- 1. Go to https://www.google.com/drive/
- 2. Click "Go to Google Drive"



3. Click "NEW" In upper left hand corner

	Goo	gle Drive	Q	Search Drive		*			0	(72)
(Ň	iew		My Drive 👻					0	۵
		My Drive Quick Access								
	***	Shared with me			Annual IIT Approximated Seats Land Par	In other and we shall be a set	he s man the se			
	0	Recent		THE OHIO STATE UNIVERSITY	1996 Unidades Laboras, proceeding de la UNIA 1996 Unidades Laboras, proceeding de la UNIA 1996 Unidades de la UNIA de la UNIA de la UNIA de la UNIA de la UNIA 1000 UNIA de la UNIA 1000 UNIA de la UNIA 1000 UNIA de la UNIA d	Level y server and an and an analysis of the server an analysis of the server an analysis of the server and an analysis of the server and an analysis of the server and an analysis of the server an analysis of the server and an analysis of the server an an analysis of the server an an	Matrix Matrix<	THE OHIO STATE UNIVERSE	TY .	
	The state	Google Photos		Officer Overview & Best Practices		States States States		Officer Overview & Best Practice	•	
	\star	Starred		SecretaryTreasurerWebinar.pptx You edited today	Symposium Regional Breakout S You edited today	Symposium 2017 Schedule You edited today	June Webinar RSVPs: Officer Trai You edited today	PresVicePresidentWebinar.pp You opened today	otx	
	Î	Trash							_	5
	•	Backups		Name 🛧		Owner	Last modified	File size		
	4 GB of	f 15 GB used		Computer- OSUAA		me	Jan 25, 2017 me	77.5		
		Upgrade storage		GRMM Marketing		me	May 18, 2017 me			
				Jacob baby photos		me	May 31, 2017 me	-23		

- 4. Select "New Folder" from Drop Down Menu
- 5. Type in Group Name in Pop Up window



- 6. Click once on Folder to highlight it.
- 7. Then click people Icon with + sign

My Drive 👻	(3)	* *	
Name 🛧	Owner	Last modified	File size
Jacob baby photos	me	May 31, 2017 me	222
Moog Realty Group	me	May 18, 2017 me	
OSU Alumni Club of Jackson	me	5:55 PM me	(H)

8. Enter email addresses of folks you would like to have access, and click send

		me	
son	Share with others	Get shareable link	
	People		
ness n	Brendan Braaten × Add more people	/ · ·	
	Add a note		
was_to			
	Send Cancel	Advanced	
		me	