

## **Google Drive Accounts**

1. Open the Google Drive app. Click the top right icon representing your personal account.

10.39	ME 195-11 章	
E Search Drive	Ø	
Untitled document	1	$\sim$
~		Click top right icon which represents your personal account
You opened just now		
E KSquared	1	
Homo Report		
You opened just now		
Untitled document	+	
Home & S		
	<	

2. Select **Add another account** if the Centerville account is not displayed OR select the Centerville account from the list. This will allow you to switch to your Centerville account.



Centerville City Schools Technology Department

3. You should now be accessing your Centerville account.

E Search Drive	M
Blank This icon shou now represent y	ild your
Centerville account.	
M You opened just now	
Untitled document	1
Test	

4. Verify that your school account is your active account by tapping on the icon. Your Centerville account should be at the top of the list.



Centerville City Schools Technology Department

1. Open the Google Classroom App.



2. Click the three lines to switch accounts.



3. Click the dropdown arrow next to your personal account icon to swap accounts.

