


Updating the “Faculty Contact List” Google Sheet Step-By-Step Guide

Step 1: Log into your ASU email account, also known as Hornets Mail.

Step 2: Locate and click on the google apps icon located in the top right corner of your email account.

Note: A drop down menu listing several google apps should appear.

Step 3: Select the Google Sheets icon  labeled **Sheets**. If you do not see the google sheets icon, you may need to scroll down to unveil more google apps.

Note: After clicking the google sheet icon the google sheets home page should open.

Depending on your most recent activity in Google Sheets, the homepage will open with one of the following three settings.

- *Sheets not owned by you (these are sheets created by someone and shared with you)*
- *Sheets owned by you (these are private and shared sheets created by you)*
- *Owned by anyone (These are all of the sheets you have access to that were created by you or someone else)*

Step 3: Select the option not owned by me or owned by anyone.

Note: You may also search for the name of the document or any particular content (such as word or phrases) located within the document by typing it in the search bar at the top of the Google Sheets homepage.

Step 4: Click on the **Faculty Contact Listing** google sheet and locate your contact information and click on the data that you would like to update.

Note - You will notice there is no “save” or “save as button” in Google Sheets. This is a live document and all changes are automatically saved and are viewable in real time by everyone who has access to the document.

Well congratulations! You did it. You should now be able to open and edit information in Google Sheets.