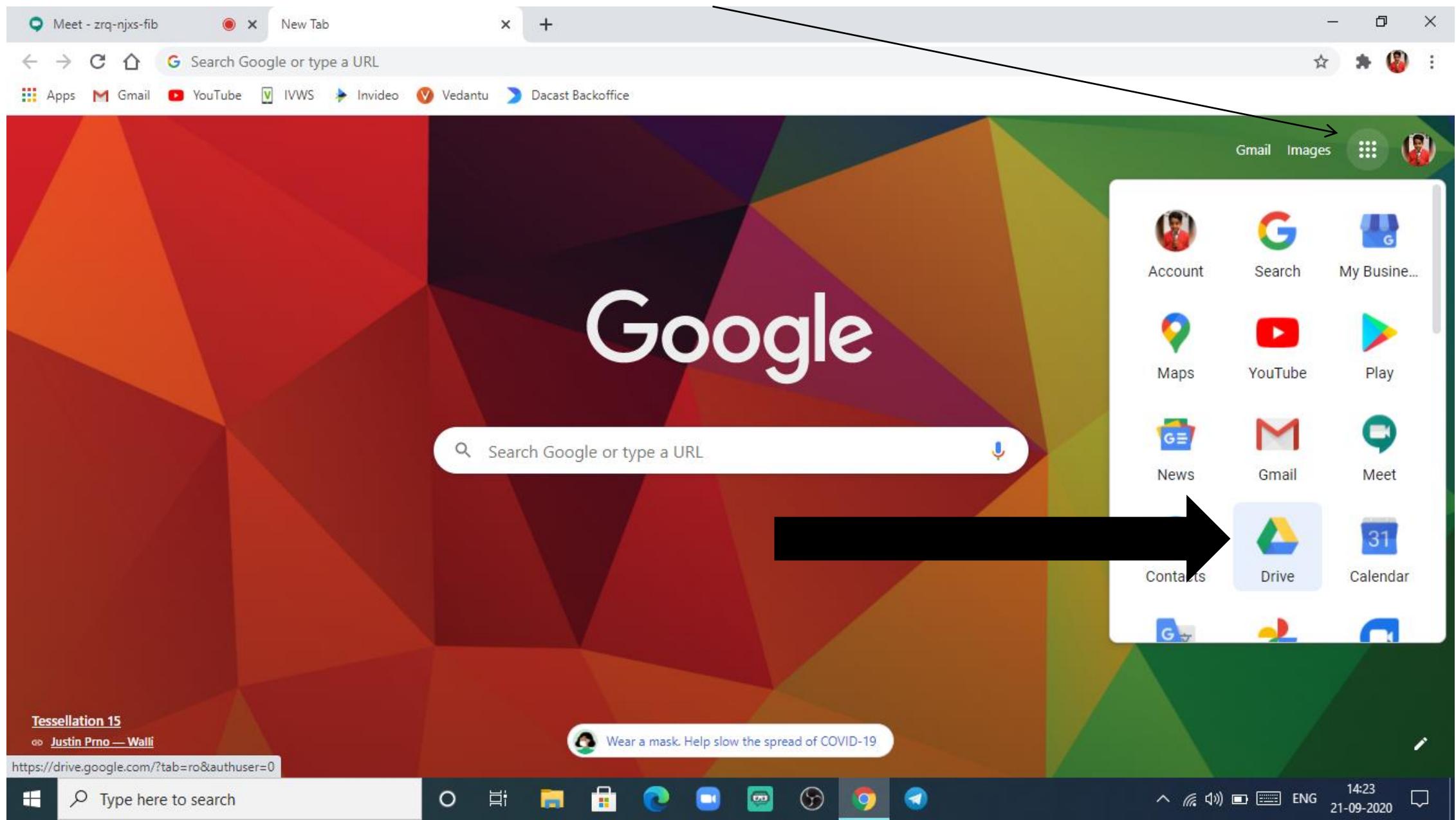


Click on the 9 dots (beside ‘images’) & select ‘Drive’



Click on 'New'

The screenshot shows the Google Drive interface. A black callout arrow points from the text "Click on 'New'" to the "New" button located in the top-left corner of the main content area. The "New" button is highlighted with a white background and a thin gray border. The rest of the interface includes the navigation bar, search bar, and a list of files and folders.

