



GOOGLE DRIVE

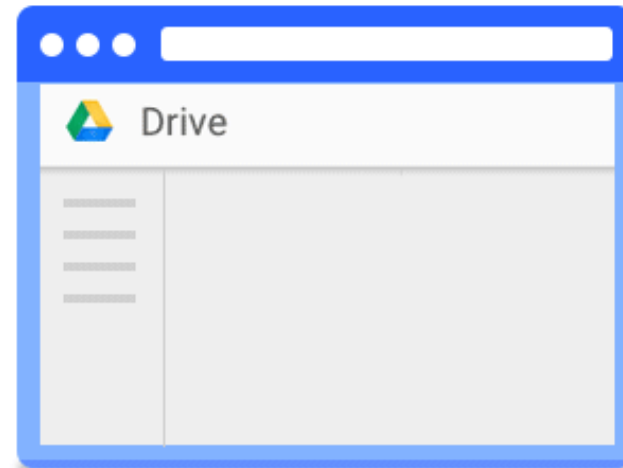
What can you do with Drive?

With Google Drive, you can upload and store all of your files online. You can then share these files with your team and access them from any computer, smartphone, or tablet.

What you need:

 G Suite account

 10 minutes



1

Upload and Store

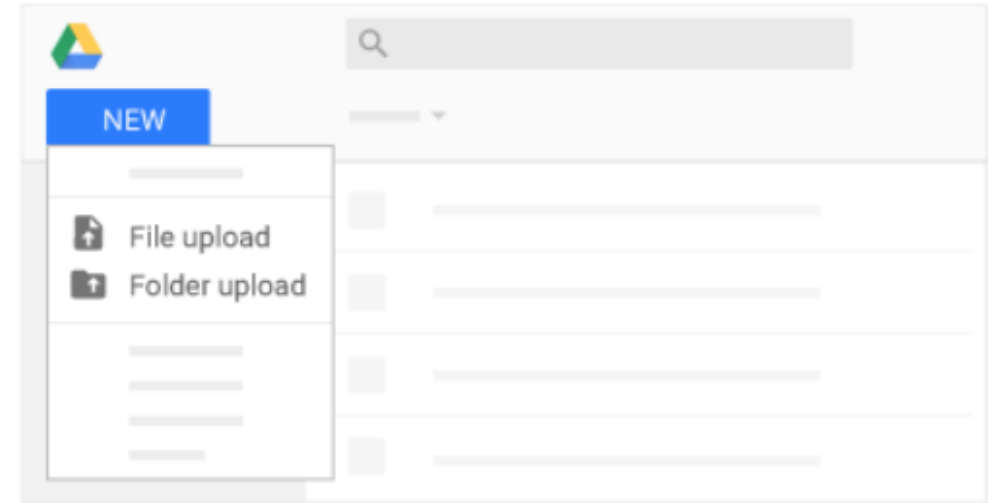
You can store any file in Drive: pictures, drawings, videos, and more. You only need to store a file in Drive on one device, and it will automatically be available on all your other devices. There are three ways to get your files into Drive.

Upload files to Drive on the web

One way to store files in Drive is to upload a copy of them using your web browser:

1. Go to [Drive](#).
2. Click New, select **File upload** or **Folder upload**, and then choose the file or folder you want to upload.
3. Click **Open**.

When you see **Upload complete**, your files have uploaded successfully and can be accessed in any browser or device that has Drive installed.

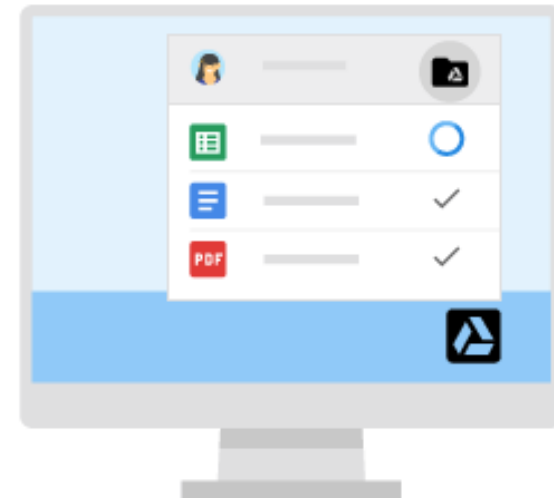


Store files on your desktop

Install Drive File Stream:

1. On your computer, follow the installation instructions in the [Drive Help Center](#). You'll then see Drive File Stream at the bottom right on Windows or at the top right on Mac.
2. Click Drive File Stream.
3. Click Open Google Drive Folder to access your Drive files and folders.

