# How To access your Google Drive Share

The PCBS has a google drive (cloud storage) for all volunteer roles. The purpose of this is to store important files and to document tasks for both your reference and future volunteers.

First you will need to know your specific PCBS email address, for example the webmaster role is "pcbs_webmaster@pcbs.fun". If you do not know your specific email address go to this web page, https://pcbs.fun/content/17079/PCBS-Board-Members. Next you will need to know the password to log in. You can get the password either from the previous volunteer who held this role, or by emailing your current webmaster and asking them to reset your password. The webmaster's email address is the one I'm using for this example.

Log in with your specific xyz@pcbs.fun email address by going to gmail.com. Next in the top right you should see a screen similar to below. Click on the 9 dots being pointed to by the red arrow.
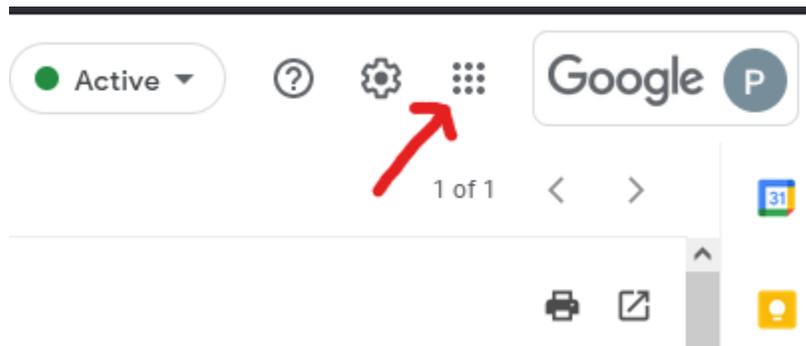
Find Drive from the list of choices which appears and click on it to open, the icon looks like below:

Drive

The PCBS uses a common, shared drive folder to store resources from all members. We do this to keep it organized. We do not want to put anything in our own google drive, which is to say make sure you are accessing the folder which has been shared with you and not putting files under your drive. To make sure we are on the shared folder, we have one more step before we start working. The top left of your screen should look like below.
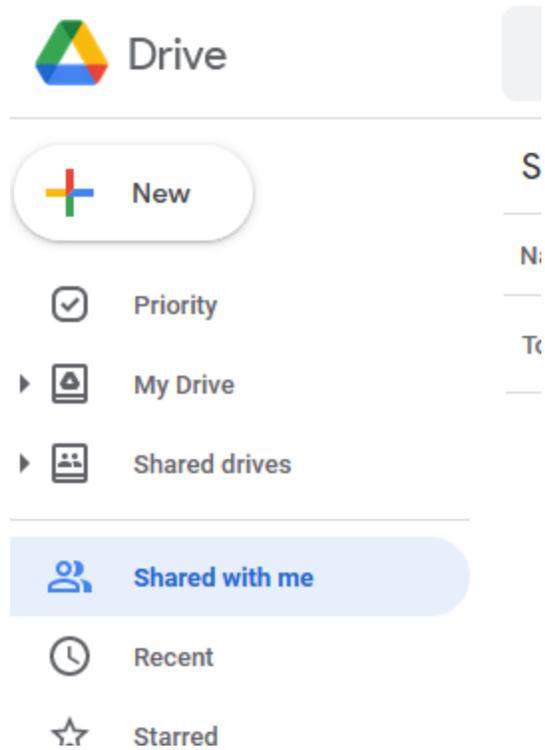
Choose shared with me, as highlighted above. Now you should see a folder. From this location you can access any documents left for your role. You can also edit / add any new documents as you see fit.

Please come back to this location regularly and keep track of any tasks, leave templates, contacts, etc. It will help future individuals perform consistently and keep best practices going longer!