How to access Google Drive: **1.** Go to **www.google.com**
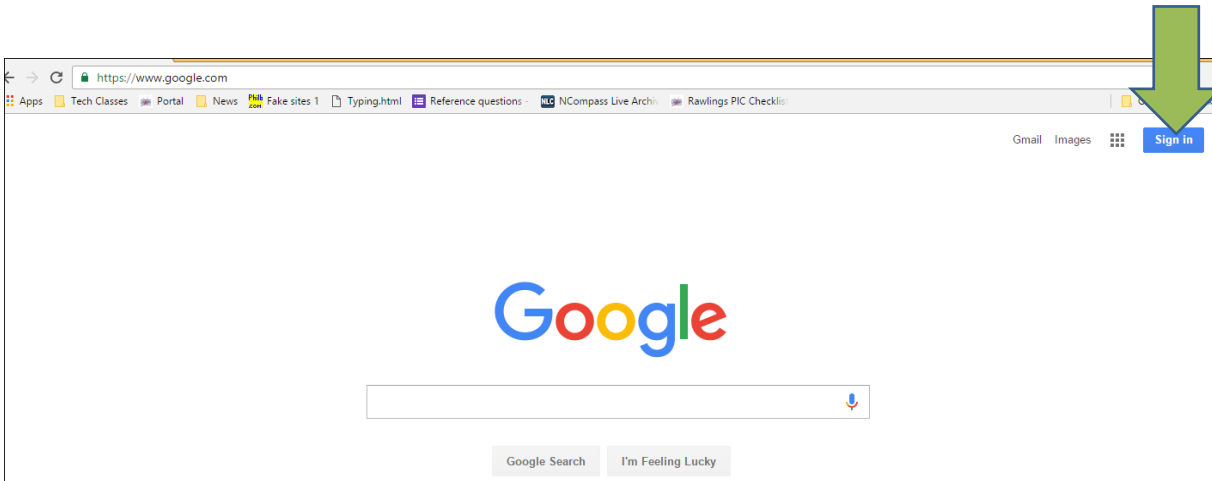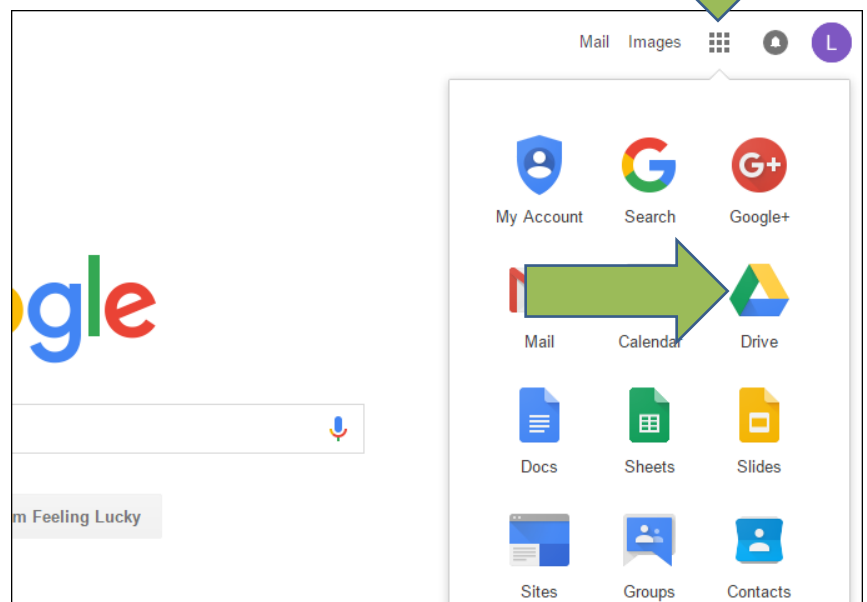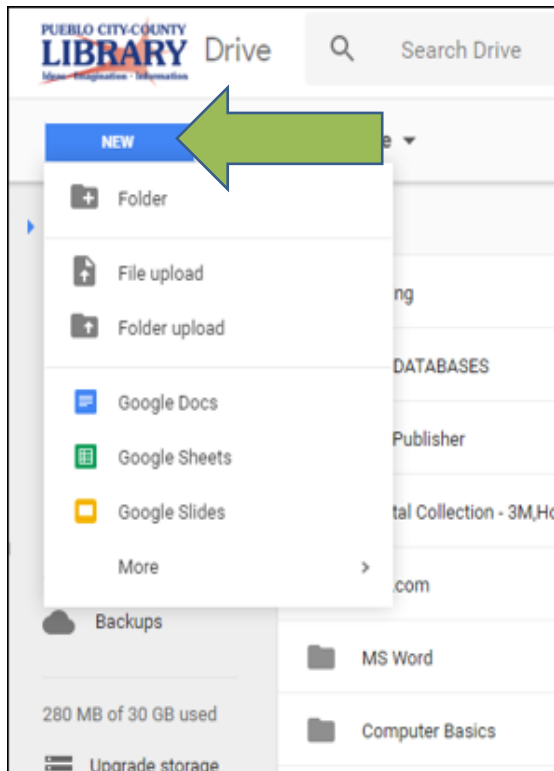

