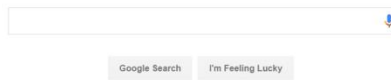


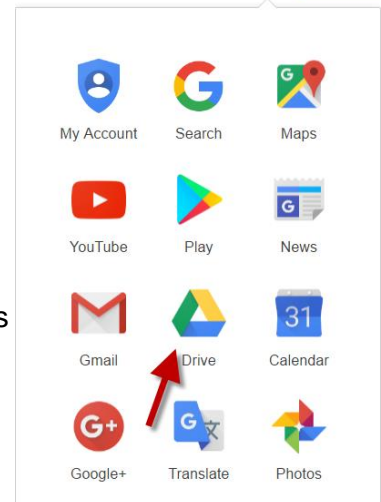
- 1) Open your preferred browser
 - a. Example: Google Chrome  , Firefox  , Internet Explorer 


- 2) Go to google.com




Gmail Images  Sign in

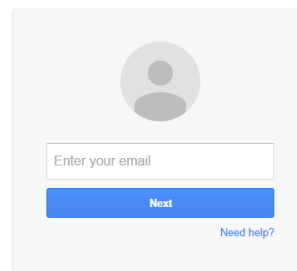
Gmail Images  Sign in



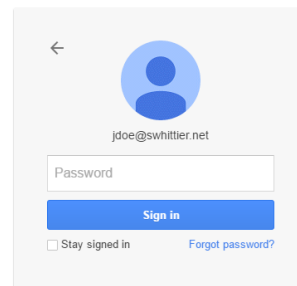
- 3) In the upper right select the Google Apps Waffle 
 - a. Google Apps Waffle will open and display Google Apps

- 4) Click on the Drive Icon 
Drive

- 5) If you have not already signed into Google, enter your email address and click Next
Example email: jdoe@swhittier.net

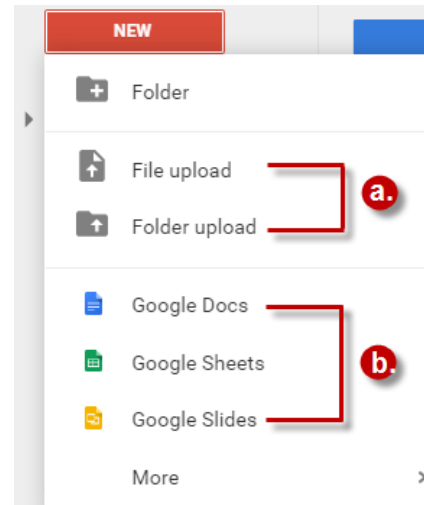


- 6) Type in your password and click Sign in

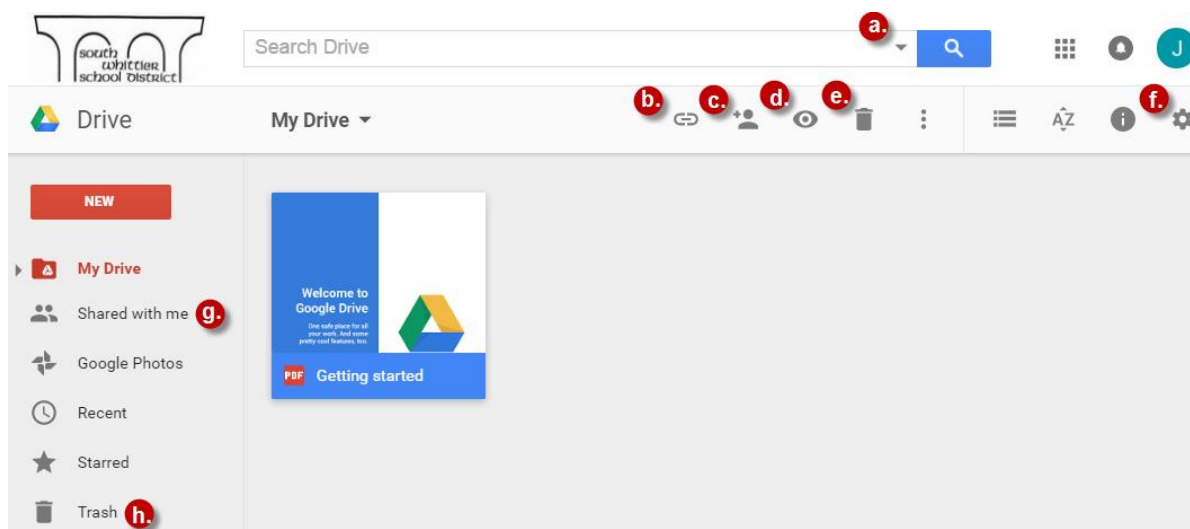


- 7) Click **NEW** to...
- Upload any files (PDFs, videos, pictures, etc.) and folders from your computer.
 - Create new documents right in your browser.

