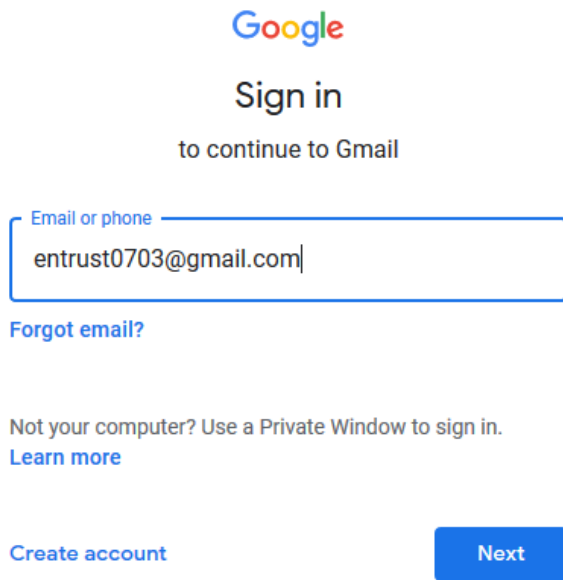


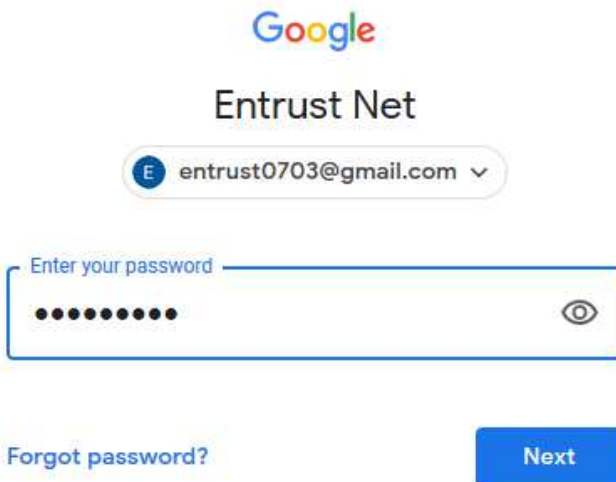
How to login to G Suite and share folders and files

Go to www.gmail.com to login to your G Suite account

Key in your email address and password and click "Next"

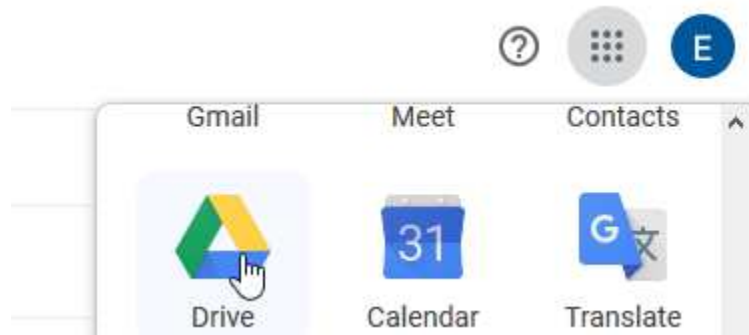


The screenshot shows the Google Sign in interface. At the top is the Google logo, followed by the text "Sign in to continue to Gmail". Below this is a text input field with the placeholder "Email or phone" and the value "entrust0703@gmail.com". A link for "Forgot email?" is positioned below the input field. Further down, there is a link for "Not your computer? Use a Private Window to sign in. Learn more". At the bottom left is a link for "Create account", and at the bottom right is a blue "Next" button.