Sign in with your Google Account. The same credentials as Gmail.

2. Click on Google Launcher

Choose **"Drive"**

3. Click **New** → choose Google Doc, Google Sheets, or Google Slides to start a new document

Google Drive Icons:

Google Drive: Access to all Google Drive Apps

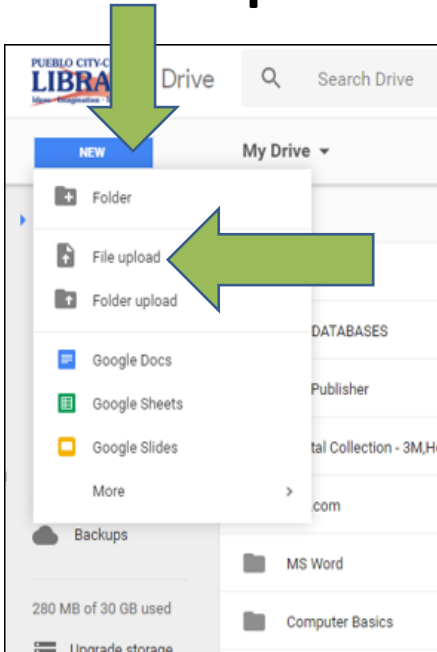**Google Docs:** create resume, letters and documents
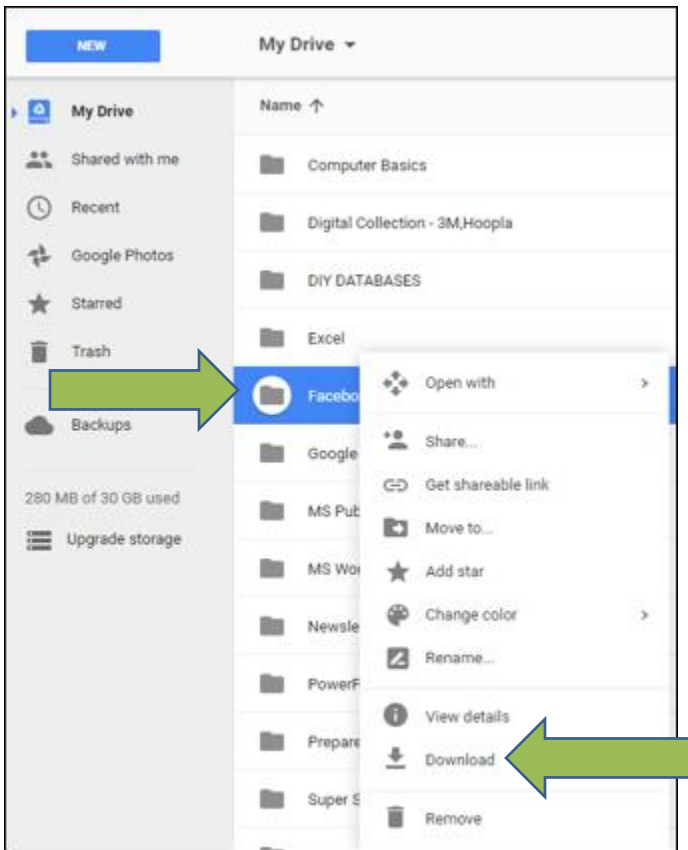

