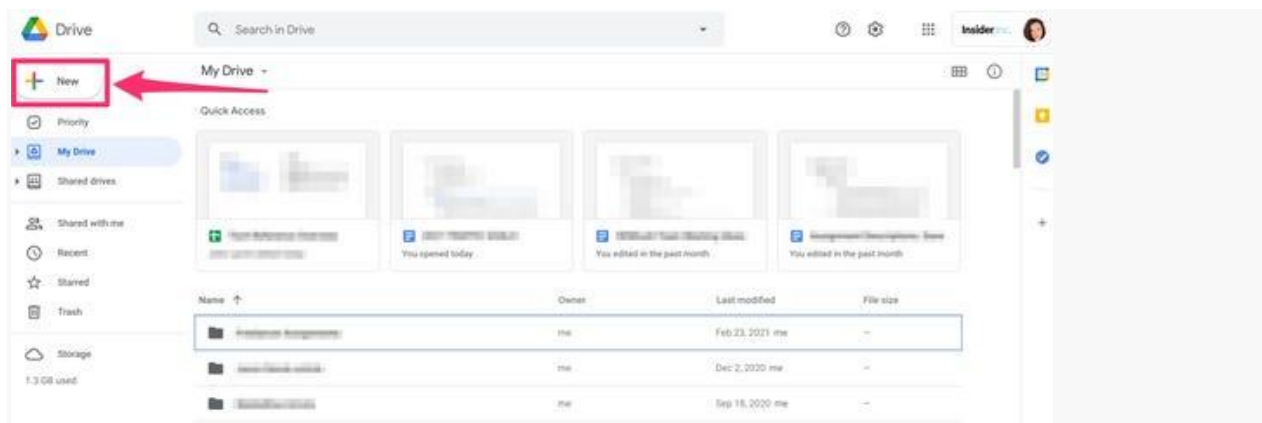


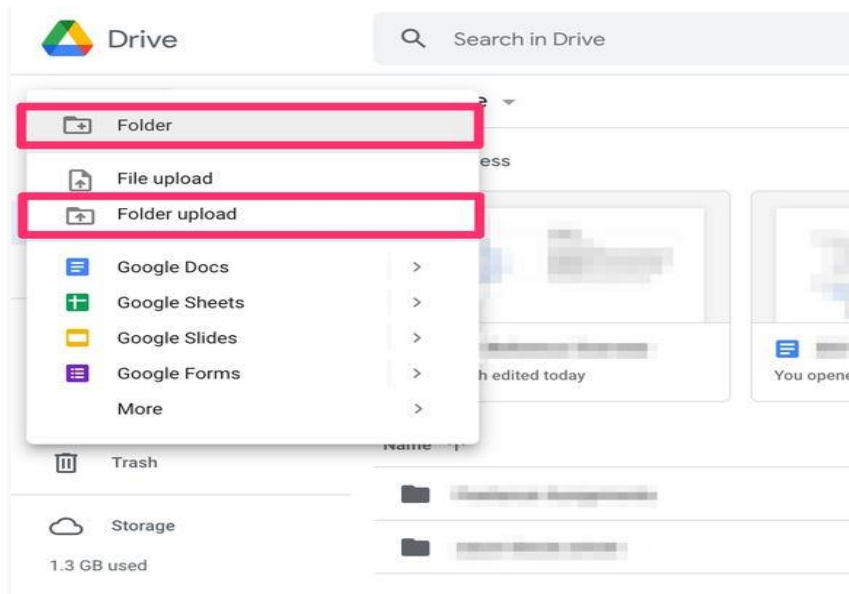
How to share a folder on Google Drive

1. Go to <https://drive.google.com> and sign in to your account.
2. On the main page, you'll see all the files and folders currently stored on your Google Drive account. If you already have a Google Drive folder ready to share, skip ahead to step 7.
3. To create a new folder, click the **New** button in the upper-left corner of your screen, beneath the Google Drive logo.



