

How to find CD2H files shared with you via Google Drive

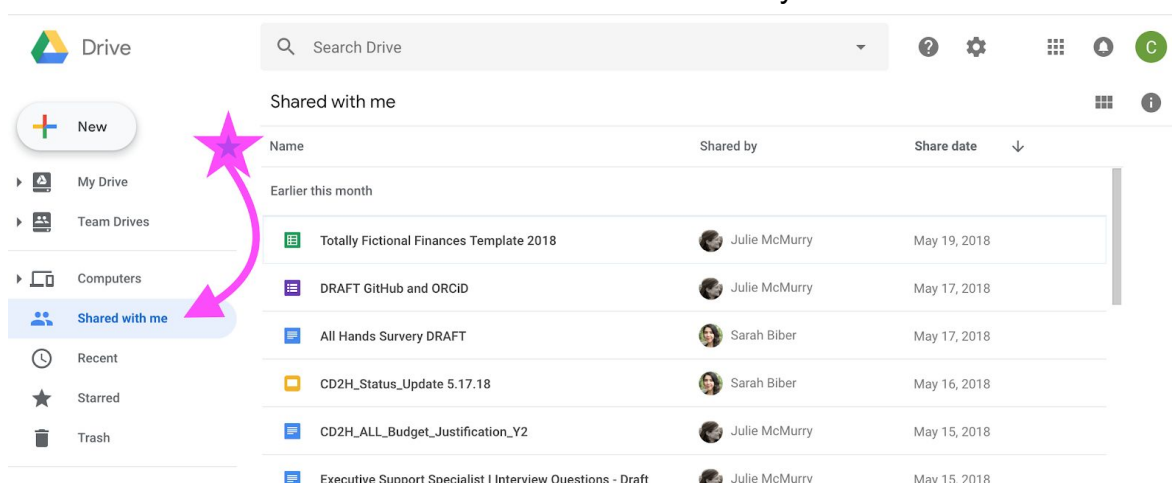
In a Nutshell: Log into Google Drive, Look for “Shared with me” files/folders, and add shared files/folders to “My Drive.”

1. Log into Google Drive:

- In any web browser, navigate to drive.google.com,
- Enter your Google account credentials to sign in.







2. Locate shared files/folders:

- From the sidebar along the left hand side of the browser window click or tap “Shared with me” to view and manage files stored on other Google Drive accounts that have been shared with you:



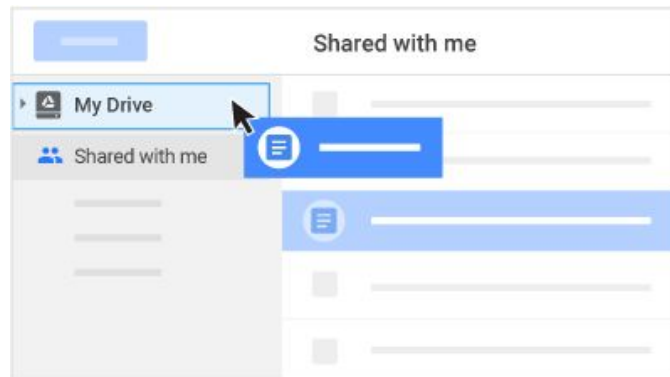
Depending on your role in CD2H, you will find all or a subset of these main/parent folders in the “Shared with me” section of your Google Drive.

My Drive ▾

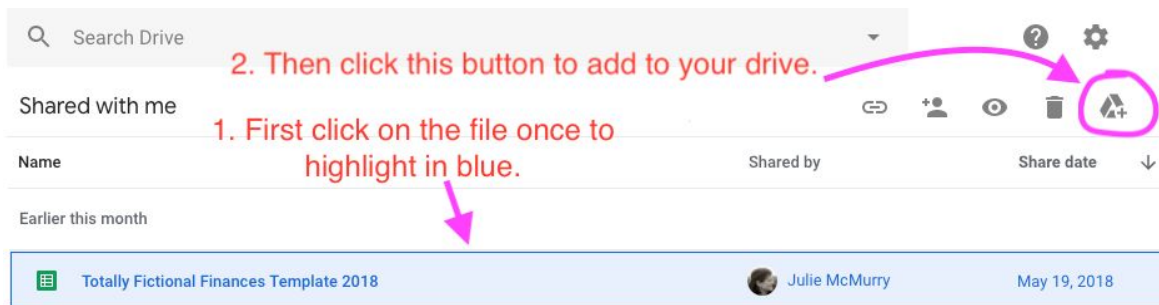
Name ↑	Owner	Last modified	File size
 CD2H all hands	melissa haendel	May 10, 2018	—
 CD2H Core	Sarah Biber	Apr 16, 2018	—
 CD2H Leadership (PDs, Site PIs, Workgroup leaders)	Sarah Biber	Apr 3, 2018	—
 CD2H PD ONLY	Kristi Holmes	Feb 12, 2018	—
 CD2H Site PI ONLY	Tricia Francis	Feb 6, 2018	—
 Workgroup Folders	Kristi Holmes	Apr 10, 2018	—

3. Add shared files to your Drive (2 options):

- Either drag and drop shared file to “My Drive” on the left hand navigation bar:



- Or, click on the file (it will then be highlighted in blue), then click on the “Add to My Drive” button at the top right of the page:



Note: When you move a shared file to My Drive, it only moves the file in your view, not in anyone else's.

4. Work with files stored in Drive:

