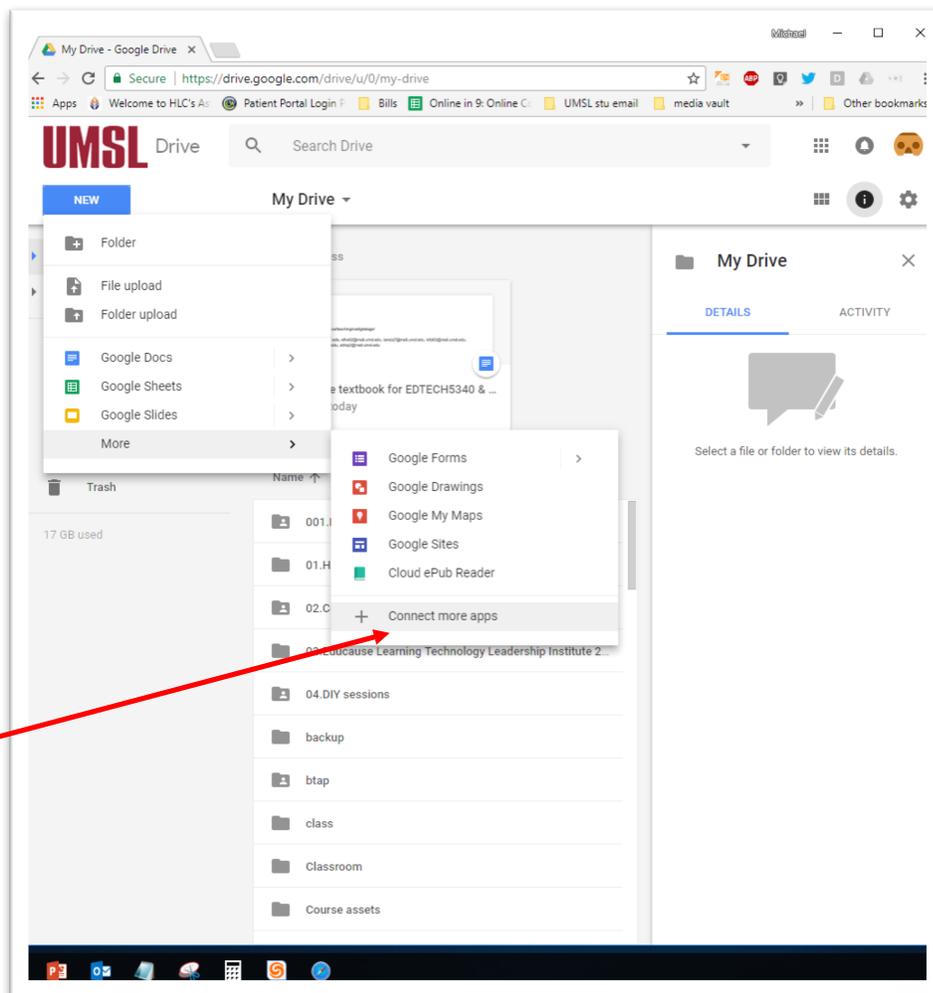


## How to connect and create a Mindomo map using your UMSL Google Drive

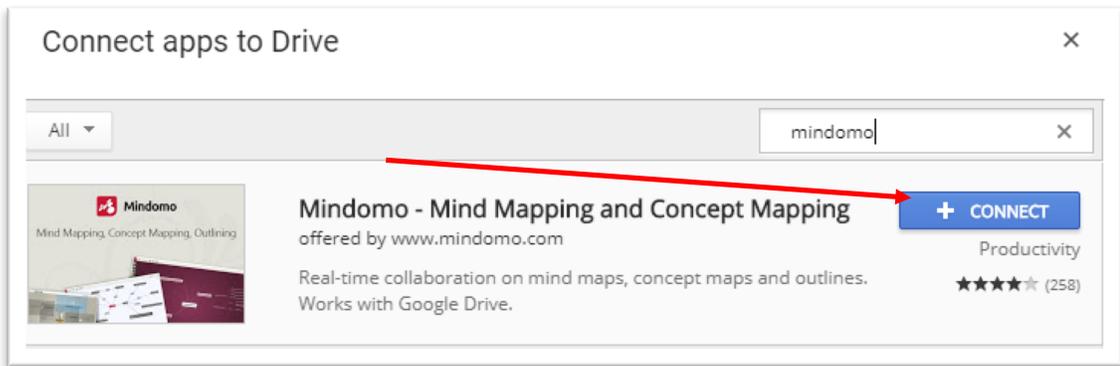
1. Log into your UMSL Google Drive and click on the **New** button, as seen in the next screenshot, and a menu will appear so that you can click on **More**. (If you don't know how