1. Double check that Chrome has you logged into your email account.

   a. Click on the icon for more options (three dots) in the upper right hand corner. Click on Settings.

   ![Chrome Settings](image1)

   b. Check to see that Chrome is syncing with your email.

   ![Chrome Sync](image2)
2. Copy the link to your Google Doc.

a. Open the document you want to use through the Google Docs or Google Drive app. Click on the icon for more options (three dots) in the upper right hand corner.

b. Click on Share & export.

c. Click on Copy link.
3. **Request Desktop Site**

a. Return to the Chrome app. Paste the copied link into the URL.

b. Your Google Doc will appear in your browser.

c. Click on the share box in the upper right hand corner. Find the option to **Request Desktop Site**. You may have to scroll horizontally to find it.

d. The Desktop Site offers options that the mobile version does not, such as the ability to insert Footnotes, change margin size, and more.