

## **Typing your business letter and sharing it with Ms. Mac for grading:**

1. Opening **CHROME** browser.
2. Go to **drive.google.com**
3. Log in with your **SCHOOL** account!
4. Click on **CREATE** (on the left). Choose **DOCUMENT** in the drop-down menu.
5. Then, click on the blue **SHARE** button on the top right of your screen. Type in my e-mail address on the **INVITE PEOPLE** line. My e-mail address is: **mckemies@friscoisd.org**
6. Right next to where you entered my e-mail address, **select “CAN COMMENT”** from the drop-down menu, then click on the **SHARE & SAVE** button.
7. Type your letter **using the correct spacing and format**. See the example business letter on my website page (under “Handouts”)