Meet - zrq-njxs-fib

My Drive - Google Drive

drive.google.com/drive/u/0/my-drive

Apps Gmail YouTube IVWS Invideo Vedantu Dacast Backoffice

Drive

New

My Drive

Search in Drive

Quick Access

- Global Prayer
- GLOBAL PRAYER
- GAYATRI MANTRA CHANTING 108 TIMES
- Registration Form
- #WinOverCORONA
- Feedback Form
- VC
- Global Prayer VC

Shared with me

Recent

Starred

Trash

Storage

3.9 GB of 15 GB used

Buy storage

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

Type here to search

14:23 21-09-2020 ENG

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

The screenshot shows a Google Chrome browser window with the address bar displaying 'drive.google.com/drive/u/0/my-drive'. The main content is the Google Drive interface. A black arrow points from the text 'A drop down menu appears , click on 'File Upload'' to the 'File upload' option in the left sidebar dropdown menu. The sidebar also includes options for 'Folder', 'Folder upload', 'Google Docs', 'Google Sheets', 'Google Slides', 'Google Forms', and 'More'. The main area lists several files and folders, including 'Classroom', 'Covid-19 Survey (File responses)', 'eVidya', and 'GLOBAL PRAYER'. A search bar at the top says 'Search in Drive'. The bottom of the screen shows the Windows taskbar with various icons and the system tray.

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My Drive - Google Drive

drive.google.com/drive/u/0/my-drive

Apps Gmail YouTube IVWS Invideo Vedantu Broadcast Backoffice

Drive

Search in Drive

Folder

File upload

Folder upload

Google Docs

Google Sheets

Google Slides

Google Forms

More

3.9 GB of 15 GB used

Buy storage

Classroom

Covid-19 Survey (File responses)