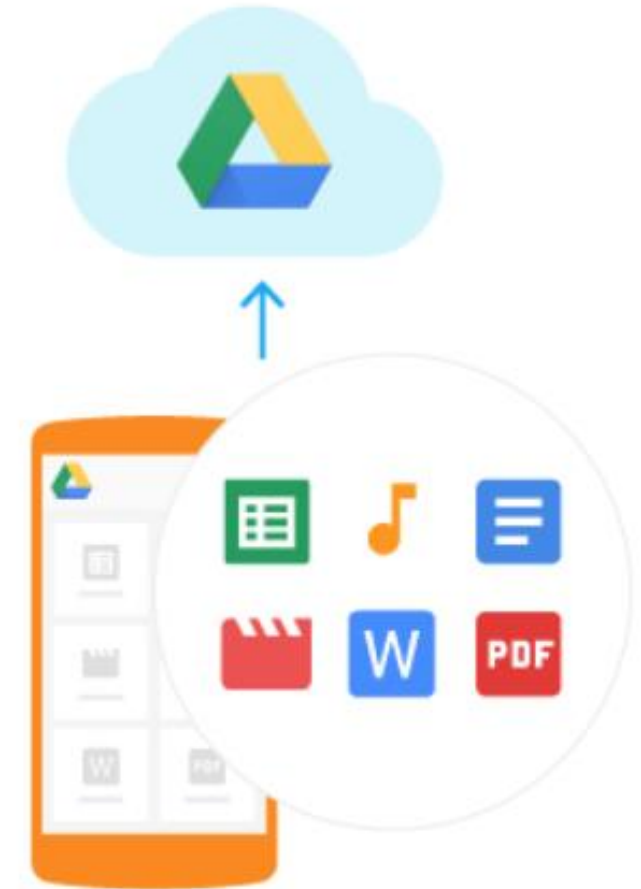
When you install Drive File Stream on your computer, it creates a drive in Microsoft® Windows® Explorer or a device in Apple® Mac® Finder® named **Google Drive**. All your Drive files appear here.



Upload files from your phone or tablet

You can also use the Drive app to store files on your Android or iOS device. (If you decide later to uninstall the app, your Drive files won't be affected and can still be accessed from Drive on the web.)

1. Depending on your device, choose one of these options:
 - **Android phone or tablet:** Tap Google Play Google.
 - **iOS devices:** Tap App Store App Store.
2. Find and install the Google Drive app.
3. Open the app containing the file you want to upload, tap Share, and then tap Drive.



2

Access your files

Drive simplifies your work by making the latest version of your file available automatically across the web and all your devices.

After you store your files in Drive, you can get to them on any computer, smartphone, or tablet. When you change or delete a file stored in one location, Drive makes the same change everywhere else, so you don't have to.

Check your sync status


On the web

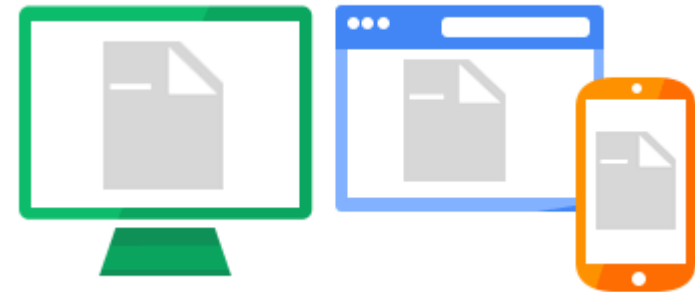
When you see **Upload complete**, your files have uploaded successfully and can be accessed in any browser or device that has Drive installed.

On your computer

Dragging files to a folder in Drive File Stream automatically uploads them to Drive on the web (though it might take a moment for files to sync).






Files with  haven't been uploaded to Drive yet.

Files with  done have uploaded successfully and can be accessed from Drive in any browser or from any device with Drive installed.



Access your files from any device

After your files sync, you can access them from any browser or device.

Browser or device	Requirements	How to access
 Web browser (any device)	Install any web browser.	Go to drive.google.com .
 Computer	Install Drive File Stream from the Drive Help Center .	Click Drive File Stream  and then Open Google Drive  .
 Mobile devices	Install the Drive app from the Play Store (Android) or App Store (iOS).	Open the Drive app on your device.