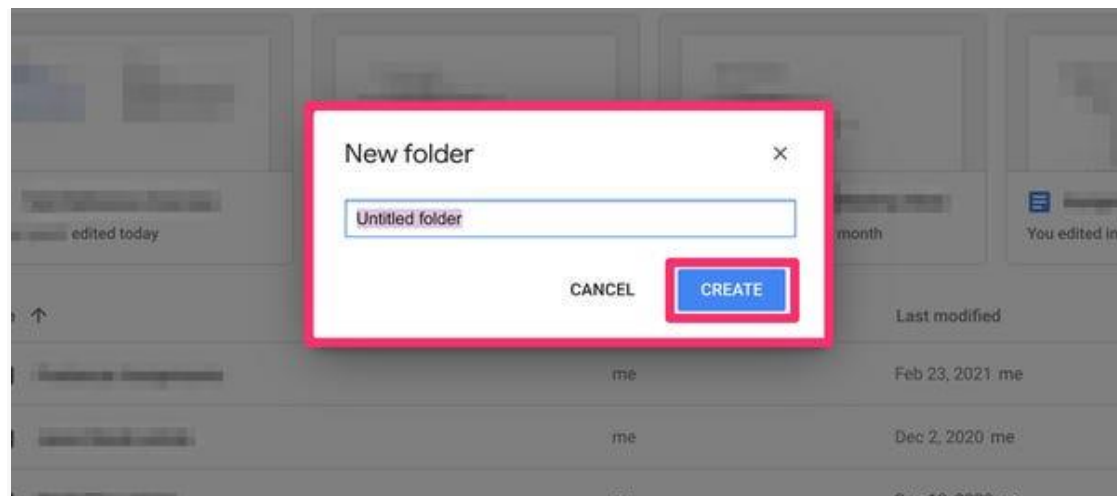
Click the "New" button to create a new folder. Grace Eliza Goodwin/Insider

4. In the **New** drop-down, click **Folder** at the top of the list. If you already have a folder on your computer you want to upload in its entirety, you should choose the **Folder upload** option in this menu.



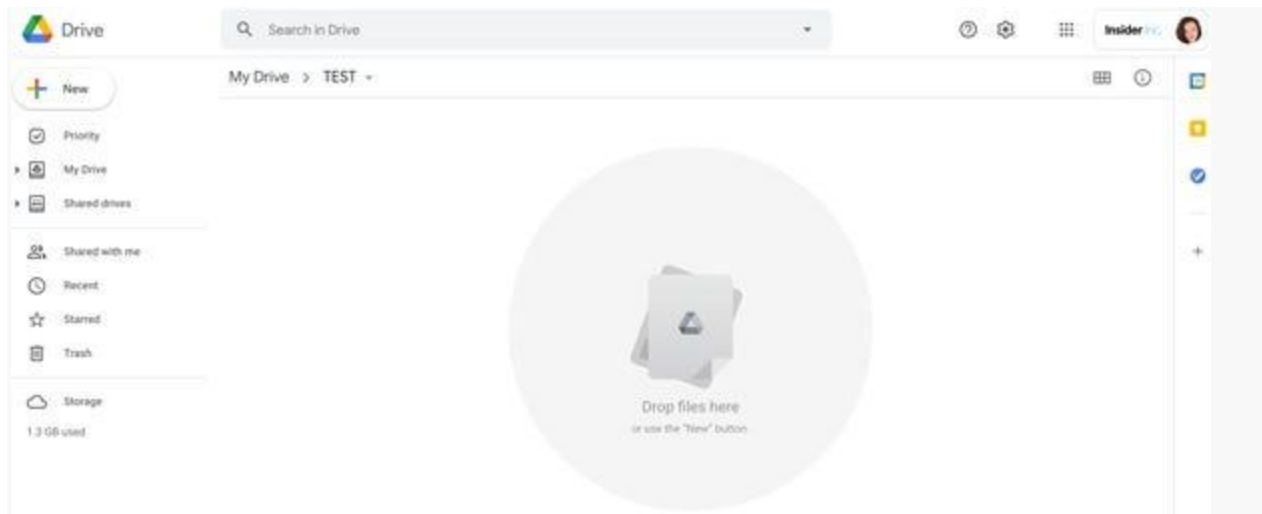
Click either "Folder" or "Folder upload." Grace Eliza Goodwin/Insider

5. Enter a name for your folder in the pop-up and click **Create**. You'll then see the newly created folder appear in **My Drive** — click to open it.