eVidya

GLOBAL PRAYER

GAYATRI MANTRA CHANTING 108 TIMES

#WinOverCORONA You edited in the past week

Feedback Form You edited yesterday

VC

Feedback Form You edited yesterday

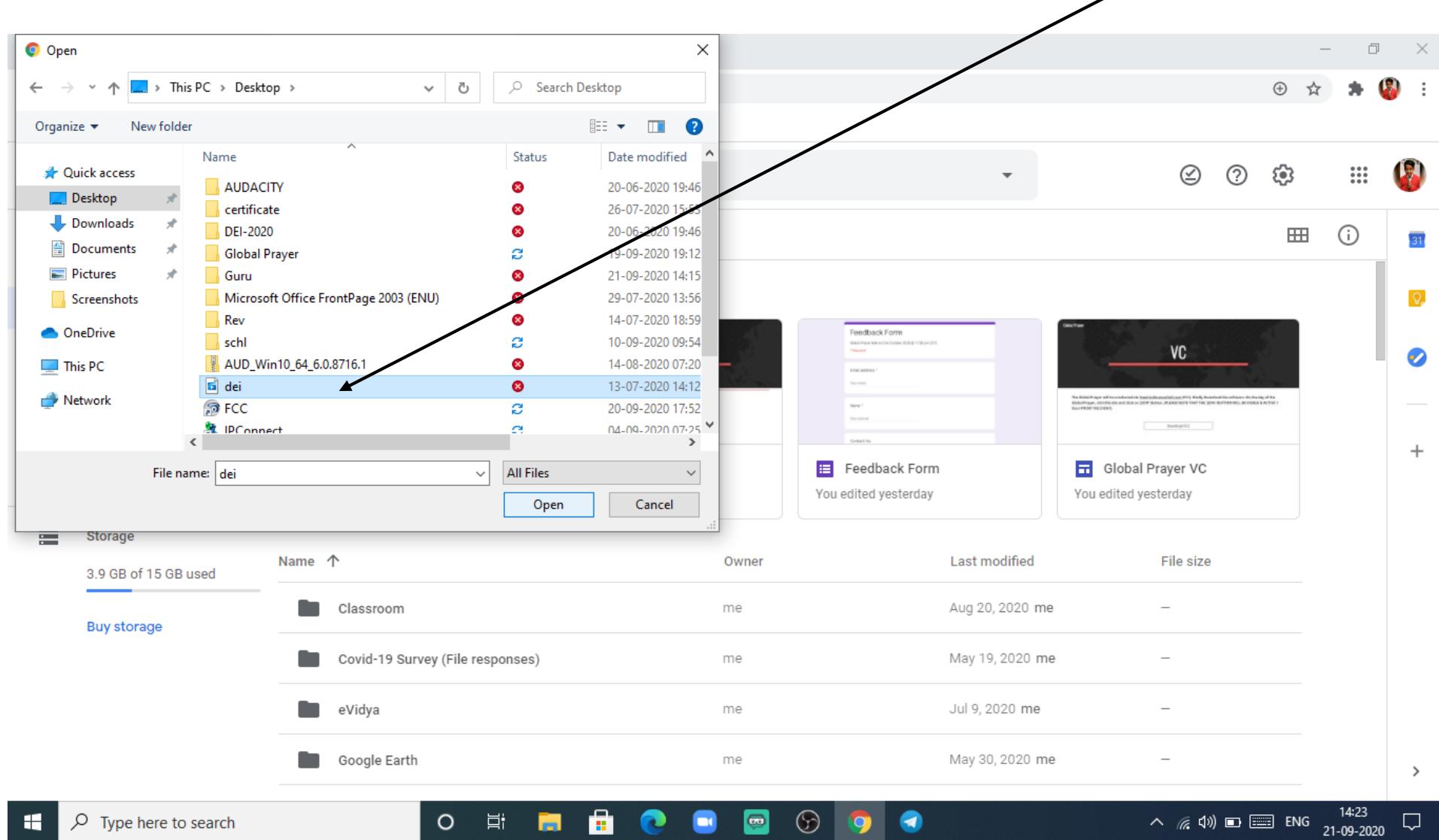
Global Prayer VC You edited yesterday

