

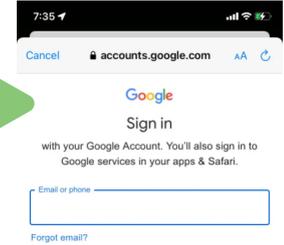
1. The easiest way to save passwords on your mobile device is by using a note or doc connected to an email account.



For this example, we'll use Google Drive/Google Docs (associated with a Gmail account).

*Google Drive/Google Docs apps are available on both iPhones and Android phones

2. Begin by signing into your Gmail account on your phone if you're not already logged in.



3. Open your Google Drive app



Once opened, tap on the '+' icon



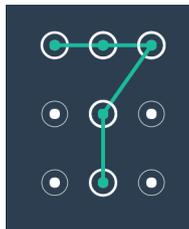
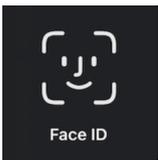
4. Select 'new doc' or 'new sheet' depending on which you prefer to use



	A	B	C
1	Site1	username1	password1
2	Site2	username2	password2
3	Site3	user_name@outlook.com	mypassword3
4			
5			
6			
7			
8			

1:04
Drive
Site1
username1
password1
Site2
Username2
Password2
Outlook.com
user_name@outlook.com
password3

5. To keep your Google Docs secure on your mobile device, enable privacy settings so your files are protected by both your Gmail password as well as your mobile device's security method.



6. For basic security settings per device type, proceed to step 7.

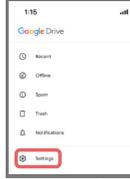
7. For iPhone users:



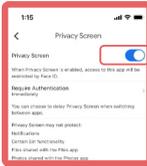
Select the 3 lines at the top, a list of items will slide out from the side



In the list of Settings, select 'Privacy Screen'



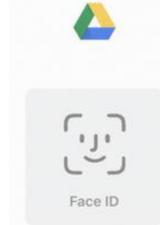
At the bottom of the list, select 'Settings'



Tap on the switch to enable the setting and change the settings below to your preferences.

8.

Your Google Drive app should now be setup with a 2nd layer of security for your device.



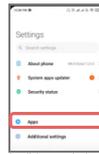
9.

Android users can follow a similar setup but through the phone's system settings:

10. For Android users:



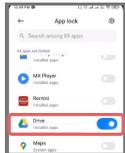
Locate the Settings app/icon



Scroll down and select 'Apps'



Select 'AppLock'



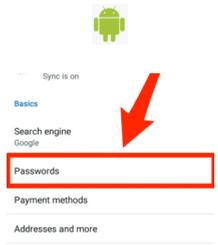
Find the Drive app (or Sheets/Docs) and tap the switch button so it's blue



Now when you open up the Drive app, you'll be greeted with a security method to unlock.

11.

Each phone type has their own built in password saving system in the settings menu as well.



12.

If you still have issues or questions, feel free to reach out to the Service Desk at x1429!