Uploading and sharing files using Google Drive

(On a Mac/PC)

1. *Google Drive* is one of the free services that Google offers all it's Gmail users.

2. There are 2 ways in which you can access your *Google Drive*.

    i. The 1ˢᵗ way, is through *Gmail.com*...

        a. Launch your web *browser* > go to *gmail.com* > and login using your *Gmail username* and *password*.

        b. On the top right of the window, you will see the *Menu Grid (▦)*—with links to all of Google's free services you're entitled to.

        c. Select *Drive (▲)* from that list.

        d. You'll get logged in automatically into *Google Drive*.

    ii. The 2ⁿᵈ way, is without going to *Gmail.com*...

        a. Launch your web *browser* > go to *drive.google.com* > login using your *Gmail username* and *password*.

        b. You'll be taken directly to your *Google Drive*.

3. To create a new folder into which you can upload your content, click on *New (✚)* —top left, under the page's *Google Drive* logo *(▲)* > and select *Folder (▣)*.

4. Give it a name > and hit *Create*.

5. You can enter your folders by just double-clicking on their names.

Uploading files/folders...

6. Click on the *New (✚)* button and—depending on what you intend to upload—select either *File upload (▣)* or *Folder upload (▣)*.

7. Navigate to the file/folder you wish to upload and click *Upload*.

8. Your browser may ask you to confirm that you trust the site enough to upload your files > click *Upload* to continue.

9. Depending on the size of the file/folder you've selected—and your internet speed, your upload time will vary. But once done, you will see a confirmation on the bottom right of this window.

10. Your content has now been uploaded to your chosen folder on *Google Drive*.

Sharing files/folders...

11. There are 2 ways in which you can share your content from *Google Drive*.

    i.   Have Google email the people you wish to share the content with directly on your behalf:

        a. This can be achieved by *selecting your file/folder* > clicking on the *Share with others icon* (*+*) on the top right > and then *entering the recipient's email addresses* one at a time.

        b. If you opt for this method, every time you wish to share this content with someone else, you'll have to log back in and *redo the above step*.

    ii.   The 2nd way is to have Google generate a link for us that we can share in any way we see fit —through email, instant messaging or even through social media.

        a. This can be done by *selecting your file/folder* > clicking on the *Get sharable link icon (⇔)* on the top right > and *copy the link* that Google generates.

        b. If you opt for this method, every time you wish to share this content with someone else, you don't have to log back in and re-generate the link—just forward the already generated link to the new recipient and they'll be able to access it.

12. That's how content can be shared using *Google Drive*.

Revoking access to shared files/folder...

13. *Select the file/folder* you wish to revoke access to > click on the *Get sharable link icon (⇔)* > and *turn off Link sharing*.

14. Even those that have the link will be unable to access the file/folder now—as Google disabled the link itself.

Watch this video tutorial—and many more—at
www.WebShaala.com

WebShaala

Your one stop shop to click'n'learn!