

Uploading and Sharing in Google Drive

Computer Directions:


Uploading the file:


1. Go to drive.google.com.
2. On the left, click **New**.
3. Select **File upload**.
4. Select the file you want to upload. To select multiple files, press **Ctrl** (PC) or **Command** (Mac) and click all the files to upload.
5. You'll see a box that shows the progress of your file upload. To open the file, click the filename. To close the box, click the **X**.

Sharing the Video in Google Drive

1. Open Drive, or a file or folder you want to share.
2. Open the sharing box:

While you have a file open: Click Share in the top-right corner.

While you have a folder open: Click the share icon in the top-right .

From your file list in Drive: Select the name of a file or folder and click the share icon at the top .
3. Under "People" in the sharing box, type mundance75@d75.org you want to share with. You can also search for contacts by typing them into the box.
4. Choose the **type of access** you want to give these users by clicking the dropdown arrow to the right of the text box:

Can edit: Users can edit the file or folder and share it with others

Can comment: Users can view and add comments to the file, but can't edit it.



Folders can't be given comment access.

Can view: Users can see the file or folder but can't edit or comment on it



5. Click Done. The users will receive an email letting them know you've shared the file or folder with them.

Mobile Device Directions

Uploading the File

1. Open the Drive app .
2. At the bottom right, touch the + button.
3. Select **Upload**.
4. Select the file type or app you want to upload from.
To add an app to the list, touch **More** > turn the switch on > **Done**.
5. Select the items you want to upload.
6. At the top right, touch the checkmark icon .

Sharing the Video in Google Drive app

1. Open the Drive app.
2. Next to the file name, touch the Info icon .
3. Touch **Add people**.
4. Enter mundance75@d75.org
5. Choose the type of access you want to give by clicking the dropdown arrow to the right of the text box:
 - a. Can edit: Users can edit the file or folder and share it with others
 - b. Can comment: Users can view and add comments to the file, but can't edit it. Folders can't be given comment access.
 - c. Can view: Users can see the file or folder but can't edit or comment on it and give the person permission to view the file.
6. Touch the checkmark .

