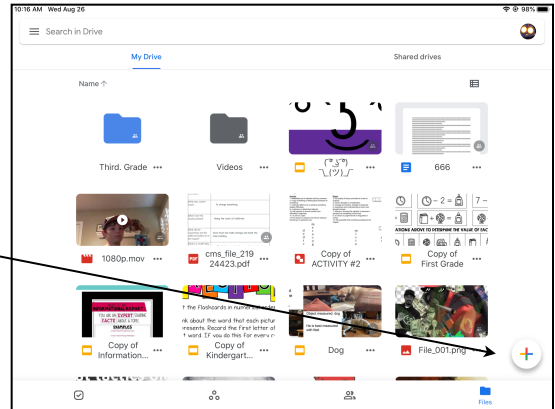


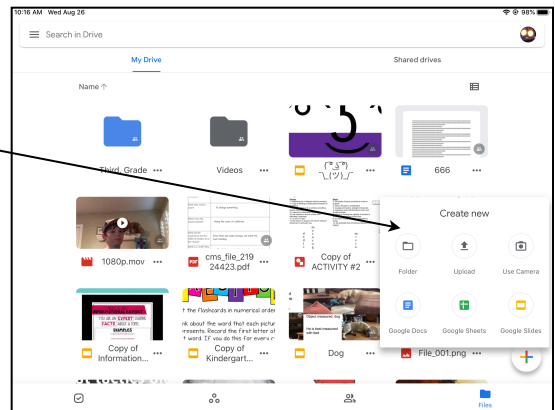
How to Create and Share a Folder in Google Drive

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.

2. 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.

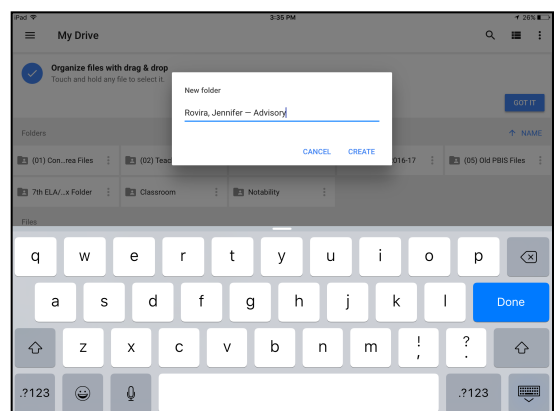


Name your folder *just like you see it* . . .

#_LastNameFirstInitial

. . . except actually type in YOUR last name and YOUR first name.

The # sign is the period you have ELA— 1, 4, or 6

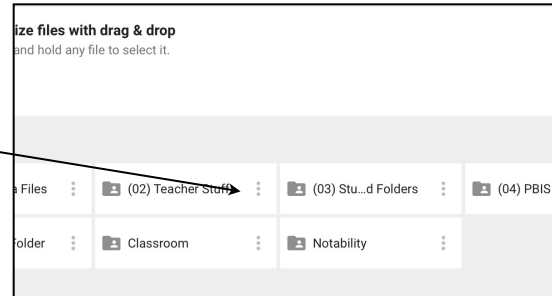


Then tap CREATE.

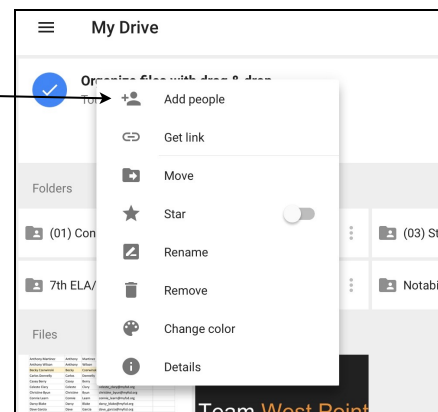
How to Create and Share a Folder in Google Drive

Now to share it . . .

