Email and Online Storage

Google Drive

Section Aims

- \# Be able to log in

- \# Upload / Download documents

- \# Share documents via email

Key Learning Points

- \# What is Google Drive

- \# Log into Google account

- \# Go into Google Drive

- \# Upload the documents to share / send

- \# Enter e-mail address of recipient

- \# Sign out of account

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1. What is Google Drive?

Google Drive is an online storage place. This means you can save documents and files in the 'air'.

The advantages of online storage are that it is very quick and accessible on any device with internet connection. Also, it makes it easy to find files when you are sending an e-mail.
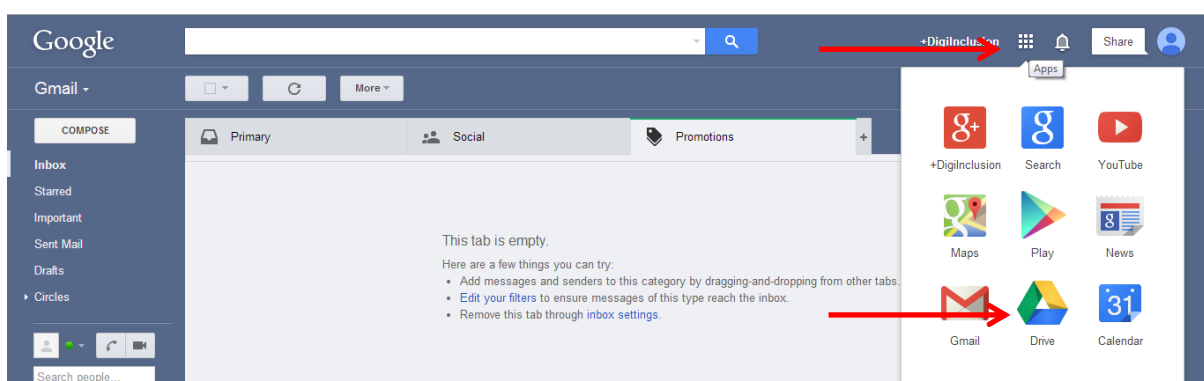
2. Log into Google Account

Go to www.gmail.com and use your e-mail address and password to log in.
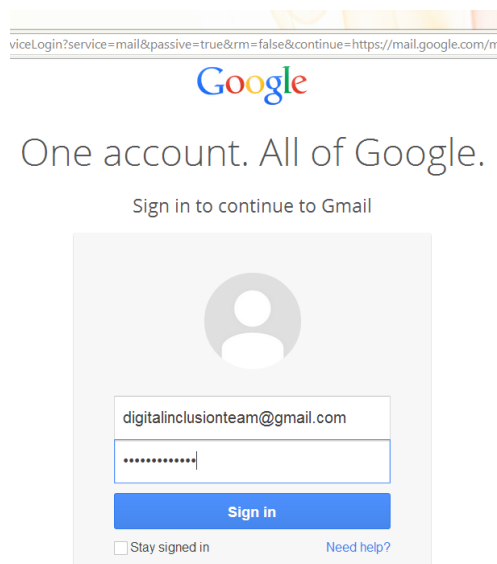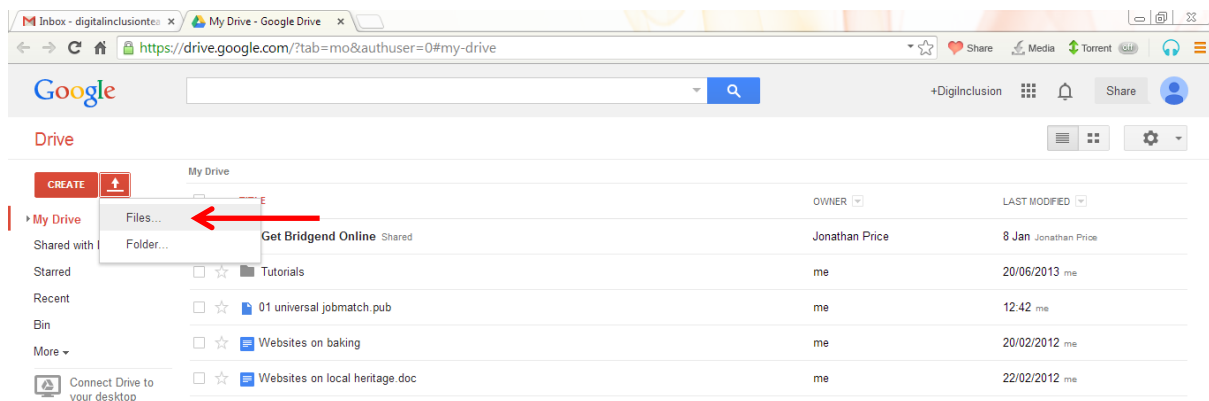