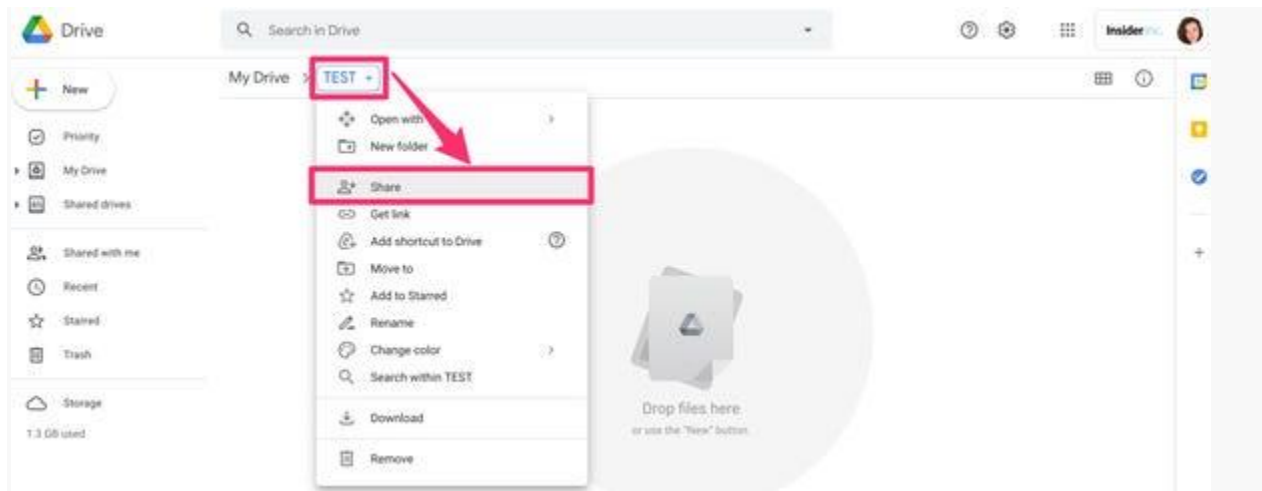
Name your folder and hit "Create." Grace Eliza Goodwin/Insider

6. From here, you can upload files to your folder by dragging and dropping them into the window from your computer, right-clicking on the screen and selecting **Upload files**, or clicking **New** and selecting **File Upload**.



