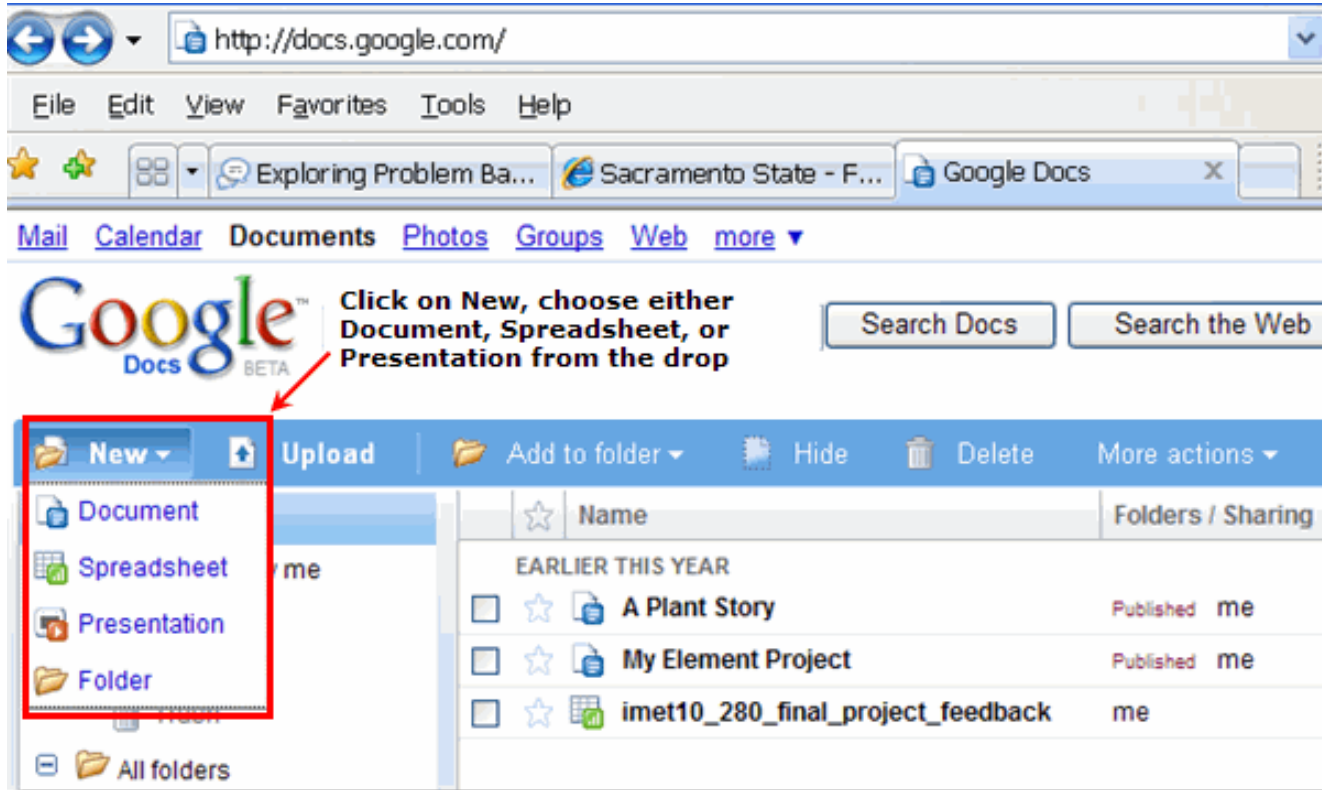
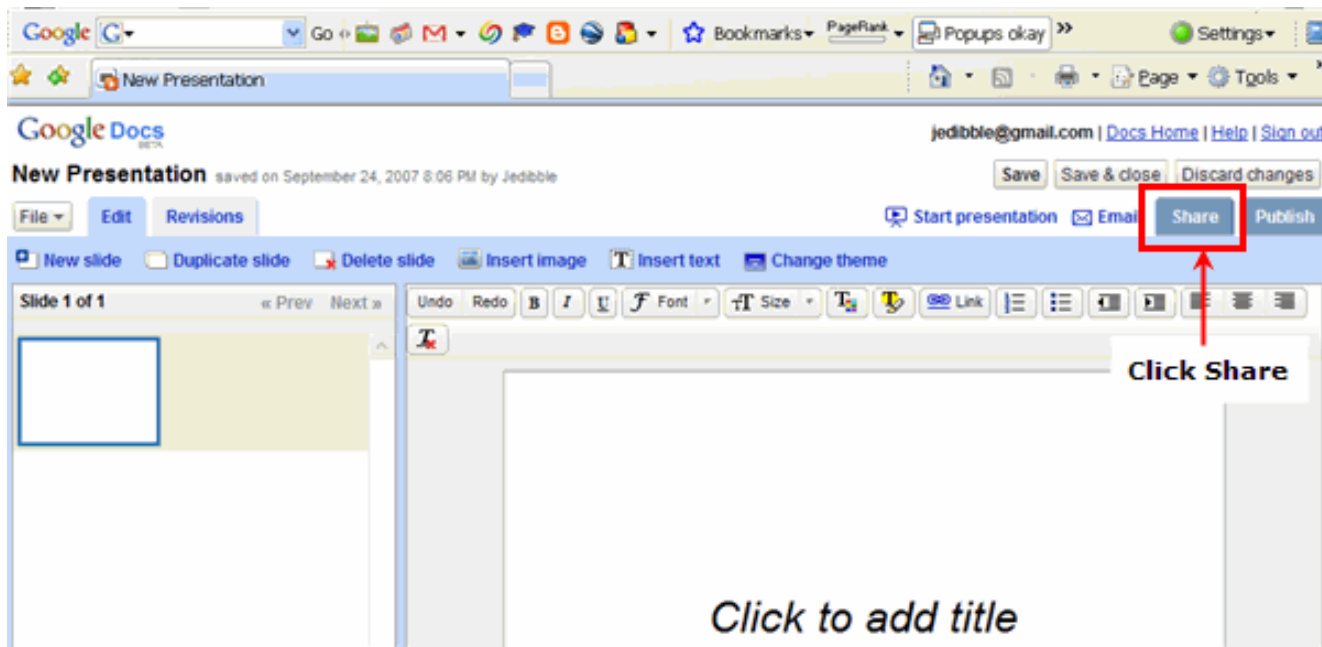


