



<https://www.google.com/intl/en/drive/>

Google Drive/File

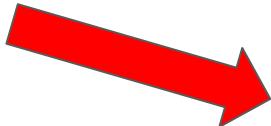
Google Drive is a file storage and synchronization service developed by Google. Google Drive allows users to store files on their servers, synchronize files across devices, and share files. Google Drive encompasses Google Docs, Google Sheets, and Google Slides, which are a part of the Google Docs Editors office suite that permits collaborative editing of documents, spreadsheets, presentations, drawings, forms, and more. Files created and edited through the Google Docs suite are saved in Google Drive.

15 GB of storage is available with a basic Google account however there is an option to buy more storage from the main menu.

Access

There are several ways to access Google Drive:

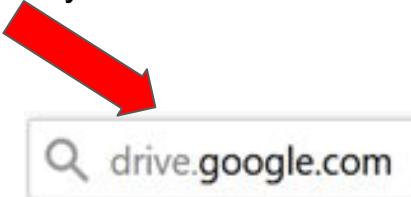
1. In an internet browser such as Chrome or Mozilla, users can simply type Google drive in the search menu then select the Enter key or click the search icon. When the search results are displayed, select the option with the **drive.google.com** URL that reads **Google Drive: Sign-In**.



drive.google.com ::
Google Drive: Sign-in

Access Google Drive with a free Google account (for personal use) or Google Workspace account (for business use).

2. Users can navigate directly to Google Drive by entering **drive.google.com** into a browsers URL menu then the Enter key.



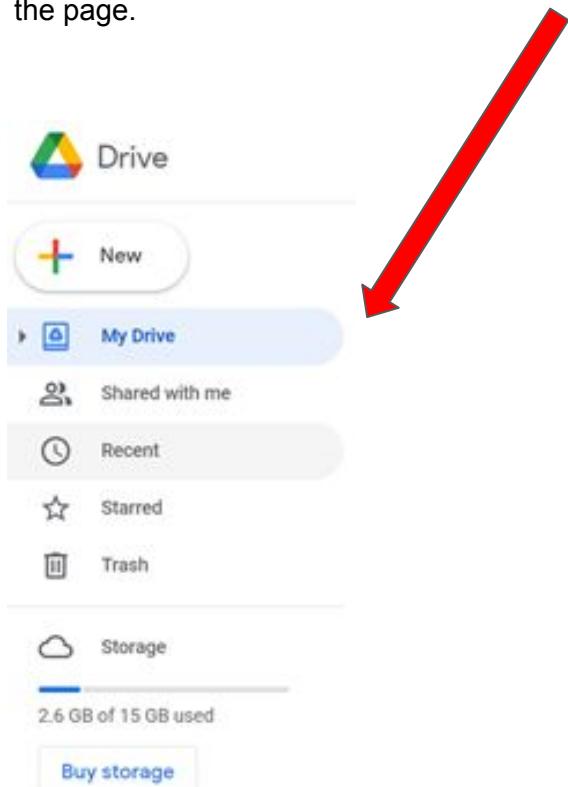
drive.google.com

3. When using Chrome, users can enter Google Drive by selecting the Google Apps option on the top right-hand side of the page and then select **Drive** from the options provided.

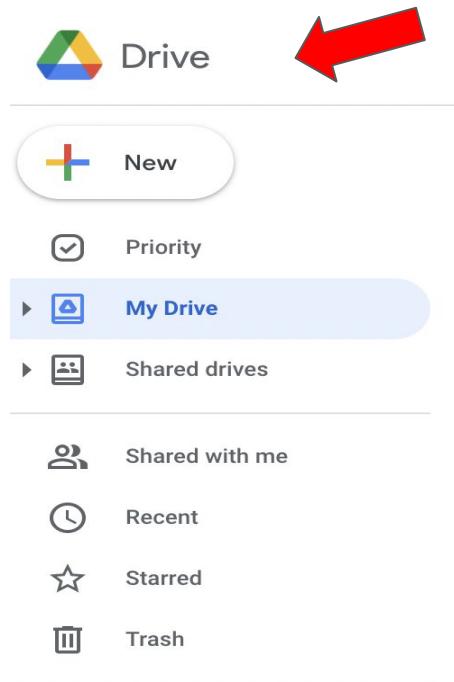


Sign in or Create Account

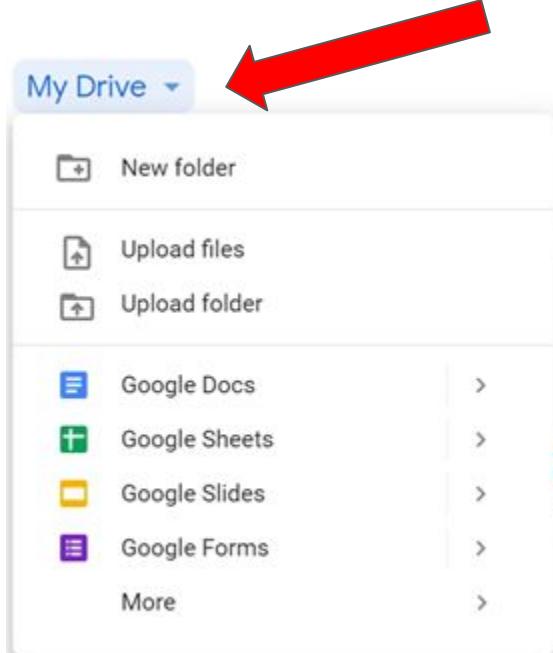
- To use Google Drive, users need to have a Google account/email address. There is an option to create an account for those that do not have one yet.
- Users that already have an account can sign in.
- Once signed into a Google Drive account, menu options are seen on the left-hand side of the page.