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

Type here to search

14:23 21-09-2020

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



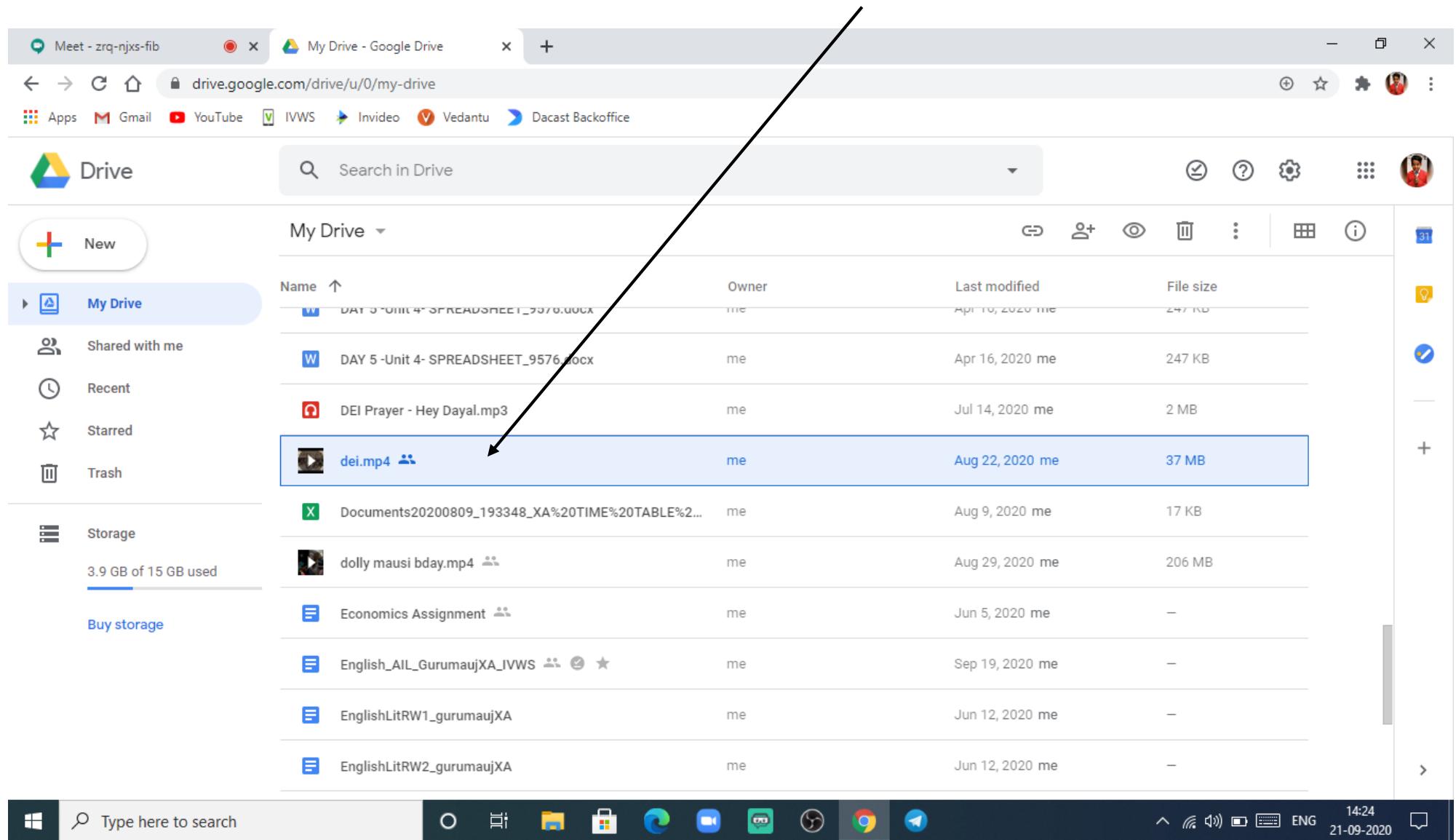
The File is being Uploaded.

