Smartweb email comes with a Google account, so all Augusta Tech students have one. Your Google account gives you access to word processing, presentation, and spreadsheet applications which you can store online and access from any internet connection. To get there, log into Smartweb and choose the M for mail in the upper left corner. When your mailbox opens, you will see a square in the upper right corner as indicated by the arrow below. Click on the square and choose Drive.

Then, click New and select Google Docs to create a text document, Google sheets for a spreadsheet, Google slides for a slideshow or More for other options. To send your assignment to your instructor, click Share (step 1) in the upper right corner. Then, click Advanced at the bottom of the pop-up window. You have many options to explore. Be sure to allow your instructor to Comment (step 2). You can then copy the link and paste it into an assignment textbox. You can also send the link to your instructor’s email if he or she allows submissions via email. Send the link to a friend first to make sure it works!