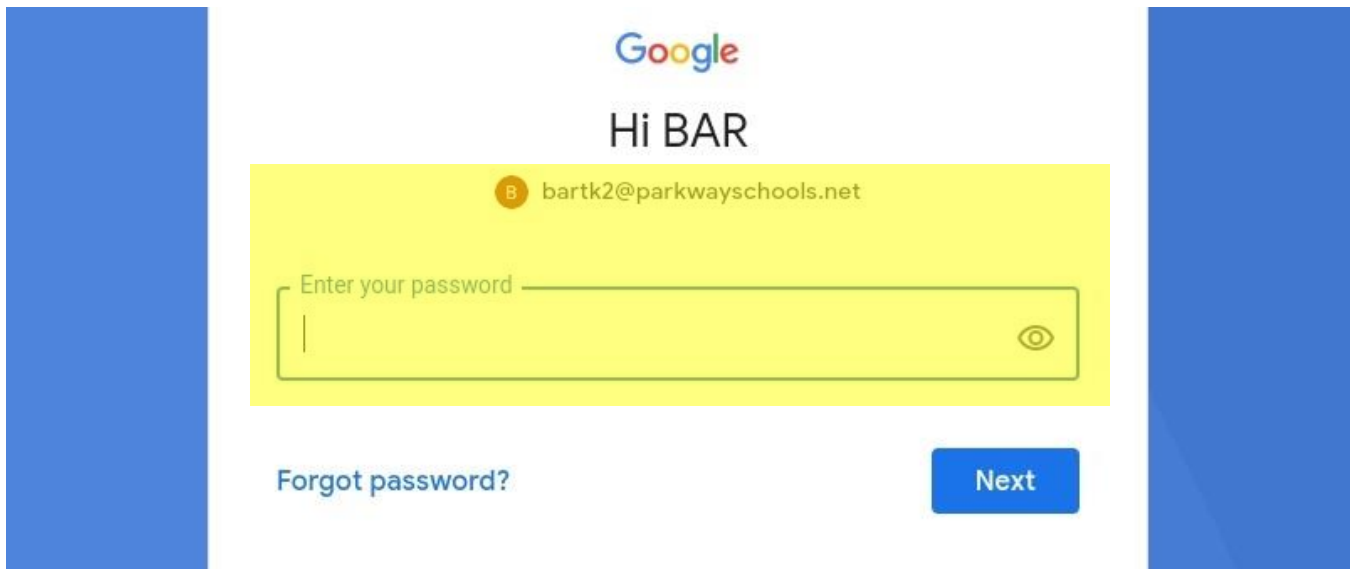
3. From the menu that shows, choose the "Add Account" option...



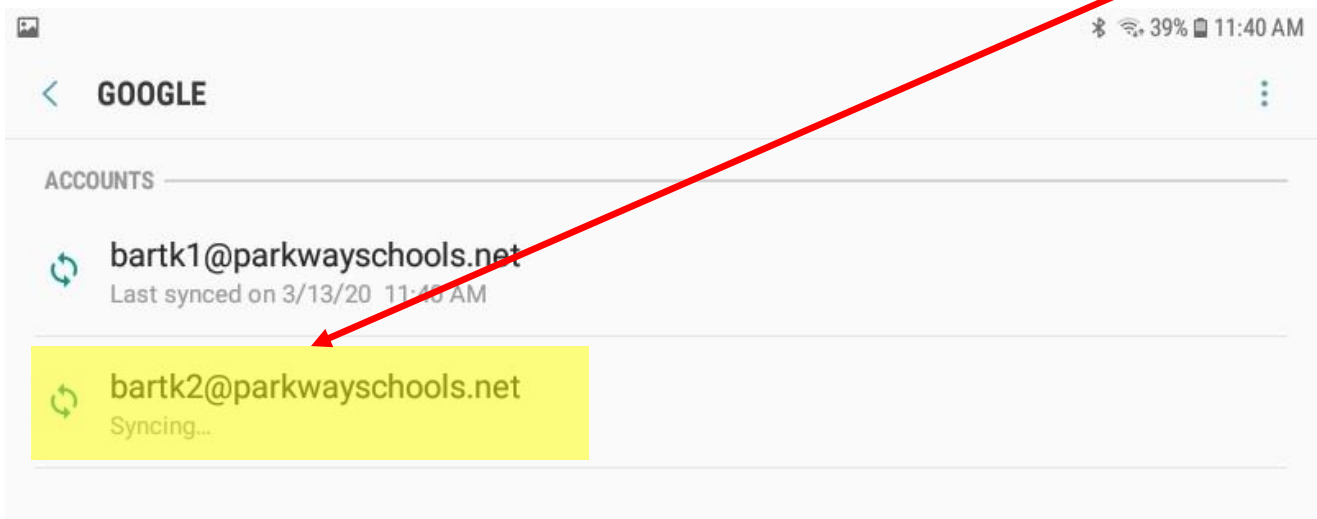
4. Choose "Google" from the options menu presented...



