How to Create and Share a Folder in Google Drive

- 1. Make sure that you are signed in to your Google Drive app. If not, sign in by tapping on SIGN IN in the lower, right-hand corner.
- Once your Drive opens up, tap on the + sign in a blue circle in the lower, right-hand corner.



3. In the mini-window that pops up, tap on FOLDER.

Name your folder just like you see it . . .

#_LastNameFirstInitial



Then tap CREATE.



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Now to share it . . .



5. In the mini-window that pops up, tap on



 Begin typing in my last name. Once my name pops up, tap on it. I might have two names in the system; choose "jenny_rovira@myfsd.org"

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Almost done!



7.Make sure that I have EDIT status for the folder.



8. Tap on the "paper airplane" looking arrow pointing to the right. (NOT on the three dots.

If you did this properly, you will see a little notification at the bottom center of your screen letting you know sharing settings have been updated and I will receive an email from Google.