to set up your UMSL Google Drive, click here for directions, <https://www.umsu.edu/technology/google-apps/mydrive.html>)



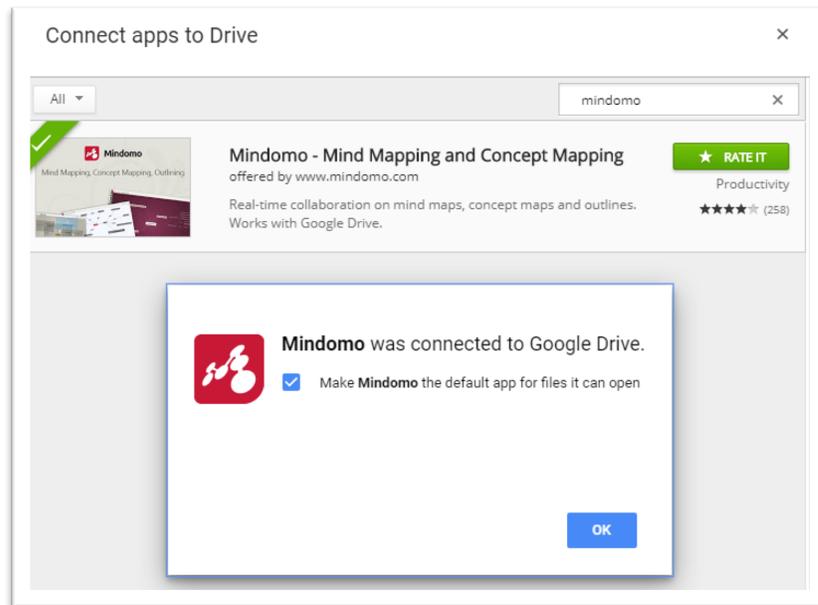
2. After selecting **More**, click on **Connect more apps**, which will open a new window to search box. In the search box type in Mindomo, as seen in the next screenshot.