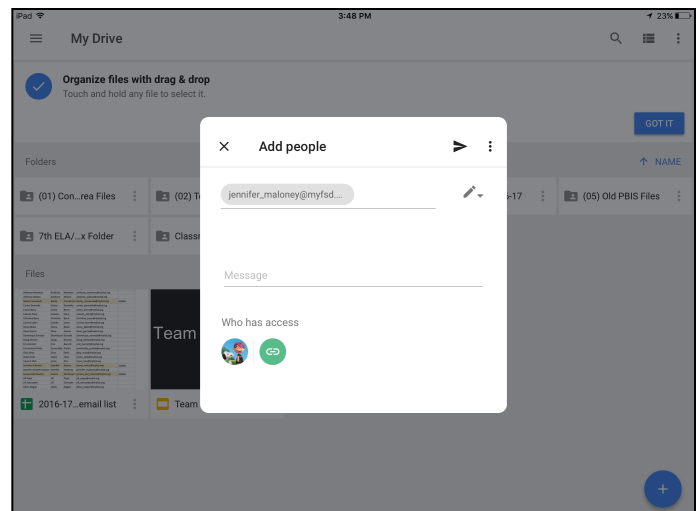
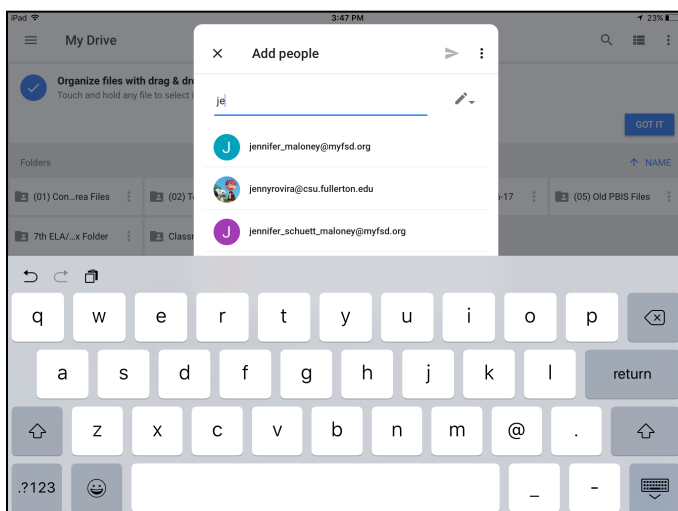
4. Find your folder and tap on the **THREE DOTS** on the right edge of it.



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

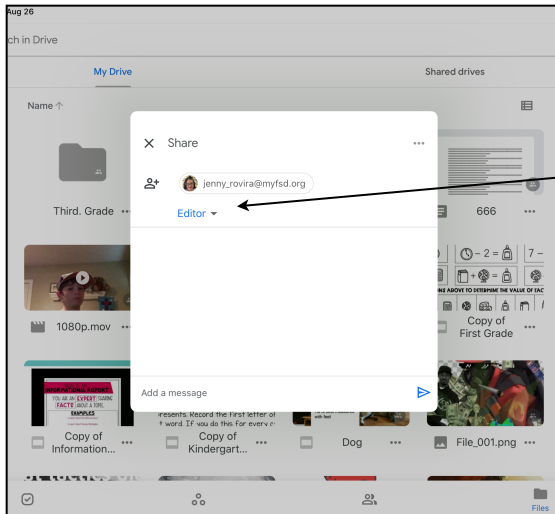


6. Begin typing in my last name. Once my name pops up, tap on it. I might have two names in the system; choose "jenny_rovira@myfsd.org"

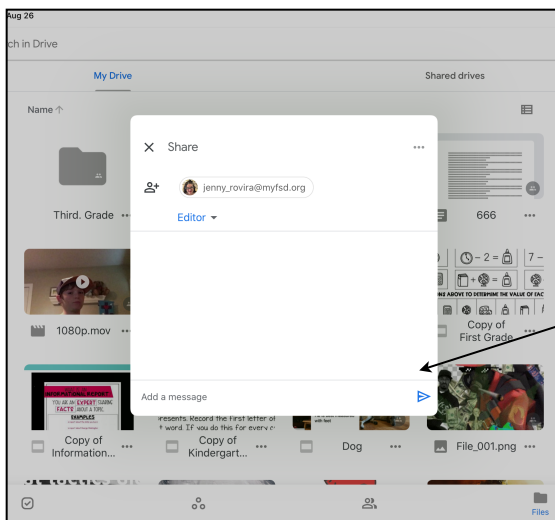


How to Create and Share a Folder in Google Drive

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.