Access your files offline

On the web

Chrome browser only

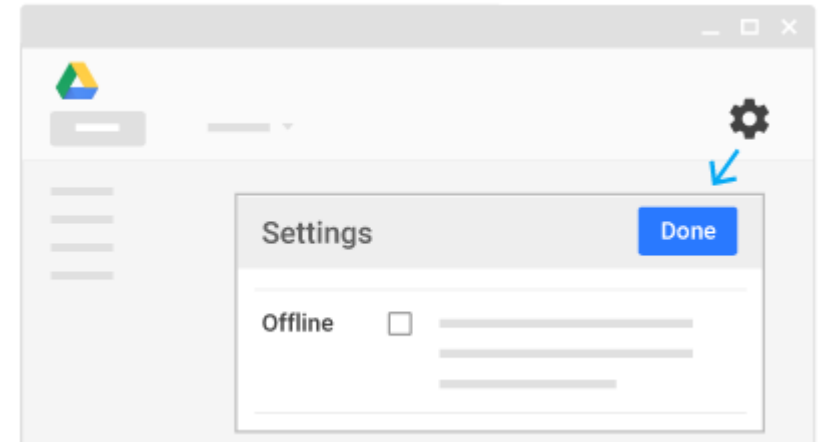
Set up offline access for Google Docs, Sheets, and Slides files on the web:

1. In [Drive](#), click Settings.
2. In the **Offline** section, check the edit offline box.
3. Click Done.

On your computer

Set up offline access for PDFs, Microsoft® Office® files, and more on your desktop:

1. Click Drive File Stream.
2. Click Open Google Drive.
3. Right-click the file or folder you want to access offline.
4. Click **Drive File Stream > Available offline**.



3

View and update

Preview and download stored files on the web

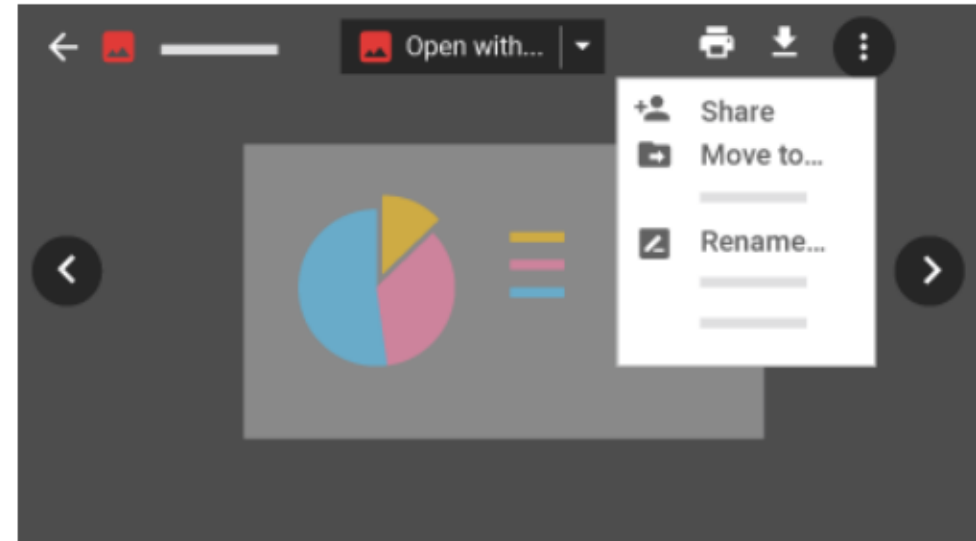
To take a quick look at a Drive file, right-click it and select **Preview**.

In the overlay, you can:

- Scroll down or up in your file.
- Click Left arrow < or Right arrow > to see the previous or next file in Drive.
- Open your file to edit it.
- Print your file.
- Click Download to download your file.
- Click More to share, move, rename a file, and more.