3. Click the blue **Connect** button to connect Mindomo app to your UMSL Google Drive

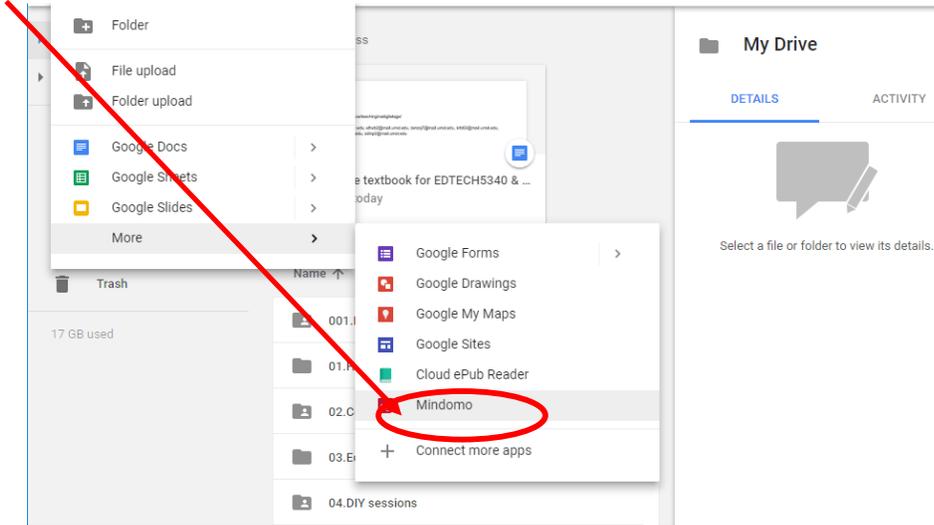


4. Once Mindomo is connected to your UMSL Google Drive, you will receive this notification message as seen in the next screenshot. Click **OK** to proceed. Then click on the X in the upper-right hand corner to make this box disappear.

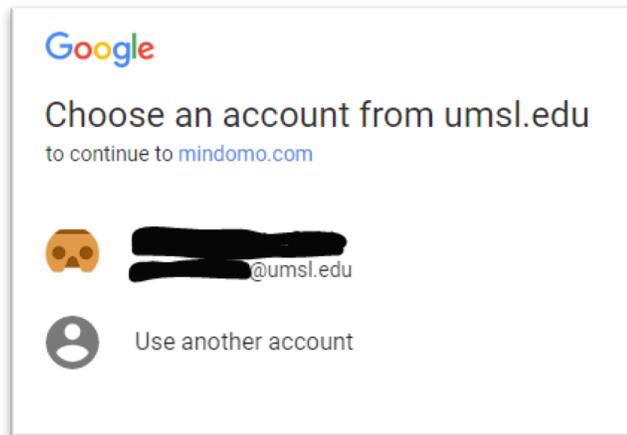




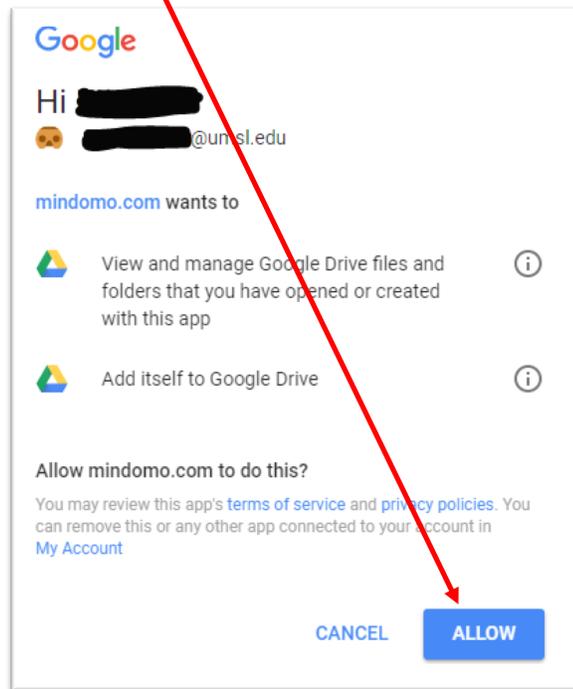
5. Once again, you will see your UMSL Google Drive and click on the **New** button, **More**, and **Mindomo**, as seen in the next screenshot. Mindomo will appear in a new tab.



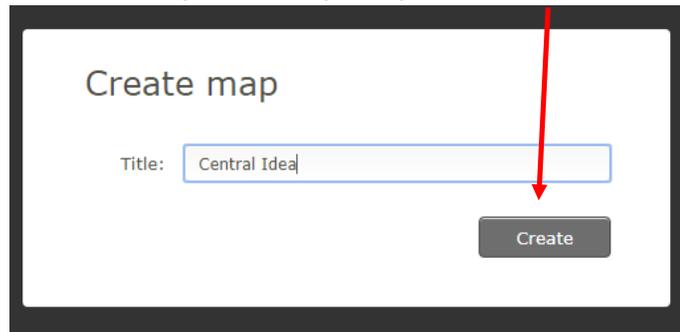
6. A new window will appear asking you to pick your UMSL Google Account. Click on the your UMSL Google Account in this window to connect your UMSL Google Account to your Mindomo account, as seen in the next screenshot.