Google Sheets: Create a spreadsheet to organize

Google Slides: Create a slideshow presentation

How to upload & convert a file to Google Drive

1. Click on **New**

2. Click on **File Upload**

3. Select & open your File

4. Select File in Google Drive.

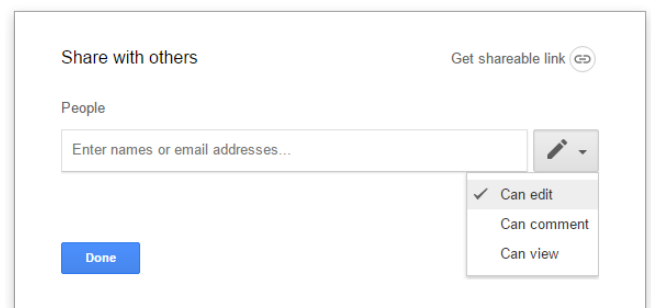**5.** Open with selected Google Format (doc, sheets, slides)

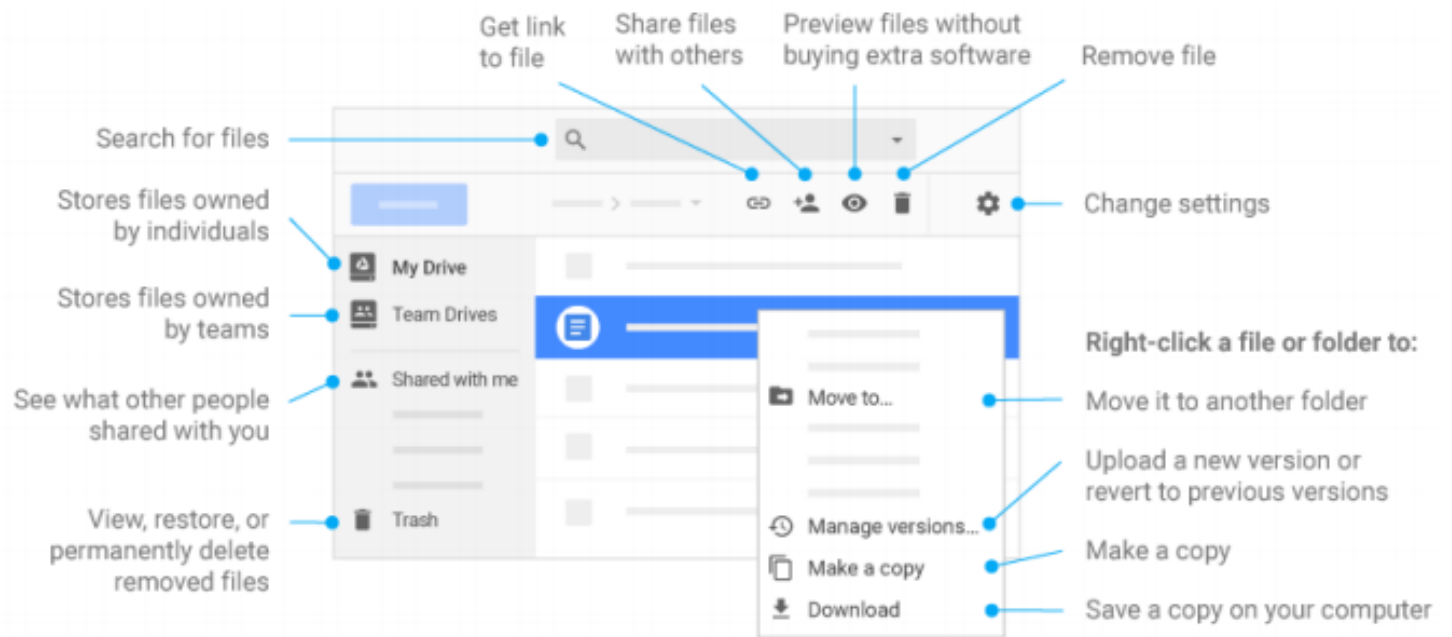# How to download & convert a file from Google Drive

1. Right click on File

2. Click on **Download**

3. Find your File in your **Downloads** folder

4. Open your File in selected Microsoft format

How to share a file

1. Click **🔒 Share** at top right corner

2. Enter email addresses of people to share with

3. Click ✏️ for editing options

4. Done

Search for files

Get link to file

Share files with others

Preview files without buying extra software

Remove file

Stores files owned by individuals

Stores files owned by teams

See what other people shared with you

View, restore, or permanently delete removed files

My Drive

Team Drives

Shared with me

Trash

Move to...

Manage versions...

Make a copy

Download

Change settings

Right-click a file or folder to:

Move it to another folder

Upload a new version or revert to previous versions

Make a copy

Save a copy on your computer

©2017 Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

Learn More!

gsuite.google.com/learning-center

Denverlibrary.org

GCF LearnFree.org