To save a file to access later, download it one of the following ways:

1. From the preview screen, click Download.
2. From Drive, select a file, click More, and select Download.



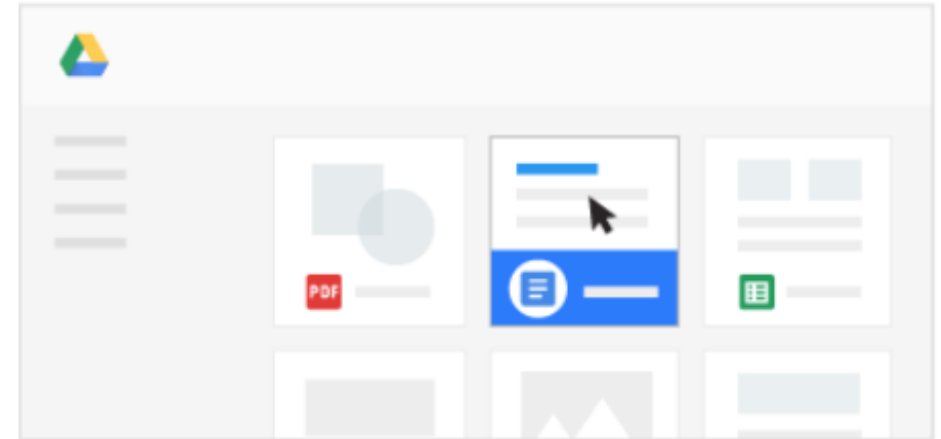
Open your files

On the web

In [Drive](#), double-click the file you want to open.

On your computer

1. Click Drive File Stream.
2. Click Open Google Drive.
3. Double-click the file you want to open.
 - Files created by Docs, Sheets, Slides, or Forms open in your browser.
 - Other files open in their regular applications on your computer.



Update Drive files

On the web

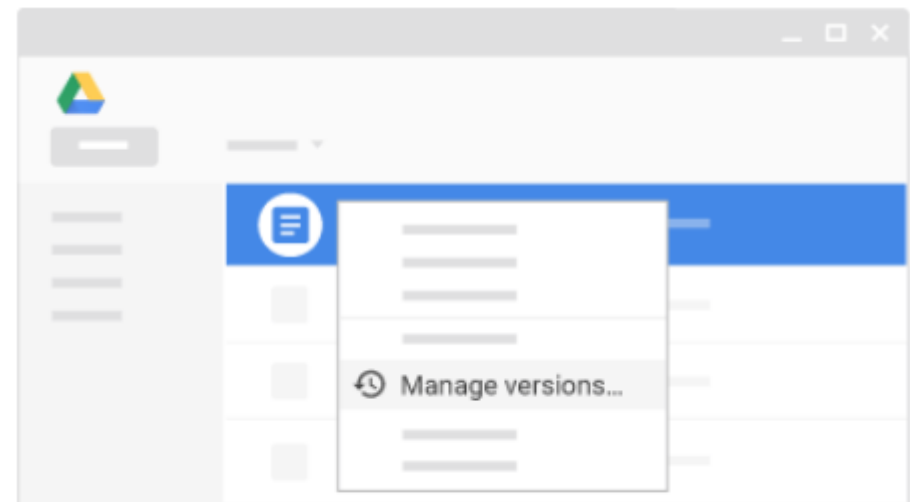
To restore an earlier version of a file that wasn't created in Docs, Sheets, or Slides:

1. Right-click the file and select **Manage versions**.
2. Click **Upload new version** and select a file from your computer.
3. When the new version is done uploading, click **Close**.

On your computer

To update a file, just open it from Drive File Stream on your desktop. Make your changes. They'll automatically update to Drive on the web.

It works the other way around, too. Changes you make in Drive on the web sync back to your computer. Your files and folders are now up to date everywhere.