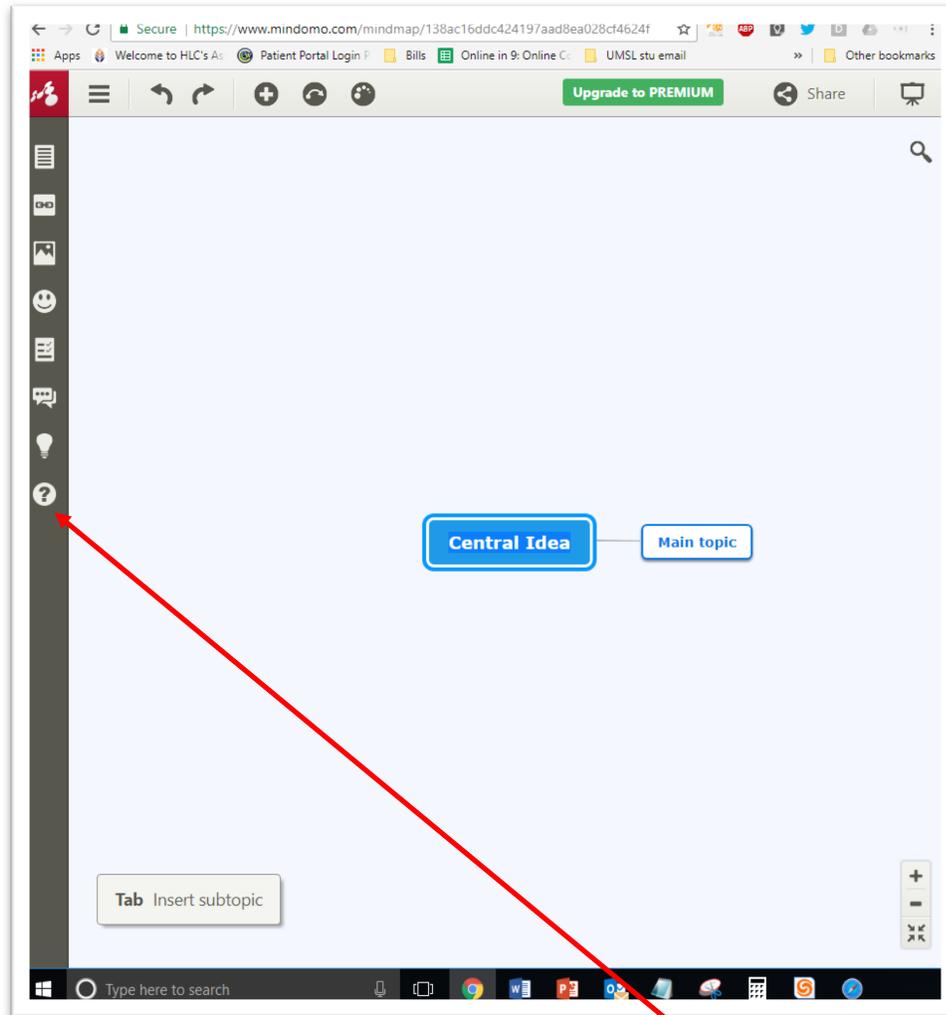
7. Once you click your UMSL Google Account, you will have to authorize Mindomo access to your UMSL Google Drive so that you can save your mind map created by Mindomo to your UMSL Google Drive. Click **Allow** to proceed.



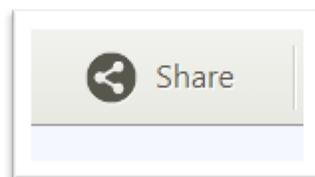
- Next you will be prompted to give your concept map a title; this title will become the central circle or central idea of your concept map. Click **Create** to continue your map.



