

Getting Started with Google Drive

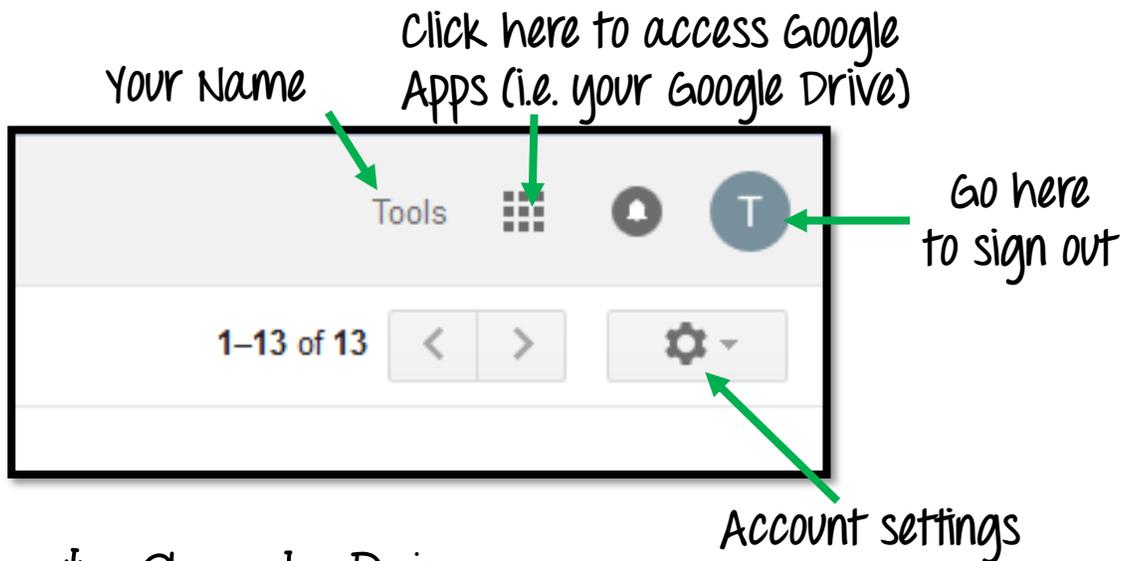
Set up a gmail account by going to www.gmail.com

My username:

My Password:

(keep in a secure location)

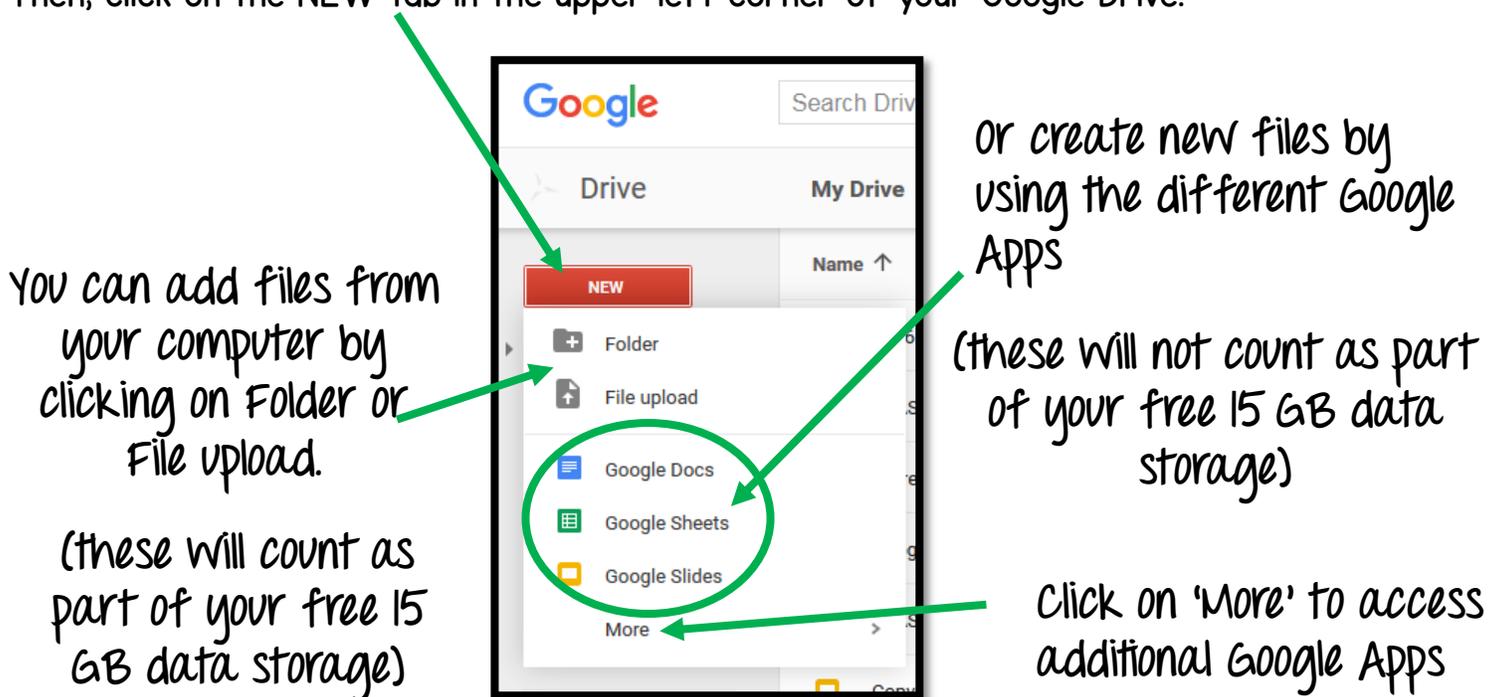
Open your gmail account. In the upper right corner you'll see something that looks like this:



Adding Files to Google Drive:

Add files to your Google Drive by first clicking on the Google Apps menu (the bunch of squares) in the upper right corner in your gmail account. You will get free storage of 15 GB in your Google Drive.

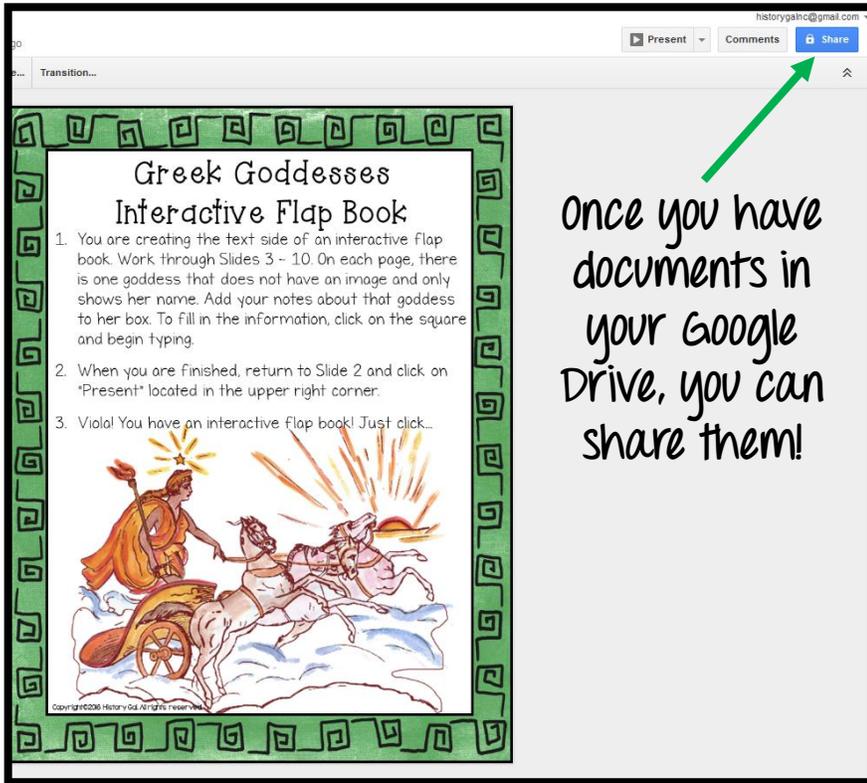
Then, click on the NEW tab in the upper left corner of your Google Drive.



Sharing Documents

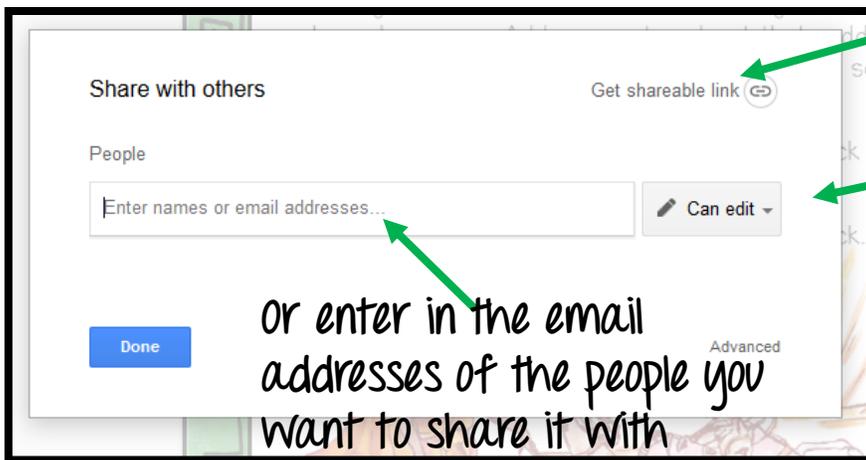
In Google Drive, open the document you would like to share.

In the upper right corner is a button that says 'Share.'



Once you have documents in your Google Drive, you can share them!

Click on the share button and you'll get a pop-up window:



Click here to get a link to your document that you can share.

Decide if you want the recipients to be able to edit or just view it.

*If you want recipients to edit the document, be aware that Google Drive automatically syncs all changes. If you do not want your original document altered, have your recipients first make copy of the document before they begin editing it. All they have to do is open the document, click on File in the upper left and choose the Make a Copy option.

