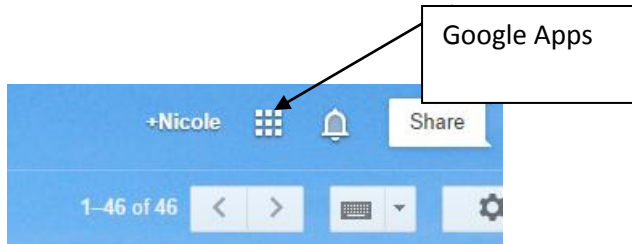


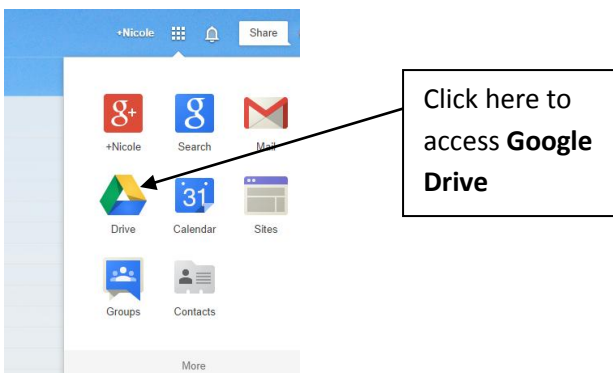
# Google Drive

## How to Access Google Drive:

Log into your district email account-> Click on the **Google Apps** Icon



## Google Apps:



**Google Drive** will now appear in a *New Tab* in your Internet Browser (Chrome, Explorer, Safari, etc)



## Drive

Google Drive has 5 basic features:

1. **Document**-Word Processor
2. **Presentation**-PowerPoint
3. **Spreadsheet**-Excel
4. **Form**-Surveying tool
5. **Drawing**

\*More APPS can be added to your drive account

Install Drive for your computer

Access your Drive from a folder on your computer

Install Google Drive on your computer

Your Documents/Folders can be created and shared here

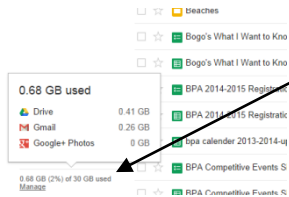
Documents which you have been accepted to share/collaborate on

Items you have "tagged" as important with a Star

Install Google Drive on your computer

## Information about Google Drive:

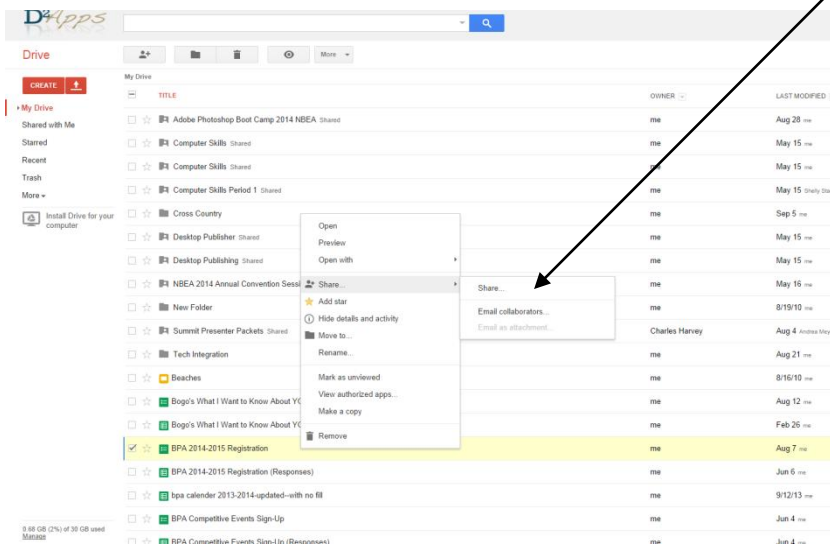
1. Similar to Dropbox
2. Document Collaboration
3. Cloud Storage—30 GB—Your **current storage** is located in the bottom left corner of Google Drive



4. Access your documents anywhere, anytime
5. Google Drive automatically saves your files, so there is no need for a save button

## Sharing Files:

Right click on any of your files located in **Google Drive->Share**



**Share Option:** Allows you to access settings, invite people and control access to your files.

The link to share address can be cut and paste to any “link” button or term to access your doc.

You can also share Folders. Once you setup a folder, all permissions will be given to any document that is placed within that folder.

Revision History-You can view shared or individual files and see changes that have been made to the document and the date and time it was completed.