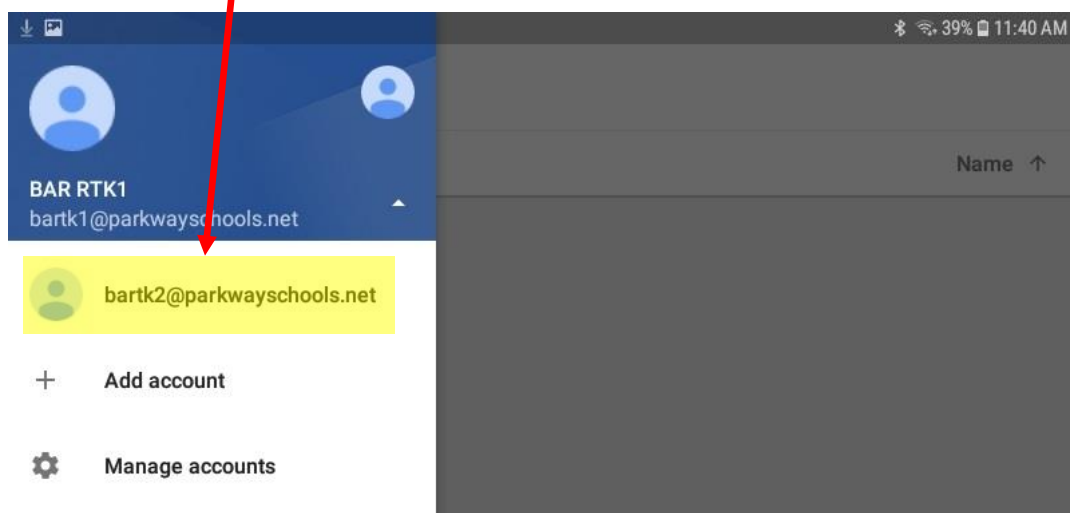
5. Enter the user name and password of the account you wish to add...



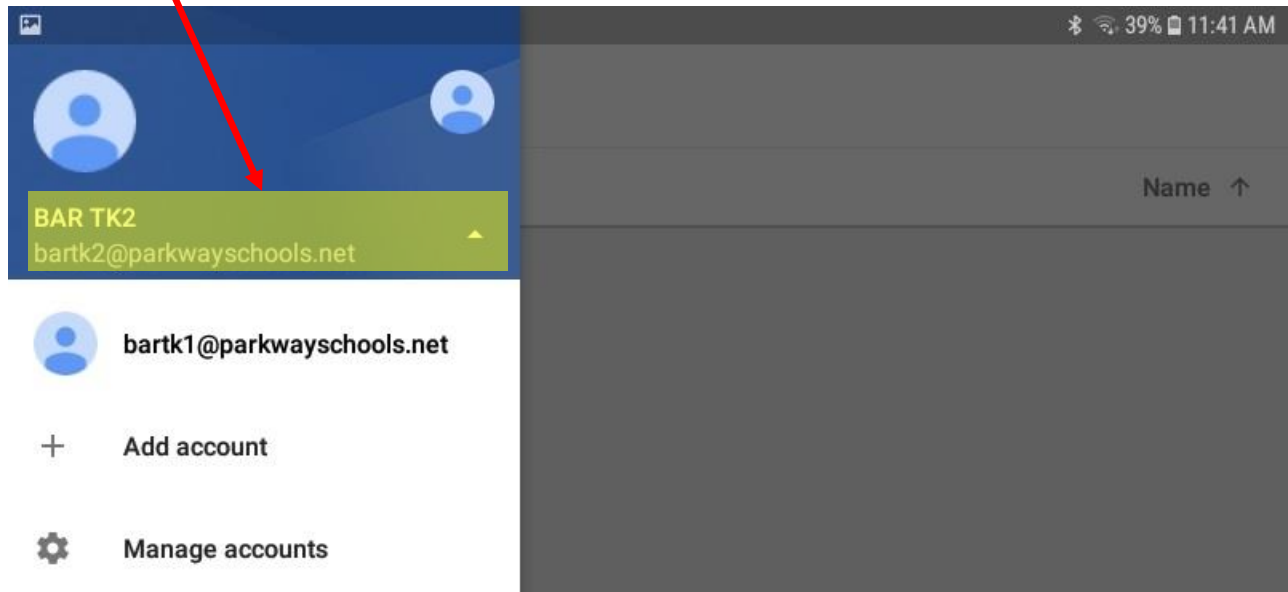
6. After entering your credentials, the tablet will need a moment to sync, and then the account added will show...



7. In any Google application, simply choose the three bar menu, select the drop down arrow (like in step 2) and you will see the account you added. Click on this account to use it for the current application opened...



8. When the account is properly selected, it will show in the top part of the window and the other accounts on the tablet will show below. You can use this menu at any time to toggle between the accounts currently synced on the tablet...



For more information, please visit www.parkwayschools.net