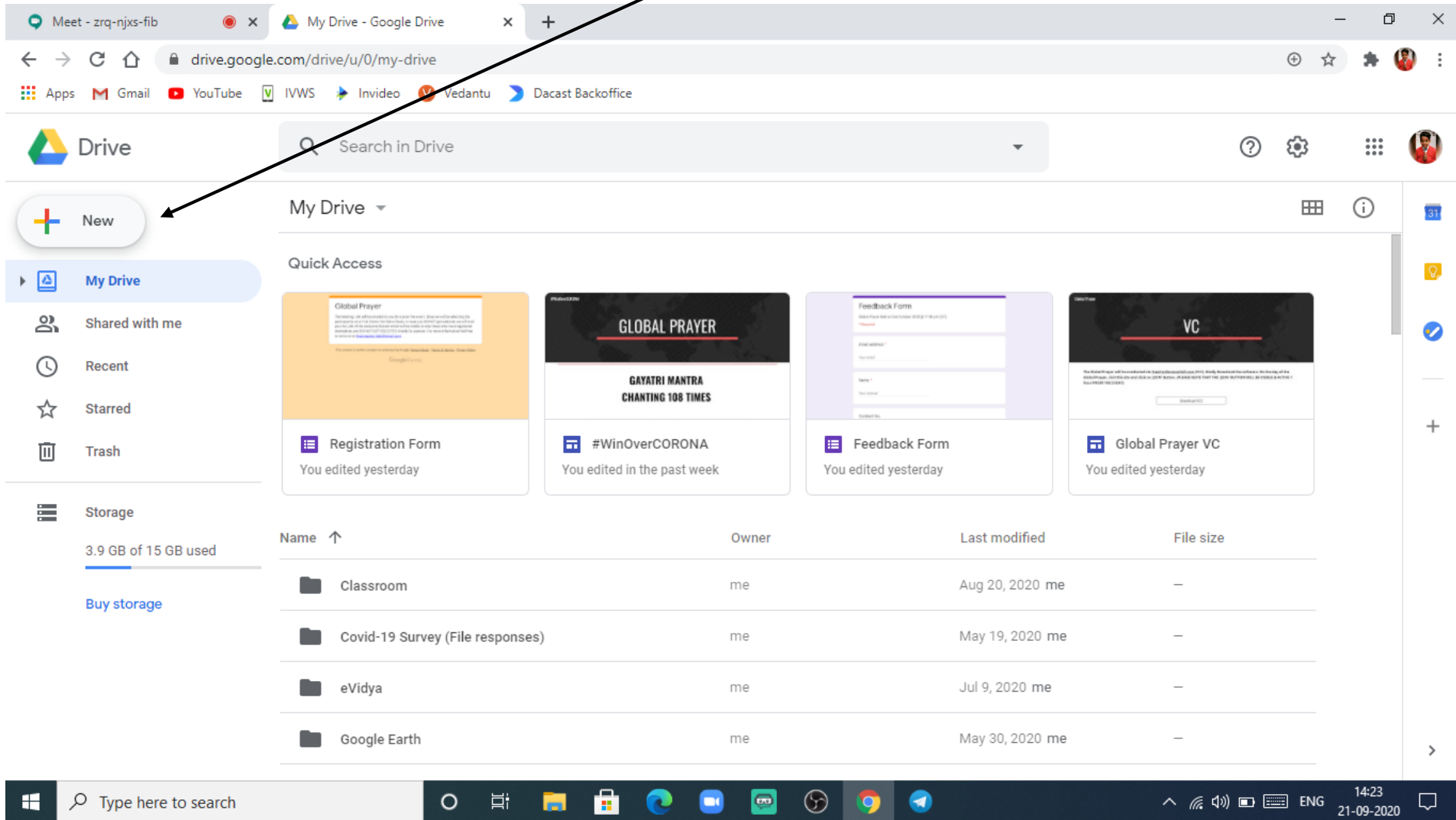


Click on the 9 dots (beside 'images') & select 'Drive'

The image shows a screenshot of a web browser displaying the Google homepage. The browser's address bar shows "Search Google or type a URL". Below the address bar, there are several quick links: Apps, Gmail, YouTube, IVWS, Invideo, Vedantu, and Dacast Backoffice. The main content area features the large "Google" logo and a search bar with the text "Search Google or type a URL". In the top right corner, there are links for "Gmail" and "Images", followed by a 3x3 grid of dots. A black arrow points from the text "Click on the 9 dots (beside 'images') & select 'Drive'" to this grid of dots. A white dropdown menu is open, showing a grid of Google services: Account, Search, My Busine..., Maps, YouTube, Play, News, Gmail, Meet, Contacts, Drive, and Calendar. A large black arrow points from the "Drive" icon in the dropdown menu to the bottom of the screen. The bottom of the screen shows the Windows taskbar with the search bar "Type here to search" and several application icons. The system tray in the bottom right corner shows the date and time: "14:23 21-09-2020".