Click on **New** icon to upload Files and/or Folders. Google Docs, Google Sheets, Google Slide and Google Forms can also be accessed from here. These documents are similar to Microsoft's Word, Excel, PowerPoint, etc. Additional Google applications can be found under the More option.

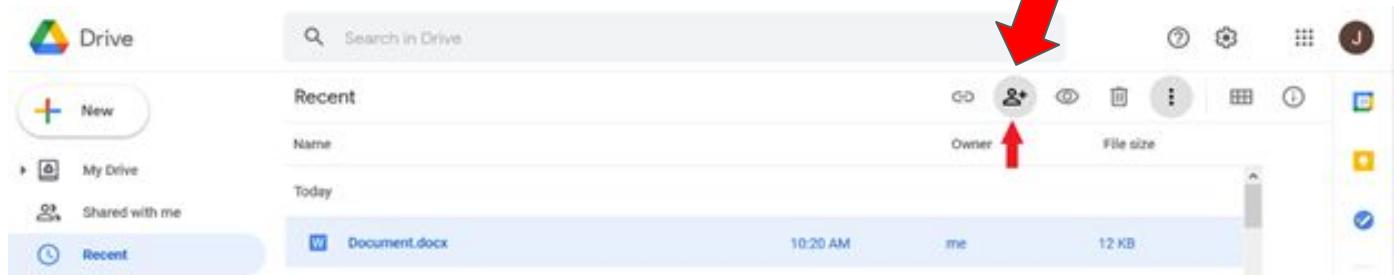


Users can access the same options by clicking the drop-down arrow next to **My Drive**.

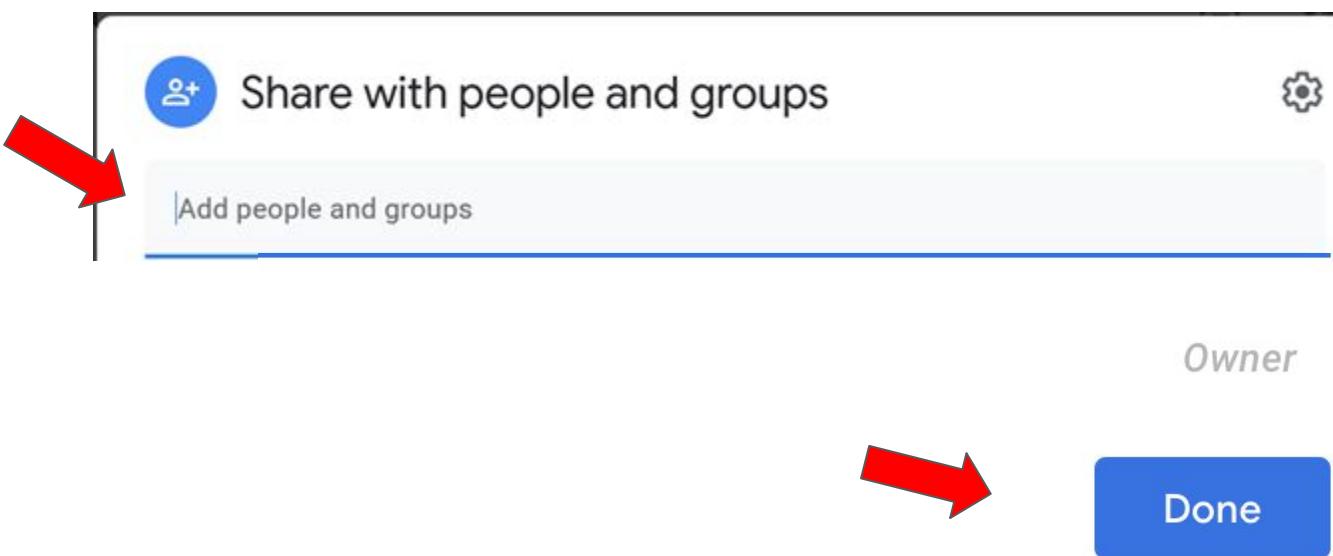


There are many useful options available within Google Drive which can all be found in the menu options. One example is the ability to Share documents with other users.

To share a document, select the file and then click on the share icon  at the top of the page.



Once the share option is selected, enter the email address of the person or group. Then click Done.



Congratulations on learning Google Drive/file!