# A Brief Introduction to Google Drive

This short walkthrough will help you understand the Google Drive interface and illustrate how to create folders and documents that you can share with other people. If you still have questions don't hesitate to contact me via email or stop by my office in Richardson 109.

Step 1:

You can access Google Drive from within your email by clicking on the small grid next to your name to access the Google Apps page.
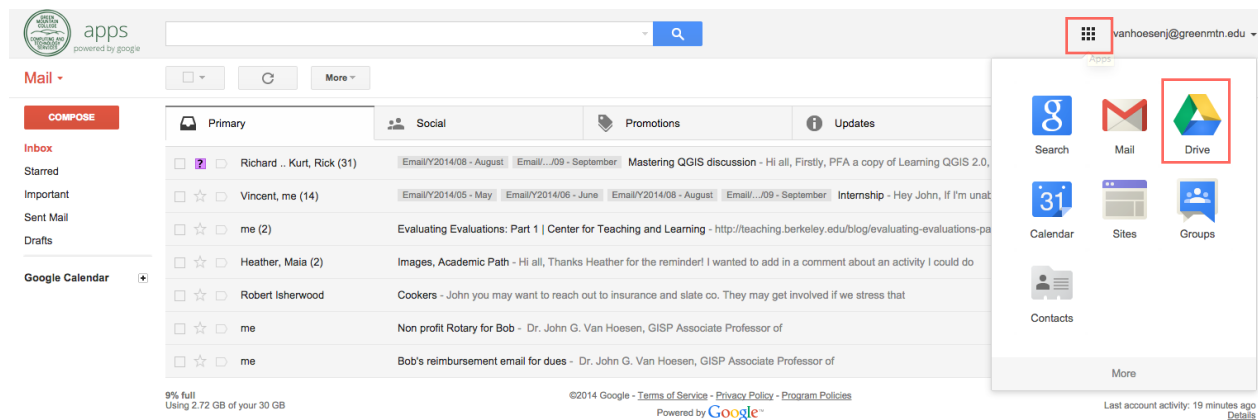

Step 2:

If you click on the Drive icon, it will take you to your Google Drive interface (see below) where you can start creating folders, documents and upload files. If you click on the create button you will see a variety of options but for uploading and sharing your files with me, you will first need to create a folder and name it: Your Name - Class Name. For example, for Intro to Geology I would create a folder called John Van Hoesen - Geology.
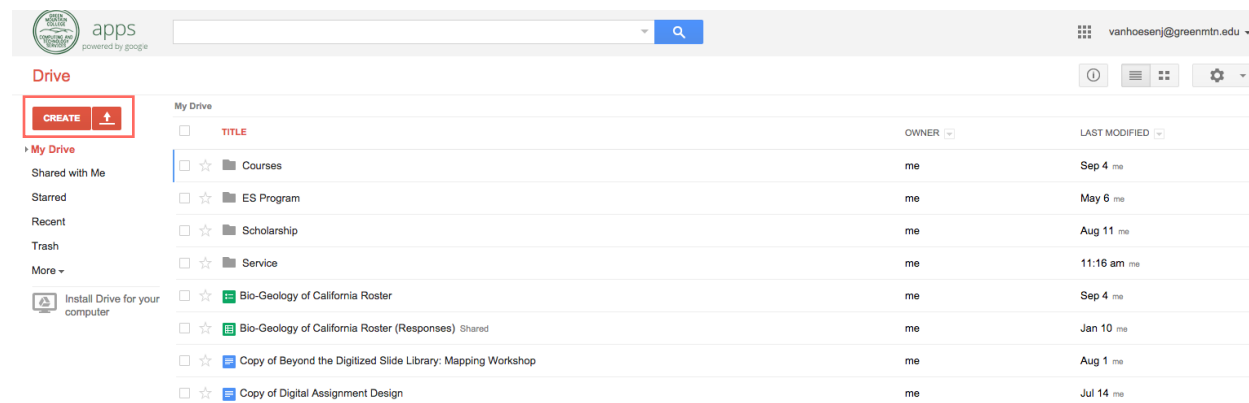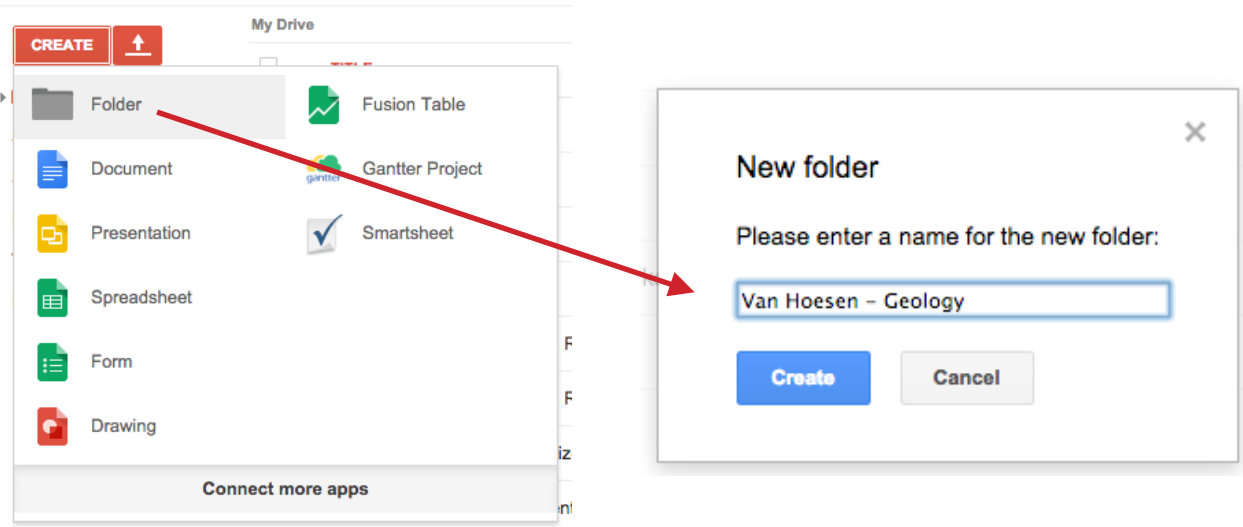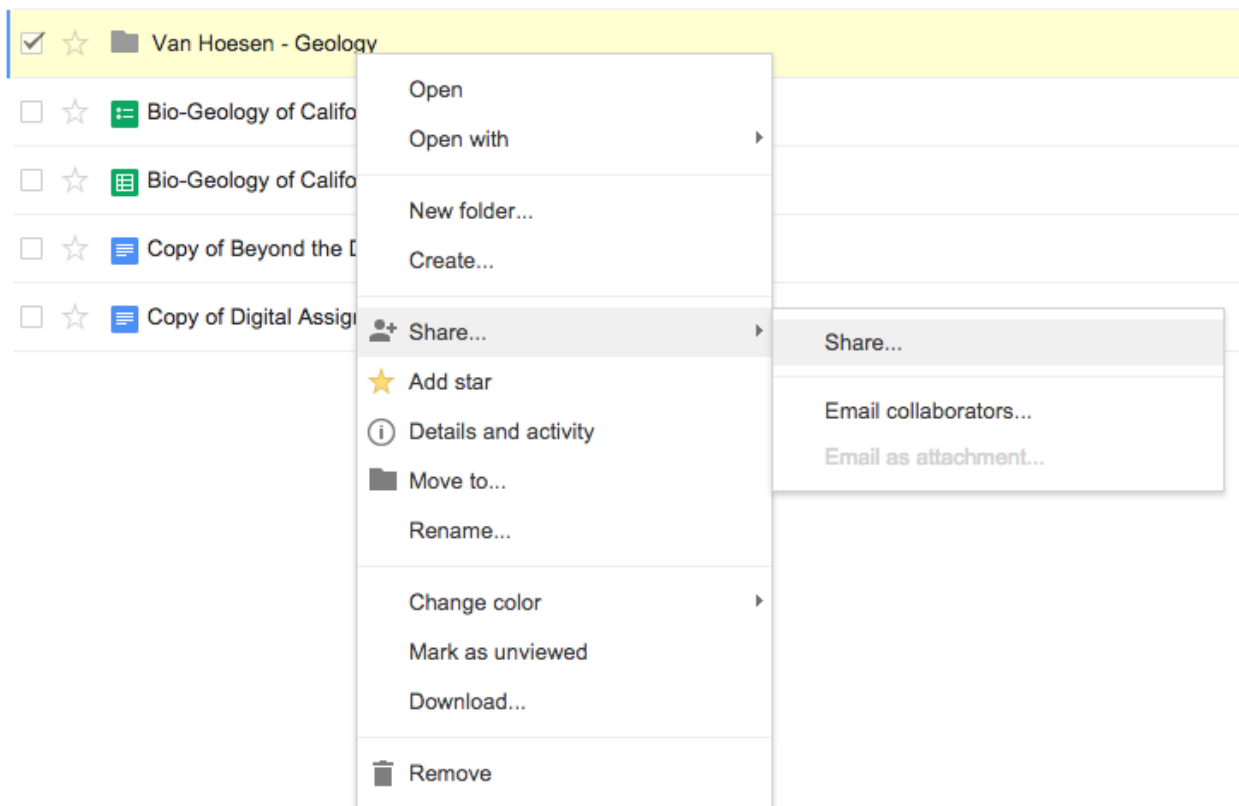
Step 3:

Once you create this folder you need to share it with me so I can access and comment on your work. You need to right-click your mouse or trackpad and select **Share**.

After you click share the dialog box below will appear and you will want to click in the **Invite People** text box and type my name. Then make sure that the option to the right of my name indicates "Can edit."

Sharing settings

Link to share (only accessible by collaborators)

https://drive.google.com/a/greenmtn.edu/folderview?id=0B9FTUaThnO4sUTdrb0VGN

Who has access

🔒　Private - Only you can access　　　　　　Change...

👤　John Van Hoesen (you) vanhoesenj@gree...　　Is owner

Invite people:

"John Van Hoesen" <vanhoesenj@greenmtn.edu>　　Can edit ▾

☑ Notify people via email - Add message

Send　　Cancel　　　　　☐ Send a copy to myself

Editors will be allowed to add people and change the permissions. [Change]

Now anything you put in this folder I can edit and comment on without having to download or hand back to you. All the magic will happen in your Google Drive.