Go to <http://docs.google.com/>

Click on New, choose either Document, Spreadsheet, or Presentation from the drop down menu.



Click Share



Gather the email addresses of your group members and enter them into the Invite people box, click Invite collaborators.

The screenshot shows the 'Share this document' dialog box in Google Docs. At the top, it says 'New Presentation' and 'saved on September 24, 2007 8:13 PM by Jedibble'. The user's email 'jedibble@gmail.com' and links for 'Docs Home', 'Help', and 'Sign out' are visible. There are buttons for 'Save', 'Save & close', 'Discard changes', 'Start presentation', 'Email', 'Share', and 'Publish'. The dialog is divided into two main sections. The left section is titled 'Invite people' and has two radio buttons: 'as collaborators' (selected) and 'as viewers'. Below this is a text input field with a red box around it containing the text 'Enter email addresses of group members here.' Below the input field is a link 'Choose from contacts' and a button 'Invite collaborators' with a red box around it and an arrow pointing to it from the text 'Click here to send an email to your group members.' Below the 'Invite people' section is the 'Advanced permissions' section with two checked options: 'Collaborators may invite others' and 'Invitations may be used by anyone'. The right section is titled 'This document is currently shared.' and contains links for 'Preview presentation as a viewer' and 'View RSS feed of document changes'. Below this is a list of 'Collaborators (4)' with names 'Me - owner', 'Dianal', 'john cowan', and 'Lipbalm', each with a close button. There are also links for 'Email collaborators' and 'Create event with collaborators' (the latter is highlighted with a red box and an arrow from the text 'Click here to use Google Calendar to set up a time and place to meet and collaborate online'). At the bottom, there is a section for 'Viewers (0)'. The entire dialog box has a close button in the top right corner.

Optional: Use Google Calendar to meet online OR just email one another and set up a time to work online.