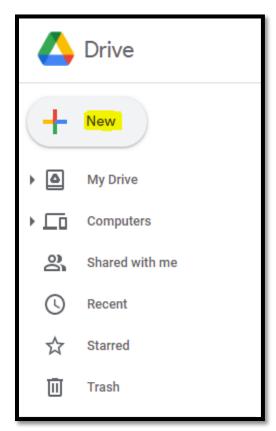
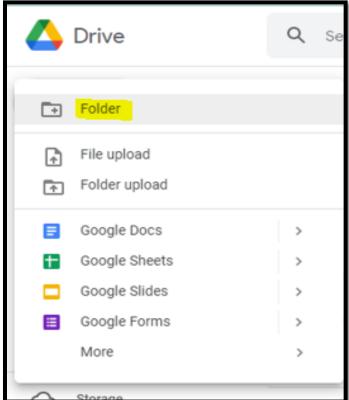
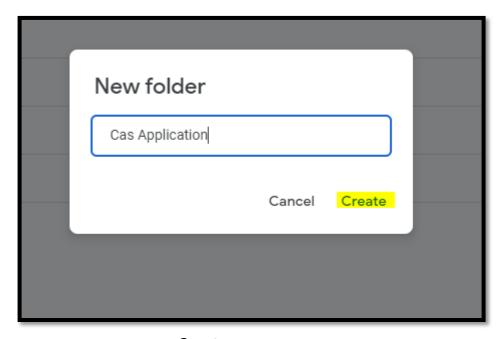
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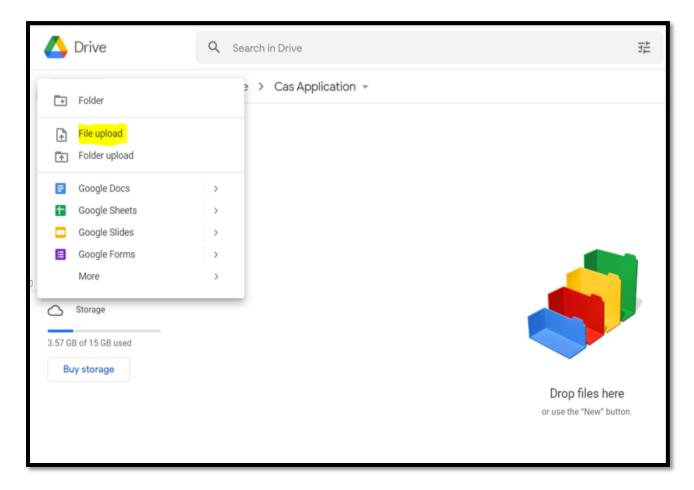




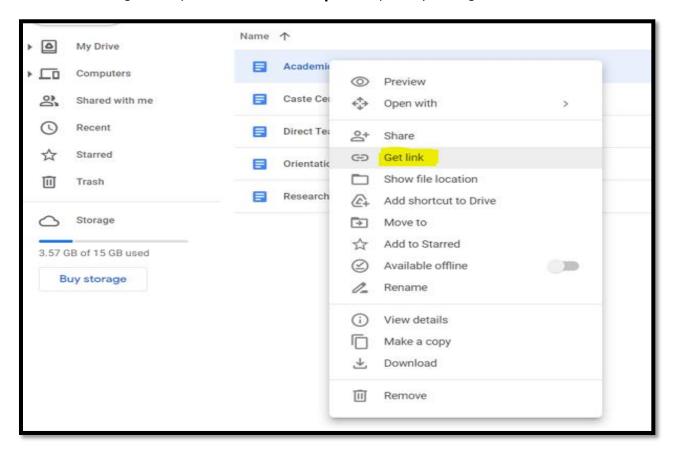
Click **New** in your Google Drive account and select the **Folder** option

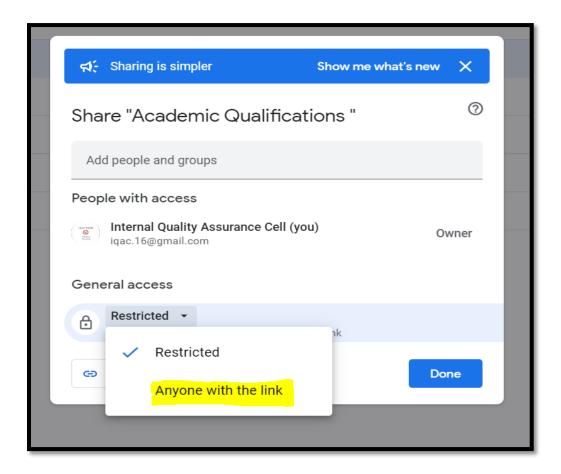


Give a name to your folder and click **Create** option. A new folder will be created where you can store the files as attachments.

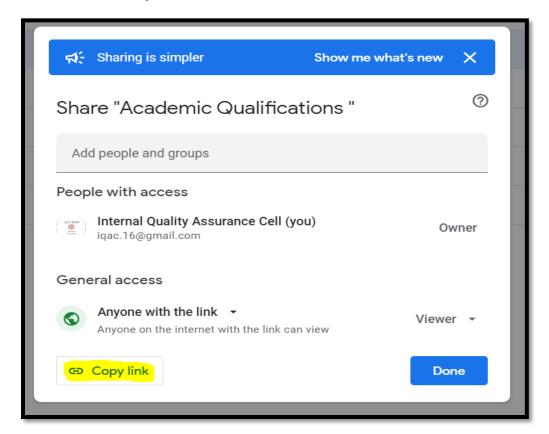


You can either drag and drop the files or use **File upload** option by clicking the **New** button





Select the option Anyone with the link in General access category



Click the **Copy link** option and you can paste this link in the Document Link tab of CAS portal.