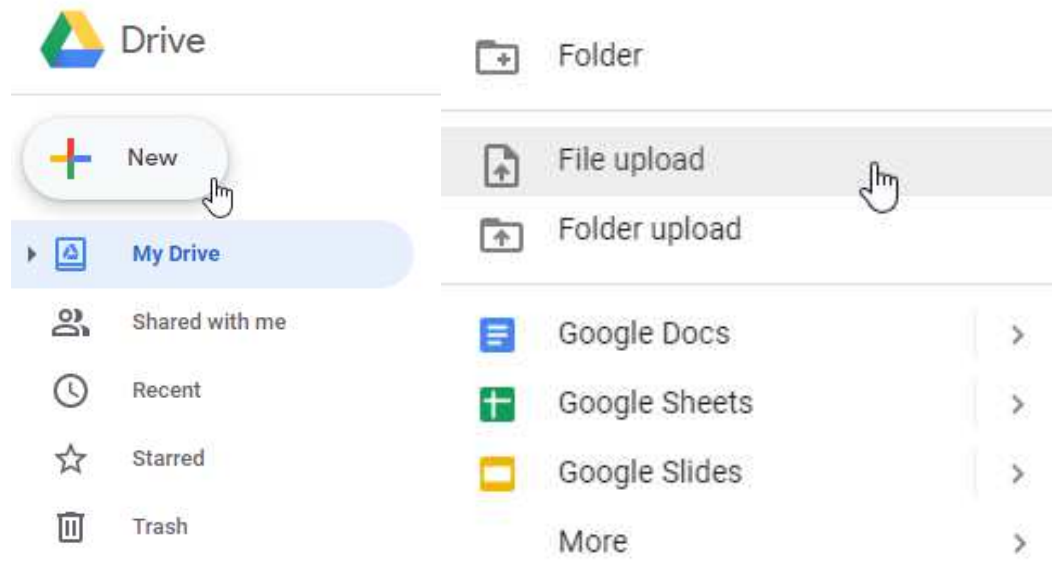


The screenshot shows the Entrust Net password entry page. At the top is the Google logo, followed by the text "Entrust Net". Below this is a dropdown menu showing the email address "entrust0703@gmail.com" with a downward arrow. Underneath is a password input field with the placeholder "Enter your password" and a series of ten black dots representing the password. An eye icon is located to the right of the password field. At the bottom left is a link for "Forgot password?", and at the bottom right is a blue "Next" button.

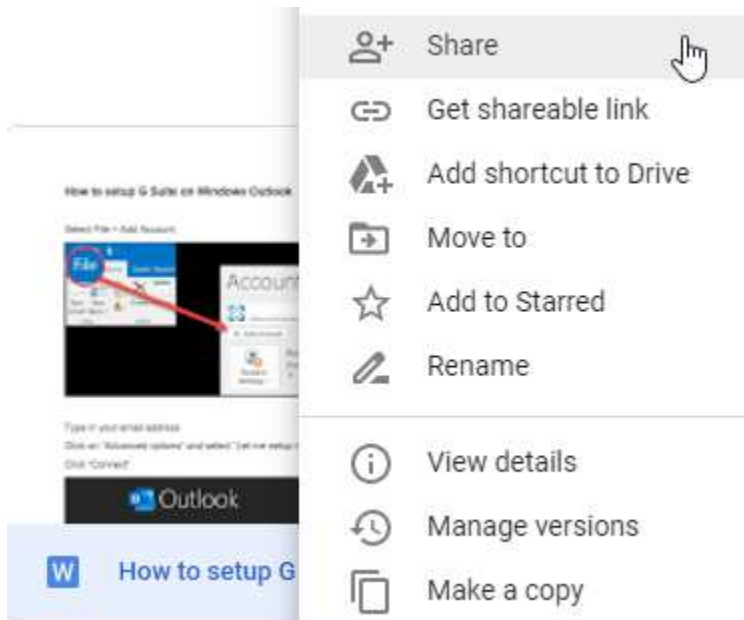
On the top-right, click on “Google Apps (The 9 dots)” and click on “Drive”