Click on 'New'



The screenshot shows the Google Drive web interface. A black arrow points from the text 'Click on 'New'' to the 'New' button in the top-left sidebar. The interface includes a top navigation bar with the Drive logo, a search bar, and user profile icons. The left sidebar contains navigation options: 'New', 'My Drive', 'Shared with me', 'Recent', 'Starred', 'Trash', and 'Storage' (showing 3.9 GB of 15 GB used). The main area displays 'Quick Access' with four cards: 'Registration Form', '#WinOverCORONA', 'Feedback Form', and 'Global Prayer VC'. Below this is a table of files and folders.

Name	Owner	Last modified	File size
Classroom	me	Aug 20, 2020 me	—
Covid-19 Survey (File responses)	me	May 19, 2020 me	—
eVidya	me	Jul 9, 2020 me	—
Google Earth	me	May 30, 2020 me	—

Windows taskbar at the bottom shows the search bar, task view, and various application icons. The system clock indicates 14:23 on 21-09-2020.

A drop down menu appears , click on 'File Upload'

The screenshot shows the Google Drive web interface. A dropdown menu is open, displaying options for uploading files and folders. An arrow points to the 'File upload' option. The background shows a grid of recent documents and a table of files.

Dropdown Menu Options:

- Folder
- File upload
- Folder upload
- Google Docs
- Google Sheets
- Google Slides
- Google Forms
- More

Recent Documents:

- Registration Form
- GLOBAL PRAYER
- Feedback Form
- VC

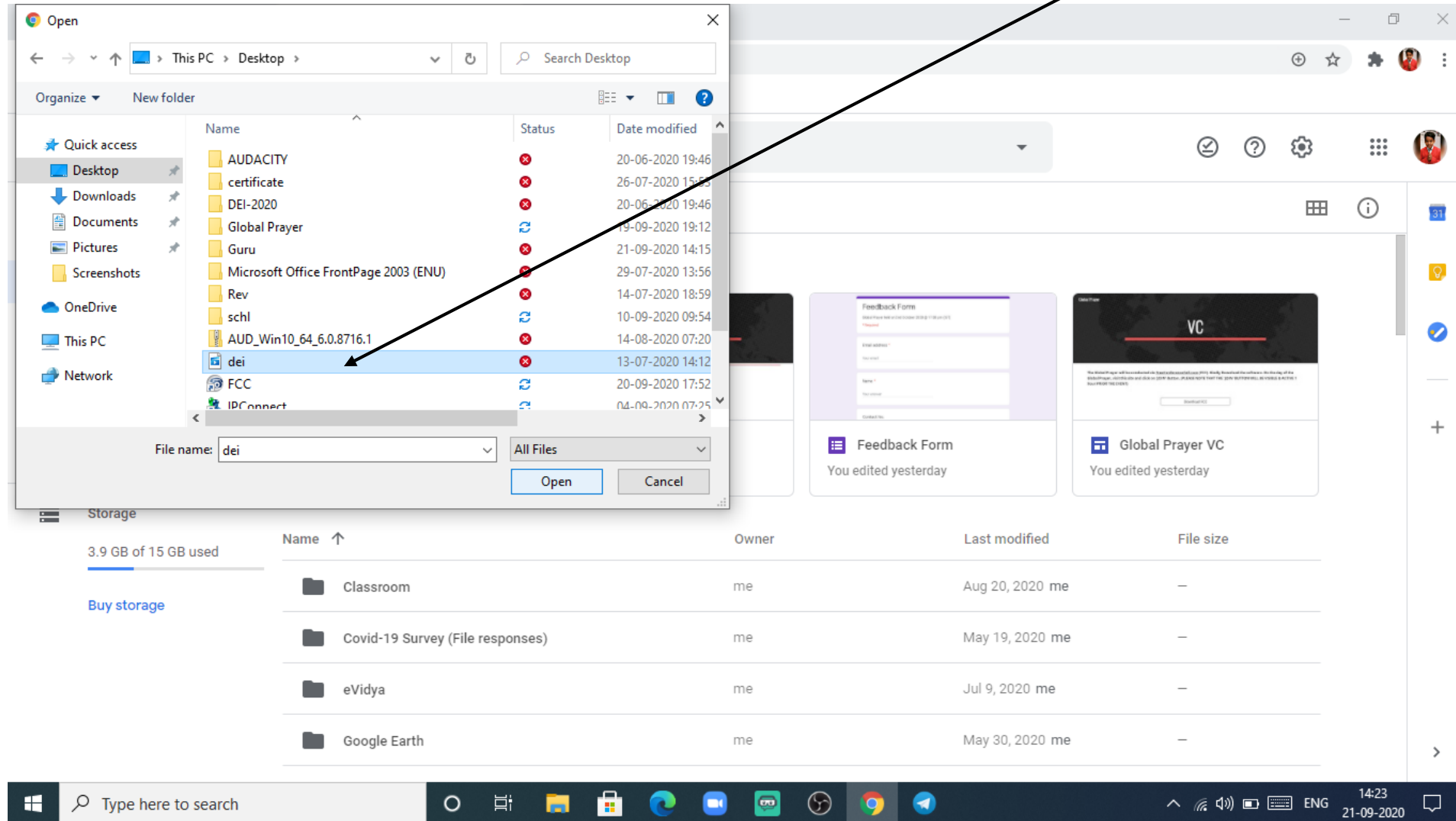
File List Table:

Name	Owner	Last modified	File size
Classroom	me	Aug 20, 2020	me
Covid-19 Survey (File responses)	me	May 19, 2020	me
eVidya	me	Jul 9, 2020	me
	me	May 30, 2020	me

Storage: 3.9 GB of 15 GB used. [Buy storage](#)

Error Message: Google Drive was unable to initialize search. Please refresh to try again.

A dialogue box appears , select the file you want to upload.



The File is being Uploaded.

The screenshot shows the Google Drive web interface. A file named 'dei.mp4' is being uploaded, as indicated by the progress bar and the 'Uploading 1 item' dialog. The file is highlighted in blue in the file list. A black arrow points from the text 'The File is being Uploaded.' to the file 'dei.mp4'.

My Drive

Name	Owner	Last modified	File size
DAY 5-Unit 4- SPREADSHEET_9576.docx	me	Apr 16, 2020	247 KB
DAY 5-Unit 4- SPREADSHEET_9576.docx	me	Apr 16, 2020	247 KB
DEI Prayer - Hey Dayal.mp3	me	Jul 14, 2020	2 MB
dei.mp4	me	Aug 22, 2020	37 MB
Documents20200809_193348_XA%20TIME%20TABLE%20...	me	Aug 9, 2020	17 KB
dolly mausi bday.mp4	me	Aug 29, 2020	206 MB
Economics Assignment	me	Jun 5, 2020	
English_AIL_GurumaujXA_IVWS	me	Sep 19, 2020	
EnglishLitRW1_gurumaujXA	me	Jun 12, 2020	
EnglishLitRW2_gurumaujXA	me	Jun 12, 2020	

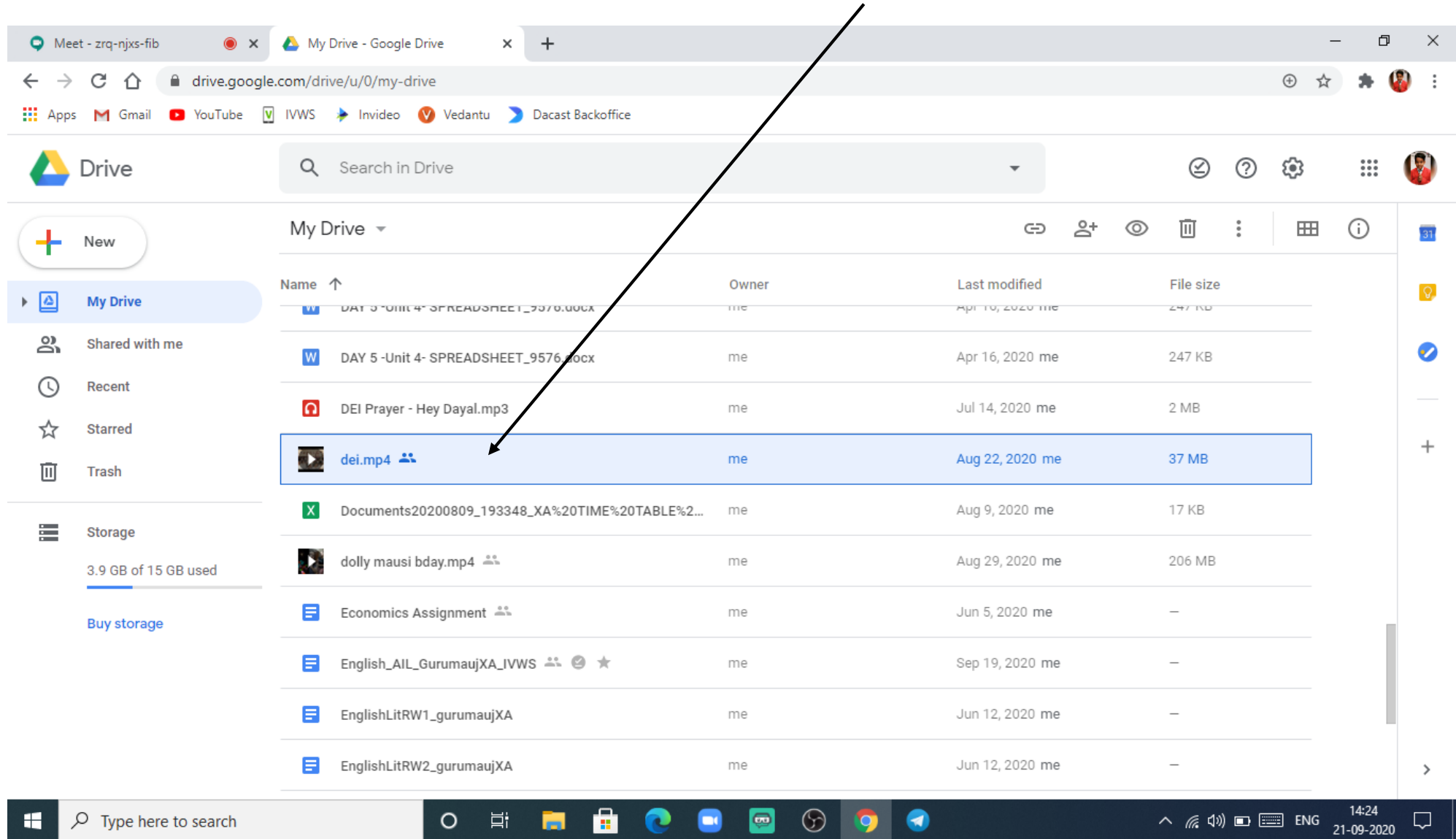
Uploading 1 item

2 min left... CANCEL

dei.mp4 Version 2

Keep as separate file

Once the File is uploaded, right click on it.



The screenshot shows the Google Drive web interface. The left sidebar contains navigation options: 'New', 'My Drive', 'Shared with me', 'Recent', 'Starred', 'Trash', and 'Storage' (3.9 GB of 15 GB used). The main area displays a list of files in 'My Drive'. The file 'dei.mp4' is highlighted, and a black arrow points to it from the text above. The file list includes columns for Name, Owner, Last modified, and File size.

Name	Owner	Last modified	File size
DAY 5 -Unit 4- SPREADSHEET_9576.docx	me	Apr 16, 2020 me	247 KB
DAY 5 -Unit 4- SPREADSHEET_9576.docx	me	Apr 16, 2020 me	247 KB
DEI Prayer - Hey Dayal.mp3	me	Jul 14, 2020 me	2 MB
dei.mp4	me	Aug 22, 2020 me	37 MB
Documents20200809_193348_XA%20TIME%20TABLE%2...	me	Aug 9, 2020 me	17 KB
dolly mausi bday.mp4	me	Aug 29, 2020 me	206 MB
Economics Assignment	me	Jun 5, 2020 me	—
English_AIL_GurumaujXA_IVWS	me	Sep 19, 2020 me	—
EnglishLitRW1_gurumaujXA	me	Jun 12, 2020 me	—
EnglishLitRW2_gurumaujXA	me	Jun 12, 2020 me	—

The Windows taskbar at the bottom shows the search bar and various application icons. The system clock indicates 14:24 on 21-09-2020.

A drop down menu appears, click on 'Get Link'

The screenshot shows the Google Drive web interface. On the left, the navigation sidebar includes 'My Drive', 'Shared with me', 'Recent', 'Starred', 'Trash', and 'Storage' (3.9 GB of 15 GB used). The main area displays a list of files in 'My Drive'. A context menu is open over the file 'dei.mp4', which is highlighted in blue. The menu options are: Preview, Open with, Share, Get link (indicated by a black arrow), Add shortcut to Drive, Move to, Add to Starred, Rename, View details, Manage caption tracks, Manage versions, Make a copy, Report abuse, Download, and Remove. The file list table has columns for Owner, Last modified, and File size.

Owner	Last modified	File size
me	Apr 19, 2020	me
me	Apr 16, 2020	me
me	Apr 16, 2020	247 KB
me	Apr 16, 2020	247 KB
me	Jul 14, 2020	me
me	Jul 14, 2020	2 MB
me	Aug 22, 2020	me
me	Aug 22, 2020	37 MB
me	Aug 9, 2020	me
me	Aug 9, 2020	17 KB
me	Aug 29, 2020	me
me	Aug 29, 2020	206 MB
me	Jun 5, 2020	me
me	Jun 5, 2020	—
me	Sep 19, 2020	me
me	Sep 19, 2020	—
me	Jun 12, 2020	me
me	Jun 12, 2020	—

Change the settings to 'Anyone with the link' , copy the link and click on 'Done' .