3. Go into Google Drive

Once you are logged in, click on the icon located next to your name, then click on the **Drive** icon
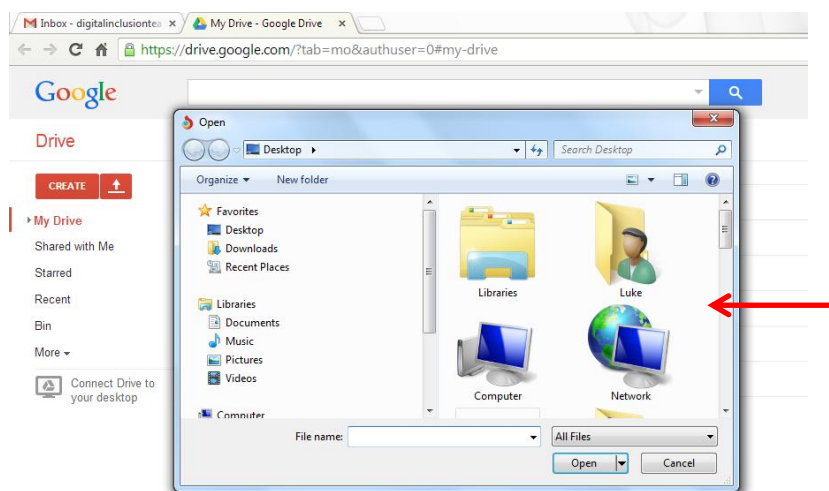
4. Upload the file to share / send

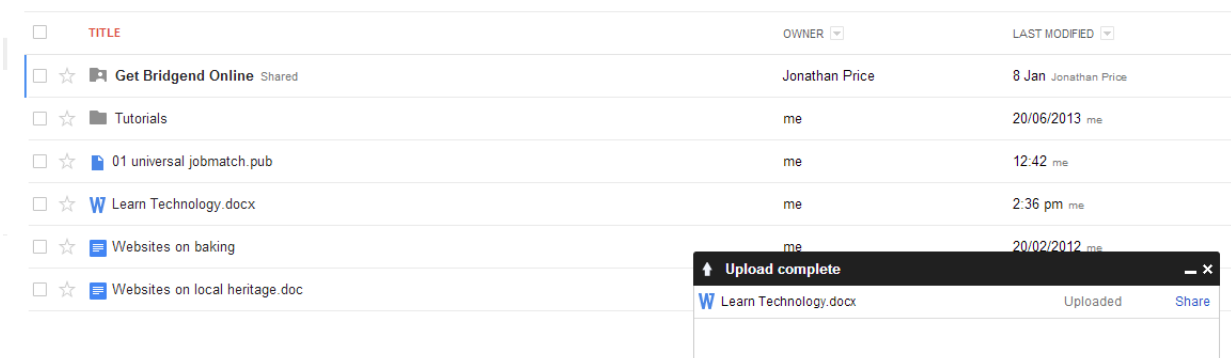Click the **Upload** button next to **Create**
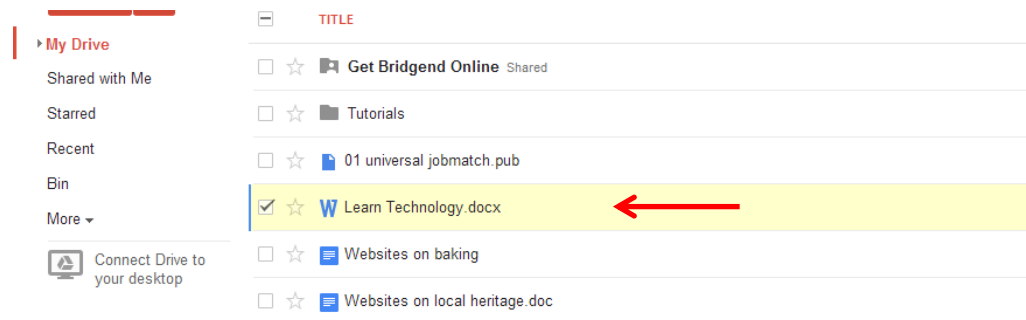
Then click **Files**