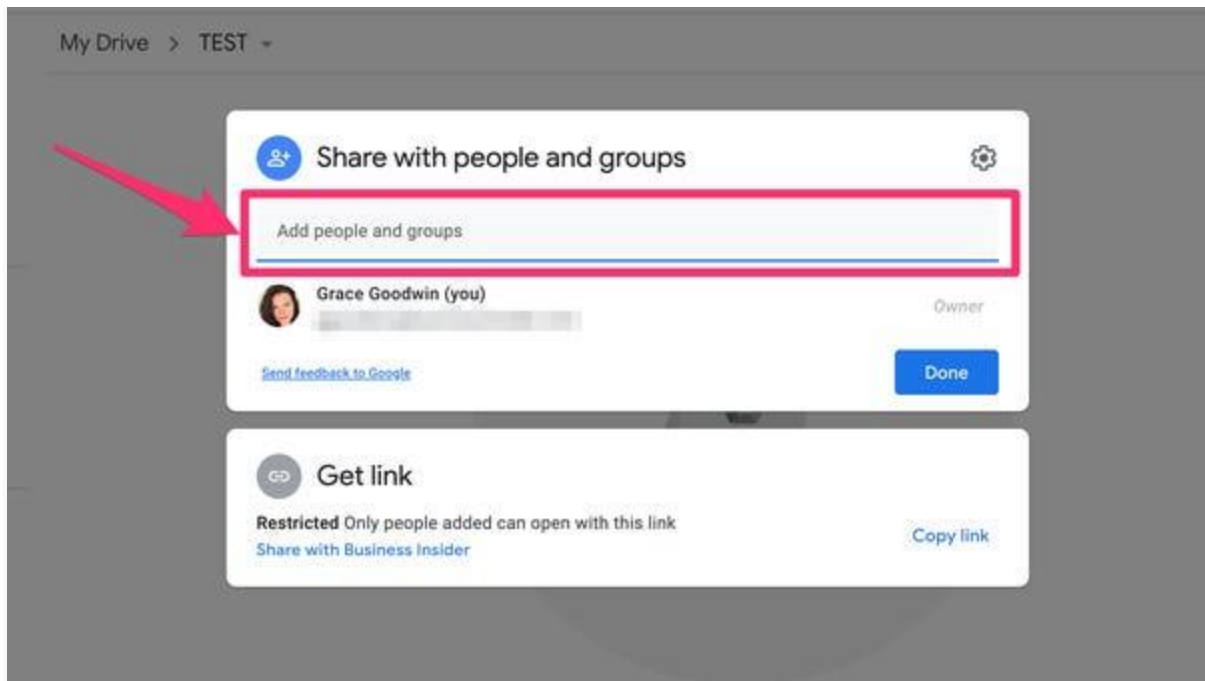
Drag and drop your files or click the "New" button again. Grace Eliza Goodwin/Insider

7. Open the folder you want to share. Then, click on the folder title at the top of the screen, above the list of files in your folder. In the drop-down, click **Share**.



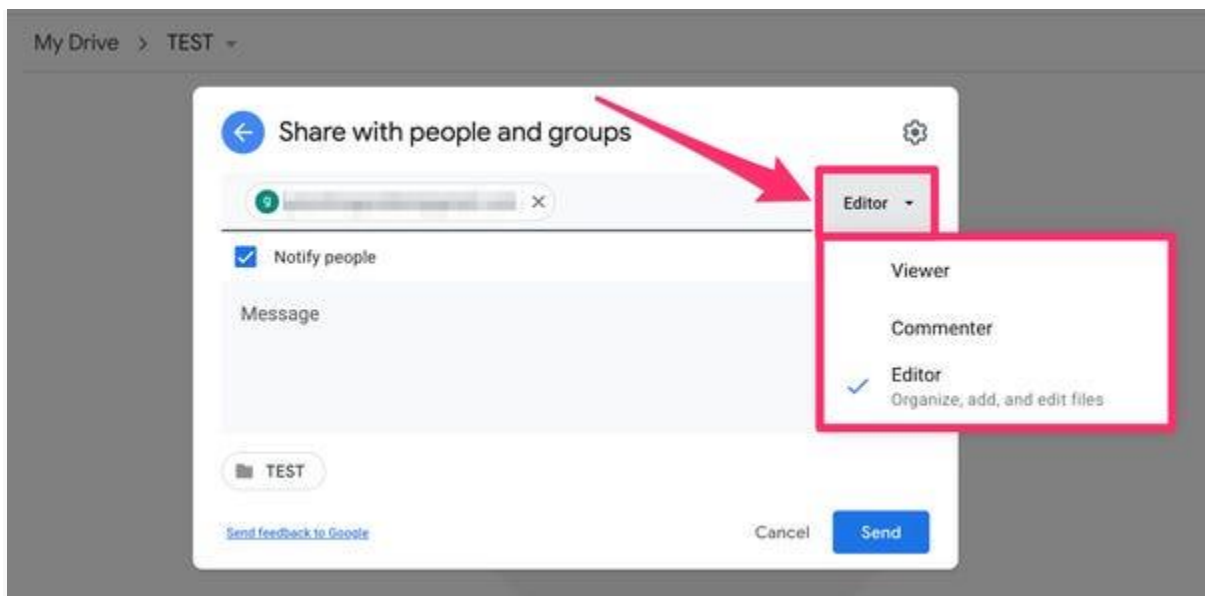
Select "Share" in the drop-down. Grace Eliza Goodwin/Insider

8. In the pop-up, under **Share with people and groups**, you can type in the email addresses of everyone you'd like to send your folder to.



