
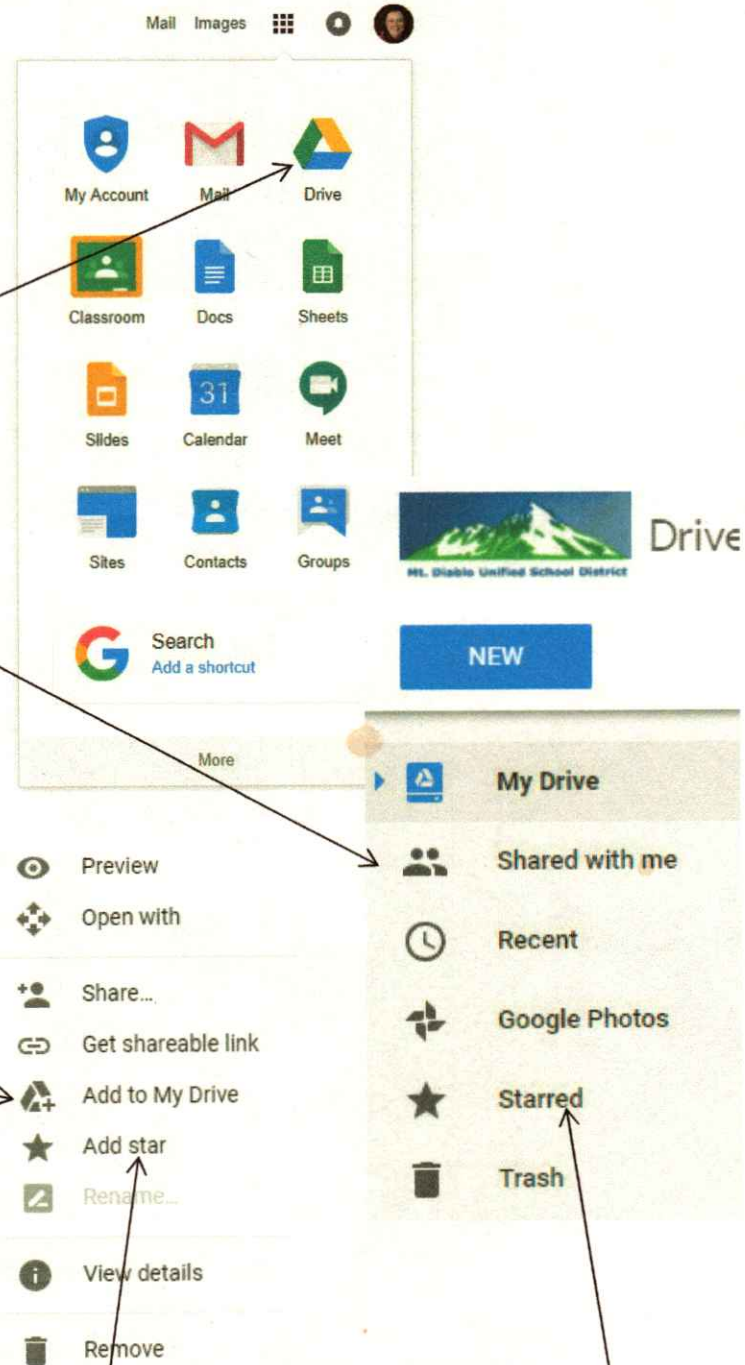


# Google Drive Training – Sept 20<sup>th</sup> 2017

## Accessing Google Drive

- Go to [www.google.com](http://www.google.com)
  - Look for this icon. It's called the "9 square"
- 
- Sign in (You should already know your username and password).
  - Click on the 9 square. Then click on Drive



## Shared with me

All files shared with you by other mducd.net users will be in this section.

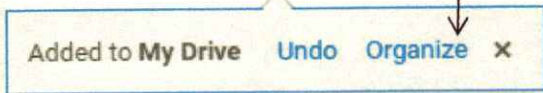
This section can be sorted by 3 things: Name of File, Share Date, Shared by. You CANNOT make folders in this section of Google Drive.

You CAN add these to your drive for organization...Which makes things MUCH easier.

### To Add A Shared File/Folder to your drive:

Right click on the shared file you wish to add to your drive. Then Click on the "Add to My Drive" option.

At this point you can click on the "Organize" option and save it in YOUR Drive wherever you'd like.



This option is NOT A COPY. It is a link back to original document. Any changes you make to it, will be seen by others.

This is the ideal way to organize shared materials.

## Starred

- You can "star" a document by right-clicking on it and choosing "Add star".
- This is a great options for shared (or not shared) files that you use frequently.
- If you star a folder or file, it can be accessed quickly by clicking the "Starred" section of your drive.
- For example, I keep my computer cart/lab signup file starred because I look at it daily.