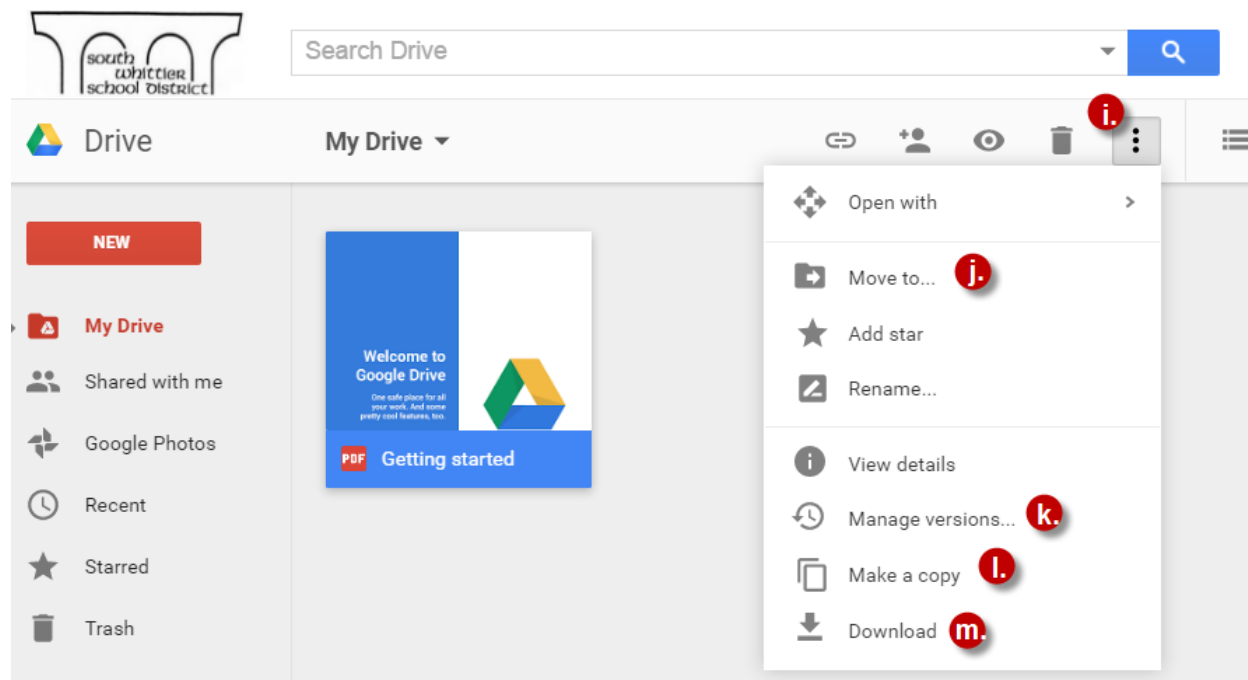
| Description | Example uses |
|--------------------------------------|---|
| Text documents – Google Docs | Word files, proposals, reports, shared meeting notes |
| Spreadsheets – Google Sheets | Excel files, project plans, budget sheets |
| Presentations – Google Slides | PowerPoint files, team presentations, pitch decks, training modules |
| Surveys – Google Forms | Staff development survey, customer satisfaction survey, group polls |
| Drawings – Google Drawings | Flowcharts, diagrams, wireframes |




- 8) Work with files you've stored in Drive.



- Search for files
- Get link to file
- Share files with others
- Preview files without buying extra software
- Remove file
- Change settings
- See what other people shared with you
- View, restore, or permanently delete removed files






- i. Click **“More Actions”** or right-click a file or folder to do the following:
- j. Move it to another folder
- k. Upload a new version or revert to previous versions
- l. Make a copy
- m. Save a copy on your computer or device

9) Share your files and folders by clicking Share  , then choose what collaborators can do. They'll also receive an email notification.

| | Delete files and folders | Add and remove files and folders | Share or unshare files and folders | Edit Docs files | Comment or suggest edits in files | View files and folders |
|-------------|--------------------------|----------------------------------|------------------------------------|-----------------|-----------------------------------|------------------------|
| Can edit | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Can comment | — | — | — | — | ✓ | ✓ |
| Can view | — | — | — | — | — | ✓ |

10) Access your files from any device.

| Browser or device | Requirements | How to access |
|--|--|---|
|  Web browser (any device) | Install any web browser. | Go to drive.google.com . |
|  Desktop computer | Install Google Drive for Mac/PC at https://www.google.com/drive/download . | Open the Google Drive folder on your desktop. |
|  Mobile and tablet devices | Install the Drive app from the Play Store (Android) or App Store (iOS). | Open the Drive app on your smartphone or tablet. |