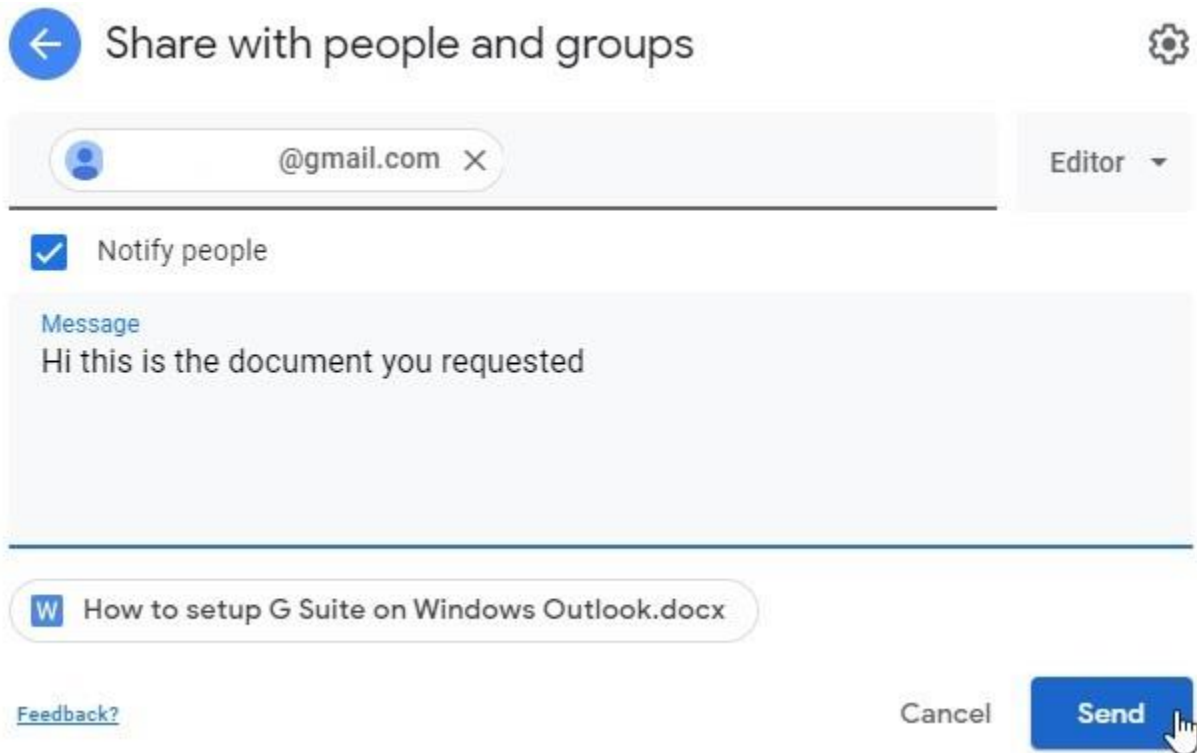
On Google Drive, click on “New” and select either “File upload” or “Folder upload” which will upload the file of your choice from your computer to Google Drive



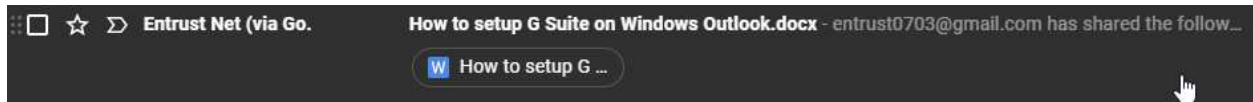
On Google Drive, you can share your files with other users
Right-click on the file you want to share and click "Share"



Type the email of the person you want to share the file with and click "Send"



The person will receive an email which will allow him to open and view the file



How to setup G Suite on Windows Outlook.docx ⌵ Inbox x

Entrust Net (via Google Drive) <entrust0703@gmail.com>
to me ▾

This image shows the main body of the email. It features a light gray background on the left side. The main content area is white and contains the following elements: a text line stating 'entrust0703@gmail.com has shared the following document:', a blue document icon with a white 'W' followed by the text 'How to setup G Suite on Windows Outlook.docx', a horizontal separator line, a blue square profile picture placeholder, the text 'Hi this is the document you requested', and a blue rectangular button with the word 'Open' in white text. A mouse cursor is pointing at the 'Open' button.