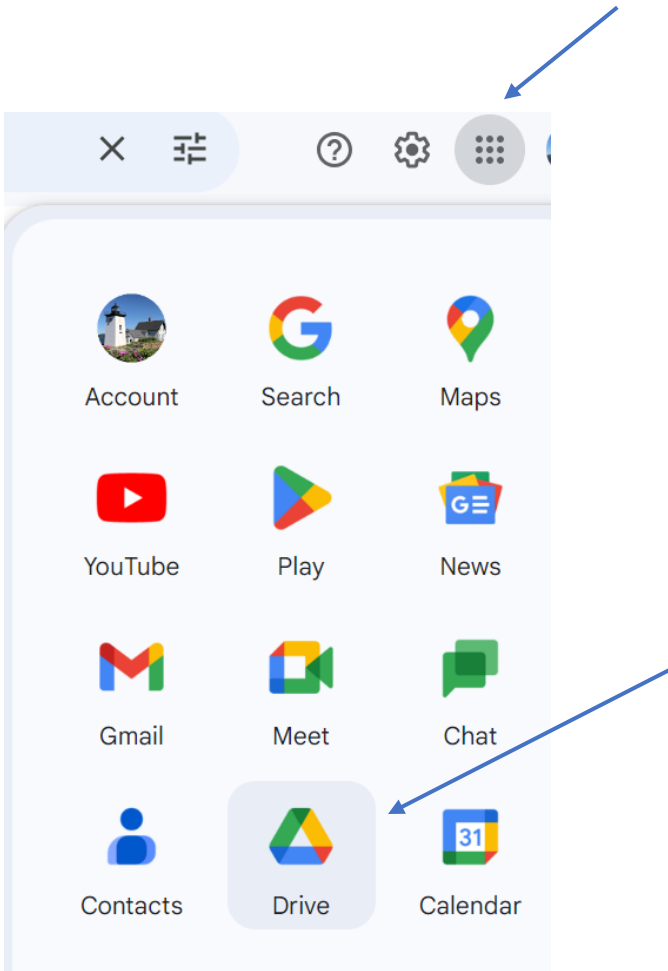


## GOOGLE DRIVE DIRECTIONS

### To Access Google Drive

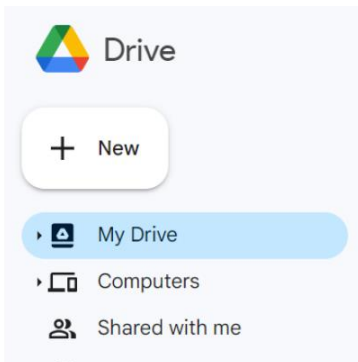
Click the square with nine dots, sometimes called the waffle, on your Gmail email window  
Then click the icon for Drive



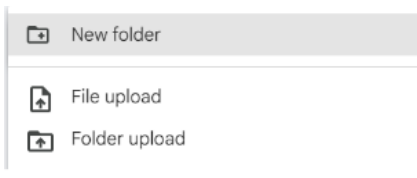
Now you can view and/or upload folders and files.  
To view files and/or folders, double click on the folder or file

### To upload folders and/or files

Click New

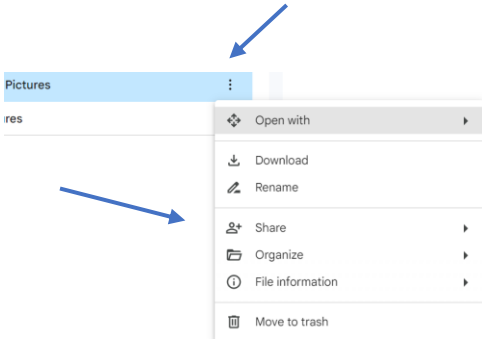


Then depending on what you want to upload, click File Upload or Folder Upload.

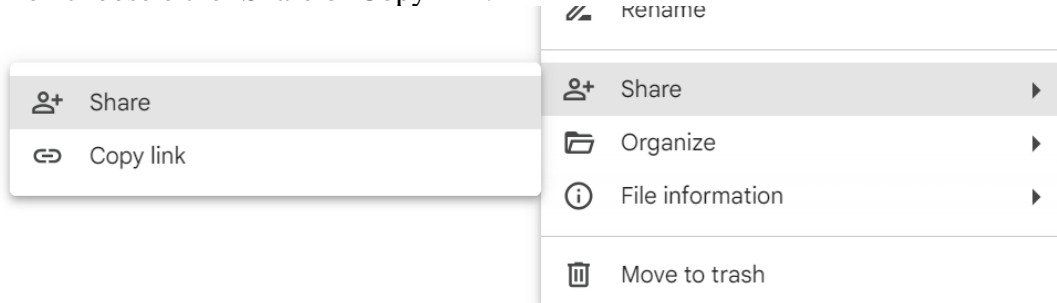


### To share you folder/file with other people

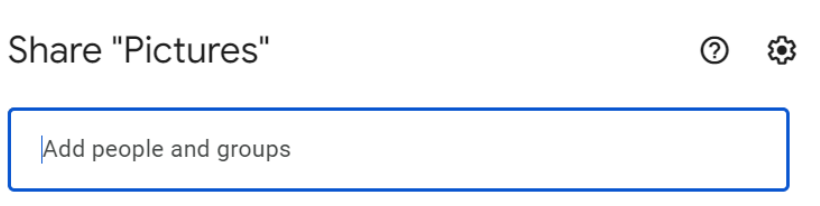
Click the three dots to the right of the folder or file name, then click share



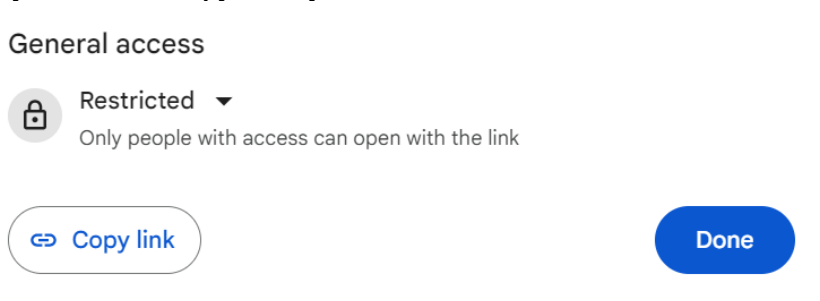
Then choose either Share or Copy link.



If you choose Share, you will see this window where you will enter the email address(es) of those you would like to share the file.



If you choose Copy link, you can then insert the link in an email.



### To change access permissions to the file

Choose one of the following:

**Viewer** – this option will allow the shared file to only be viewed and downloaded, no changes can be made  
**Commenter**: this option will allow the shared file to have the user add comments, no changes will be made, comments can be viewed – a good option for file collaborating when more than one person is working on a document

**Editor**: this option will allow the user to make changes to the document.