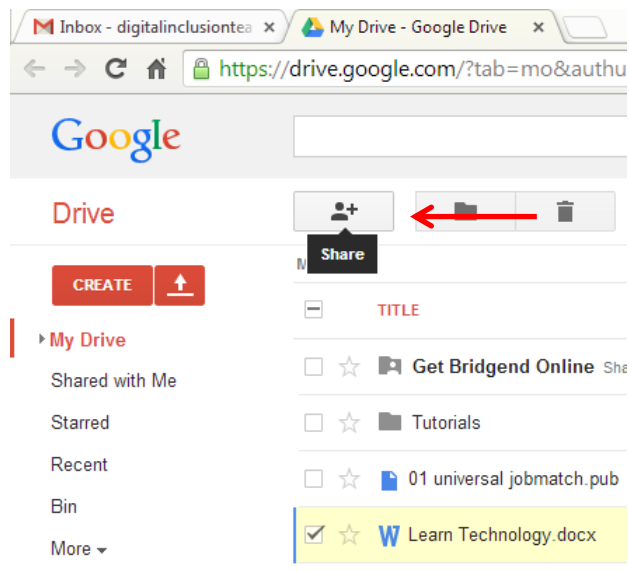

Locate the document you wish to upload to email

Once uploaded your file will appear in the Google Drive window, and will now be available to send / share. Close the upload window by clicking the **x**

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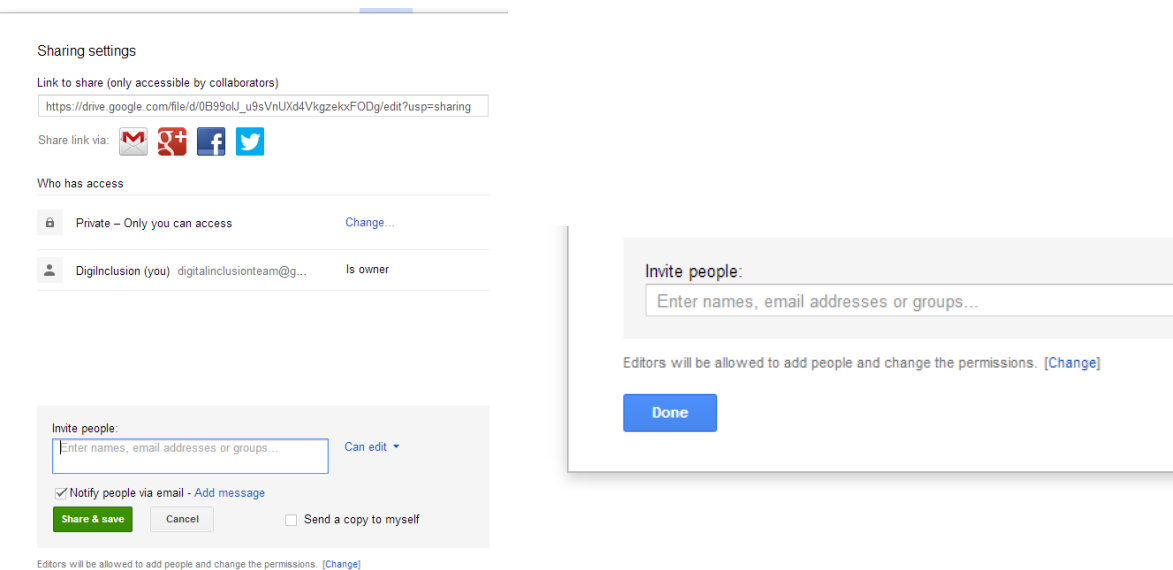To share / send the file, click the **tick box** located next to the file

Click **Share** once you have selected your file

5. Enter the e-mail address of the recipient

Type in the e-mail of the recipient and then click **Share & Save**

Once the document has been sent, you can click **Done**

6. Sign out of the account

Once you have finished, you will need to log out by clicking the **blue icon** located in the top right of the window. (This might be your own picture).

Then click the **Sign Out** button from the pop-up menu.

blue icon

sign out button