A screenshot of a Windows desktop showing a Google Chrome browser window with the Google Drive interface. The browser tab bar shows 'Meet - zrq-njxs-fib' and 'My Drive - Google Drive'. The address bar displays 'drive.google.com/drive/u/0/my-drive'. The sidebar on the left lists 'My Drive' (selected), 'Shared with me', 'Recent', 'Starred', and 'Trash'. Below that is 'Storage' with '3.9 GB of 15 GB used' and a 'Buy storage' link. The main area shows a list of files in 'My Drive':

Name	Owner	Last modified	File size
DAY 5 -UNIT 4- SPREADSHEET_9576.docx	me	Apr 10, 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%2...	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	-

A large black arrow points from the top right towards the 'dei.mp4' file in the list. A dark gray progress bar is overlaid on the screen, centered over the 'dei.mp4' row. The progress bar has the text 'Uploading 1 item' at the top, '2 min left...' in the center, and a 'CANCEL' button on the right. At the bottom of the progress bar, there are two options: 'dei.mp4 Version 2' and 'Keep as separate file'.

Once the File is uploaded, right click on it.



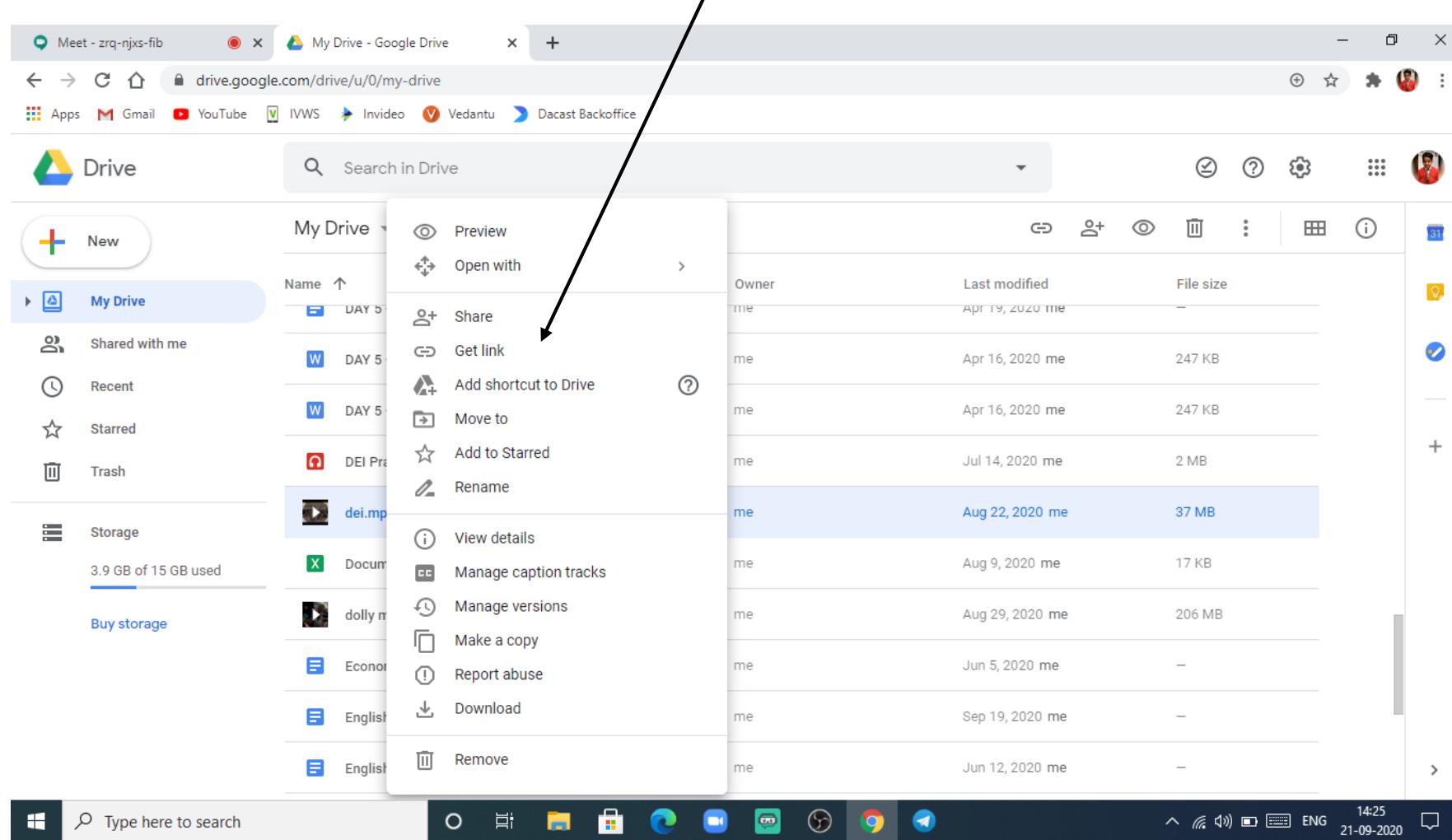
Once the File is uploaded, right click on it.

The screenshot shows a Google Drive interface in a web browser. The left sidebar includes 'My Drive' (selected), 'Shared with me', 'Recent', 'Starred', and 'Trash'. Below that are 'Storage' (3.9 GB of 15 GB used) and 'Buy storage'. The main area displays a list of files in 'My Drive':

Name	Owner	Last modified	File size
DAY 5-UNIT 4- SPREADSHEET_9570.xlsx	me	Apr 16, 2020	247 KB
DAY 5 -Unit 4- SPREADSHEET_9576.xlsx	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%2...	me	Aug 9, 2020	17 KB
dolly mausi bday.mp4	me	Aug 29, 2020	206 MB
Economics Assignment	me	Jun 5, 2020	—
English_ALL_GurumaujXA_IVWS	me	Sep 19, 2020	—
EnglishLitRW1_gurumaujXA	me	Jun 12, 2020	—
EnglishLitRW2_gurumaujXA	me	Jun 12, 2020	—

The file 'dei.mp4' is highlighted with a blue border and has a black arrow pointing to it from the text above. The browser's address bar shows 'drive.google.com/drive/u/0/my-drive'. The taskbar at the bottom includes the Windows logo, a search bar, and various pinned icons like Apps, Gmail, YouTube, etc.

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



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

Meet - zrq-njxs-fib

My Drive - Google Drive

drive.google.com/drive/u/0/my-drive

Search in Drive

Drive

New

My Drive

Shared with me

Recent

Starred

Trash

Storage

3.9 GB of 15 GB used

Buy storage

Share with people and groups

No one has been added yet

Get link

<https://drive.google.com/file/d/1keWqxjBsr7Qdn1baQWOUrgC2lroSxd6A/view>

Copy link

Anyone with the link

Anyone on the internet with this link can view

Viewer

Viewers of this file can see comments and suggestions.

Send feedback to Google

Done

Type here to search

14:26
21-09-2020