

# Sharing via Google Drive

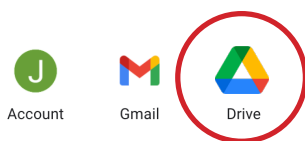


1. Once you've created an account you can navigate directly to **drive.google.com** or through your gmail as shown below.

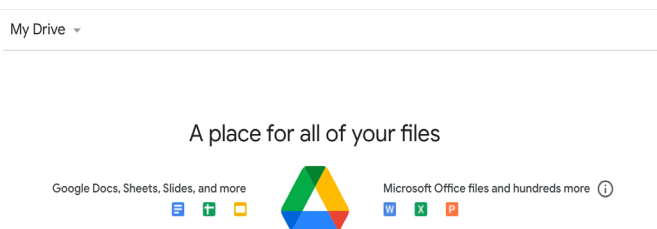
2. Click on the highlighted "Google Apps" icon in the upper right of the window to open your app menu.



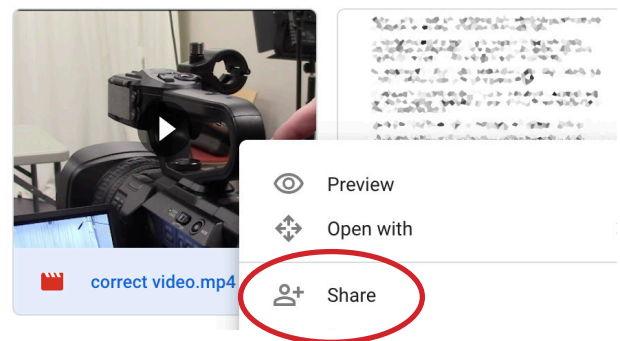
3. Click on "Drive" to visit the default page.



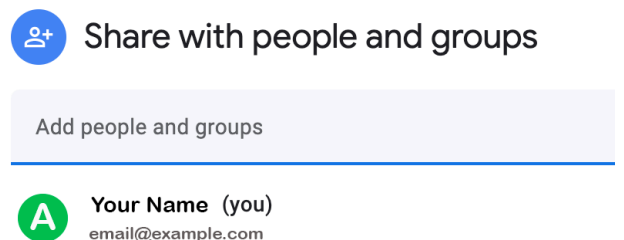
4. Drag and drop your files directly onto the page to upload them.



5. Once uploaded, if you'd like to share your file, right click on it and select "Share".



6. Type the email address(es) to share with here.



7. Click "Done" to send an email link to those added above.

