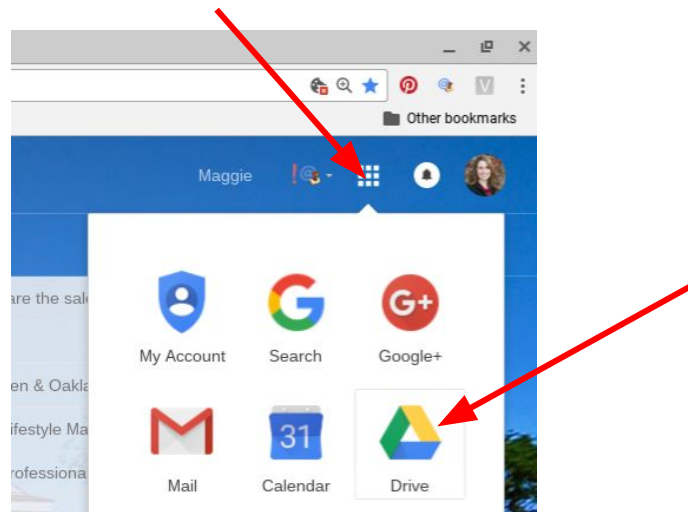


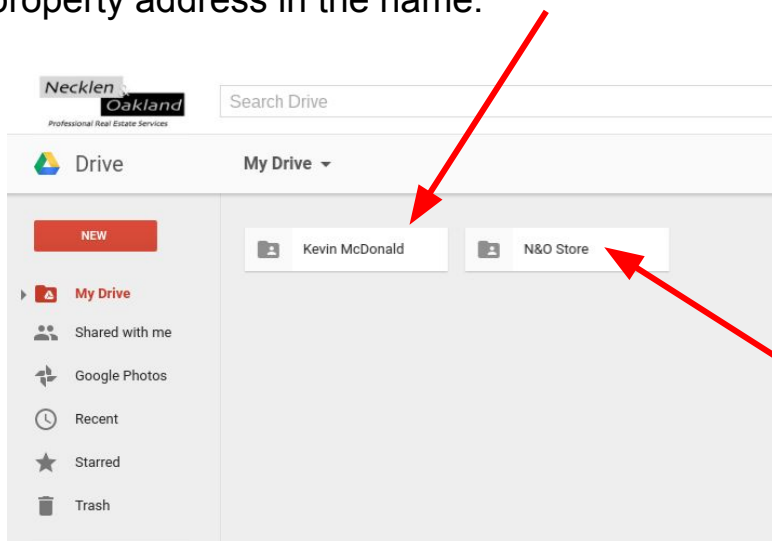
Google Drive Instructions

***To access your Necklen & Oakland Transaction files and/or the N&O store on the Drive you must be logged into your Necklen & Oakland gmail account.**

Click on the apps icon in the upper right corner and select Drive from the drop down menu.



The file with your name on it is where your transactions are saved. Please DO NOT change the name of this file. Also anything saved in your transaction folder is accessible by office staff. When saving documents in this folder please include the property address in the name.



The file labeled "N&O Store" is where you will find the required transaction forms, Marketing Materials and Training tutorials.