Use the text box to type in the email addresses of your recipients. Grace Eliza Goodwin/Insider

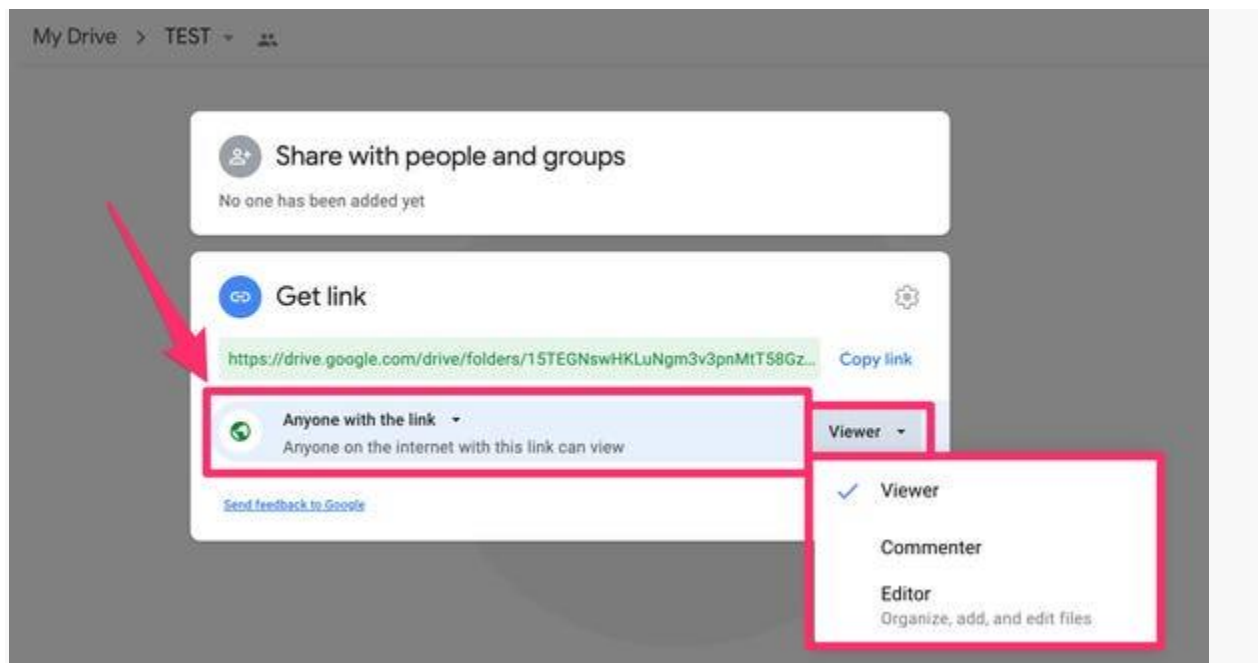
Make sure to choose editing permissions — click the **Editor** drop-down and select **Viewer**, **Commenter**, or **Editor**. If you want each person to be individually notified, click the checkbox next to **Notify people**, type in a message if you want, and hit **Send**.



Choose your editing permissions from the drop-down. Grace Eliza Goodwin/Insider

Quick tip: If someone is part of your organization, you can type in just their name and their email address will auto-populate.

If you don't want to share the folder via email, you can also copy and paste a URL link. Click **Get link** in the box beneath **Share with people and groups**. The box will expand to show a link and editing permissions — make sure you grant access as necessary.



Choose other users' editing permissions. Grace Eliza Goodwin/Insider

Once you've changed your permissions, click **Copy link** to copy it to your clipboard. Then paste the link in a text, email, messaging app, or other platform to share your folder.