



Jackson County School District


Office of Operations & Support

Department of Instructional Technology

Accessing Shared Drives

1. Login to your Google Drive.
2. In the left menu bar, choose Shared Drive.
3. Select the folder you would like to access.
4. The files will be inside the folder.

-OR-

1. Go to your File Explorer. 
2. In the left menu bar, choose Google Drive.
3. Select Shared Drive.
4. Select the folder you would like to access.
5. The files will be inside the folder.