- Once you reached Mindomo, you can click inside your central bubble and click the **Tab** button on your keyboard to create one of your main topics for your Central Idea, as seen in the next screenshot, click inside Main topic, press **Tab** again, to add a subtopic.

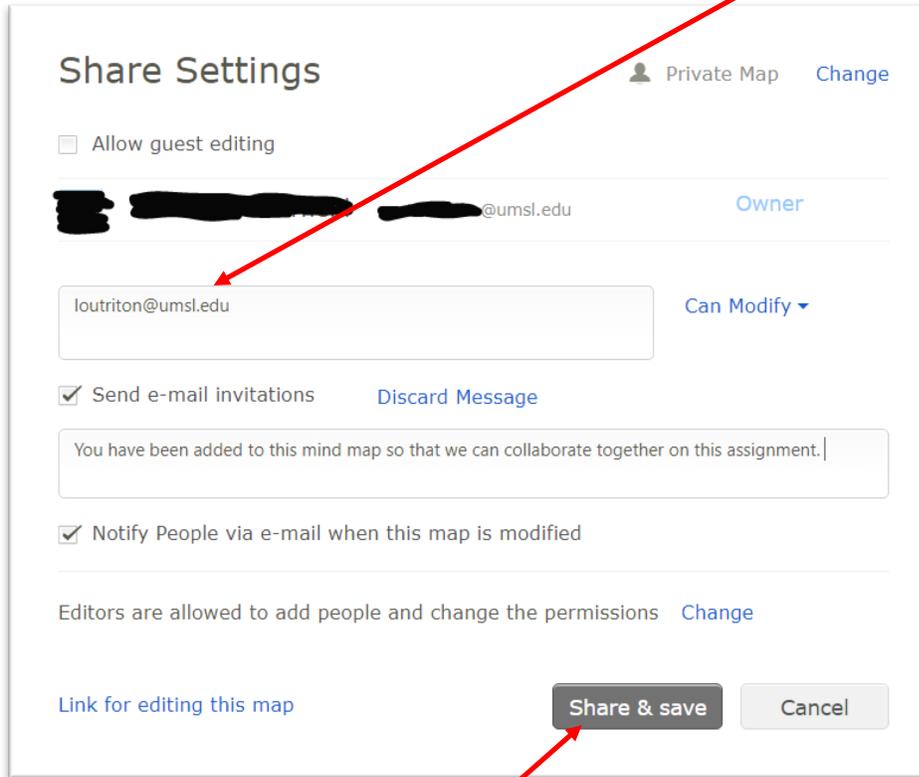


10. If you want to learn more how to use Mindomo, click on the ? mark above to watch short training videos to create your map.
11. To add collaborators/editors to a concept map, click on the Share button in the upper-right hand corner, as seen in the next screenshot, to open various sharing options,

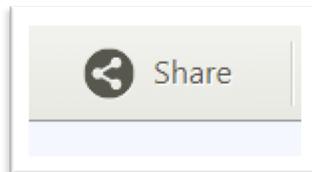


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12. The first name listed in this new window is the owner of the mind map. To add more people to collaborate on a single mind map, just add their names in the following space, as seen in the following screenshot,

