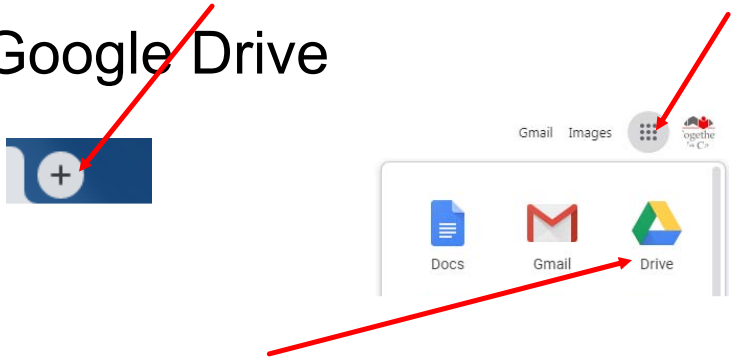


Google Drive is your cloud storage place!
As work that you access or create gets autosaved, you can find it all here!

1. Open a new tab and click on 9-dot waffle to find Google Drive

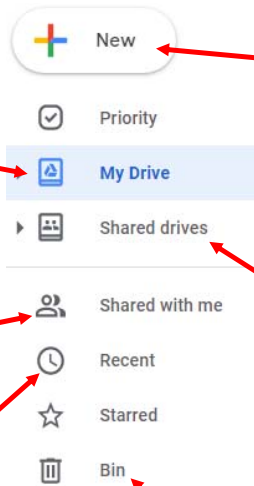


2. Click on **Drive** and note these options on the left hand menu:

My Drive for your personal auto-saved work (like H:\ on SD28 computers)

Go to **Shared with Me** to find content that someone has sent you

To find **Recent** work and files



Click on **+New** to upload files or folders or create a Google Doc or other G Suite app

Shared drives for SD28 staff only (like S:\ on SD28 computers), organized into Primary, Intermediate or Secondary folders

Drag content that you want deleted to the **Bin**

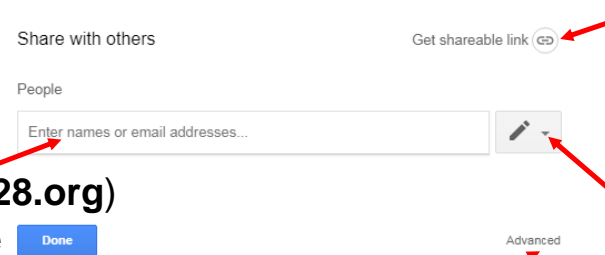


In **Bin**, right mouse click on files to **Delete Forever** or **Restore**

3. You can also **drag and drop files** or folders from the computer. Be aware that Google Drive is cloud-based, stored in USA. To move files or folders to Drive: click, hold and drag from the Folder to My Drive



4. To share files or folders, right mouse click on the file or folder and select **Share**



(...@sd28.org)
to share

See Step 5 for advanced settings!

To get a **link** that you can copy & paste into an email. These URLs can be long so you can shorten the link with <https://tiny.cc/>

options for recipients to view only or organize or edit material!

5. Advanced settings allows you to provide access to recipients beyond sd28.org addresses.

The image shows a screenshot of the Google Docs sharing settings interface. On the left, the 'Sharing settings' panel is visible, showing a link to share, the current access level ('Private - Only you can access'), and a list of users with access (Kevin Sturt). On the right, the 'Link sharing' panel is shown with various sharing options. Red arrows point to the 'Change...' link, the 'On - Anyone with the link' option, the 'Can view' dropdown, and the 'Save' button. A text annotation '**Critical step!' is placed above the 'Change...' link, and another annotation 'option for view or edit' points to the 'Can view' dropdown.

Sharing settings

Link to share (only accessible by collaborators)
https://docs.google.com/document/d/12HeRLmgBFBDgGbQr5CK-B2vCCnTTx_1fx0N

Who has access

Private - Only you can access [Change...](#)

Kevin Sturt (you)
kevinsturt@sd28.org Is owner

Invite people:
Enter names or email addresses...

Owner settings [Learn more](#)

Prevent editors from changing access and adding new people
 Disable options to download, print, and copy for commenters and viewers

[Done](#)

Link sharing

****Critical step!**

On - Public on the web
Anyone on the Internet can find and access. No sign-in required.

On - Anyone with the link
Anyone who has the link can access. No sign-in required.

On - School District #28 (Quesnel)
Anyone at School District #28 (Quesnel) can find and access.

On - Anyone at School District #28 (Quesnel) with the link
Anyone at School District #28 (Quesnel) who has the link can access.

Off - Specific people
Shared with specific people.

option for view or edit

Access: Anyone (no sign-in required) [Can view](#)

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

[Save](#) [Cancel](#) [Learn more about link sharing](#)