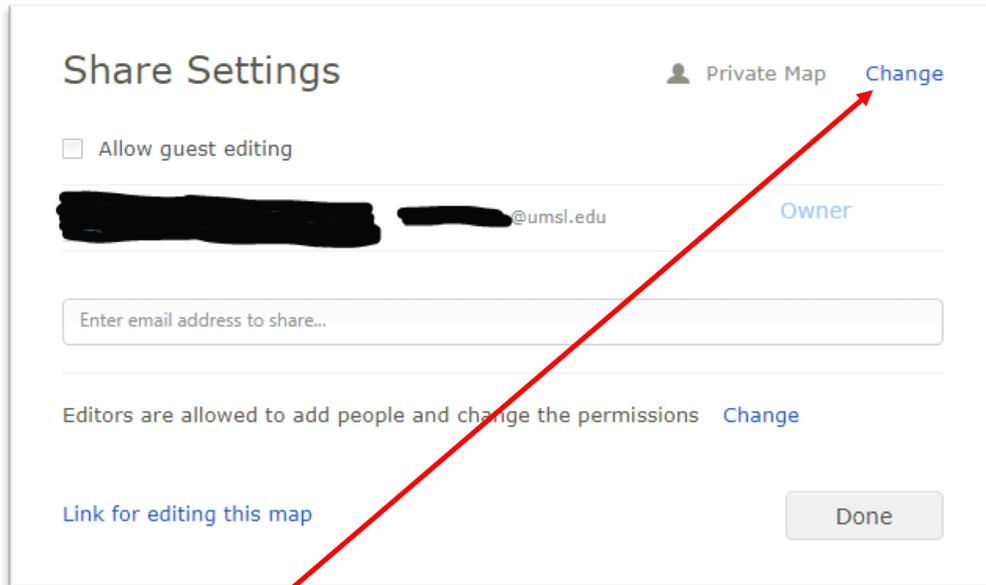


13. To notify the collaborators they have modification rights to the mind map, click on the **Share & save** button. You can even click on **Send e-mail invitations** with a personal message and when the Share & save button is clicked, the message will also be sent.
14. When you and/or your group finished creating your map and want to share it with your class, click on the Share button in the upper-right hand corner, as seen in the next screenshot, to open various sharing options.



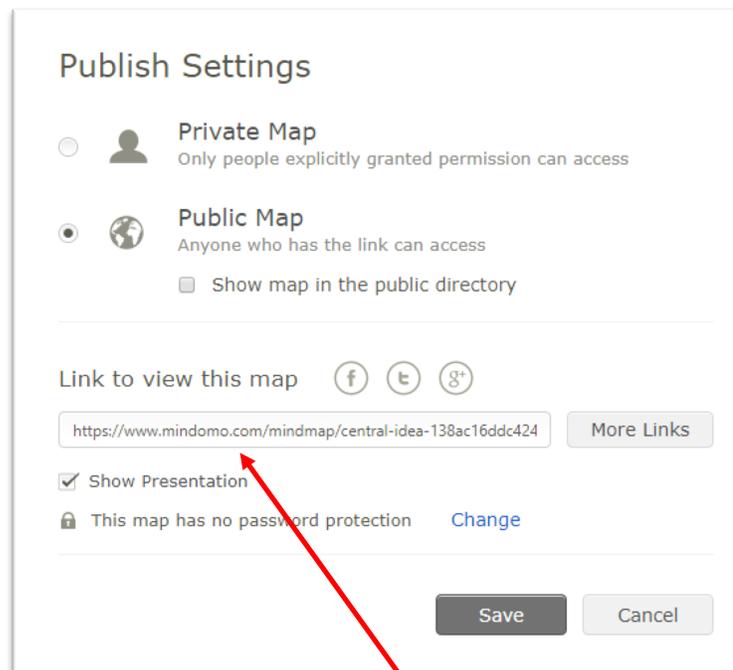
15. Once you click on the **Share** button, you will see the following information,

(Continued on next page)



16. Next, click on the **Change** to adjust the sharing permissions.

17. The following window will appear and click Public Map so that others will be able to view it.



18. Next, highlight the web link in this window and copy the link; once the link is copied, click the **Save** button.

19. Finally, paste this link in a discussion board or other place as directed by your instructor so that others might view your concept map.



**NOTE:** Your map is automatically saved for you. If you have to start the map and need come back to it to finish, then click the X to exit Mindomo. If you later go back to your UMSL Google Drive and look under Recent, you will see the map you started. Double click on this file to continue.