Delete your files

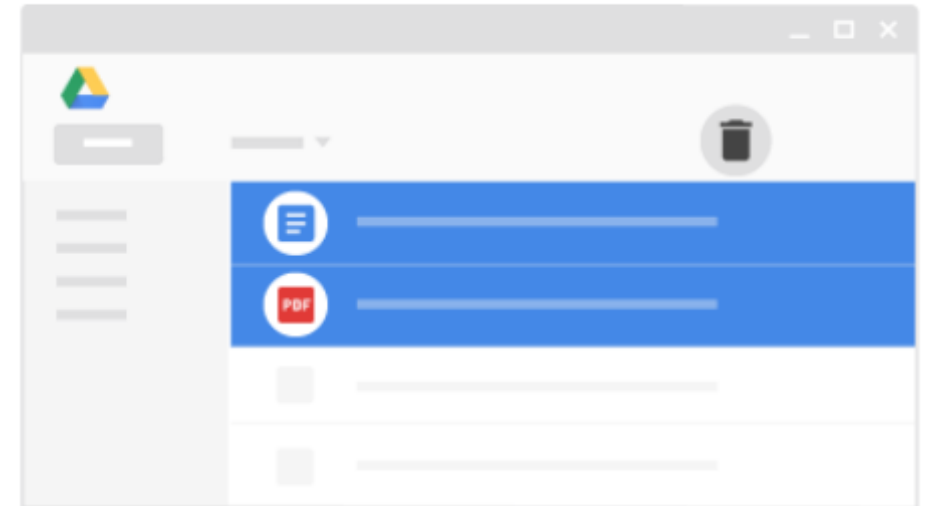
On the web

Select the files or folders you want to remove and click Remove.

Delete files permanently: To permanently delete a file when you're in Trash, select the file and click **Delete forever**. To permanently delete all your Trash files, click **Trash** and select **Empty trash**.

On your computer

Just select the files or folders you want to remove and delete them as you would any other file on your computer.

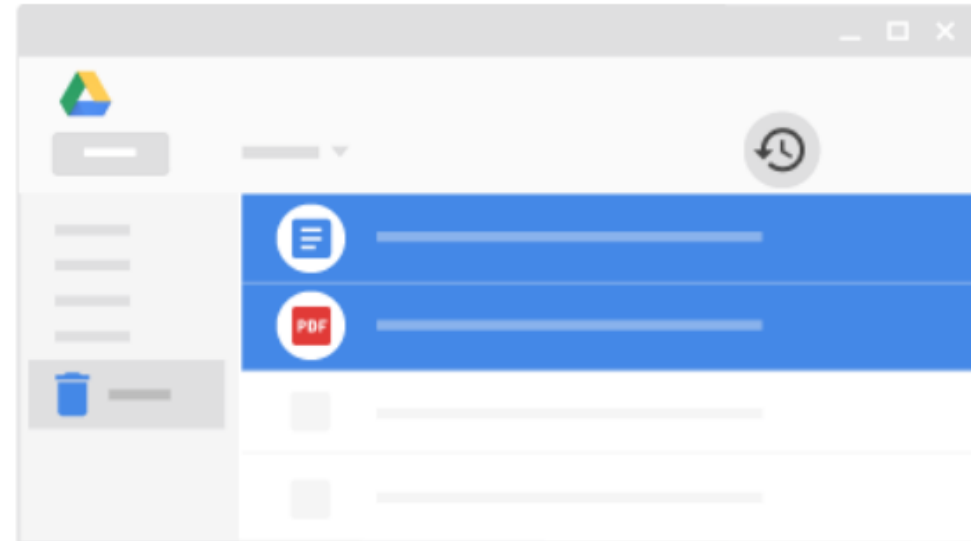


Restore deleted files

If you change your mind after deleting a file or folder, you can restore it to Drive. Whether you delete it from Drive on the web or from your computer in Drive File Stream, you restore it the same way.

On the web

Open [Drive](#) and click Trash. Select the files you want to restore and click **Restore**.



4

Organize and search

Create folders

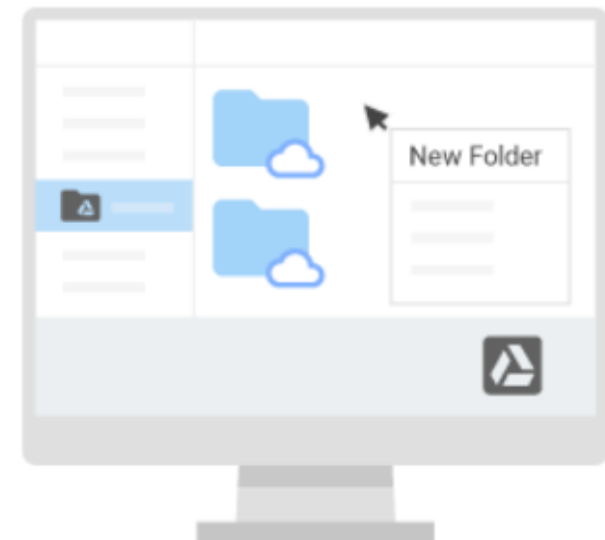
Any new folders you create in your computer's Drive File Stream folders or in Drive on the web automatically appear on your devices so that you're organized everywhere.

On the web

In [Drive](#), click **New > Folder**.

On your computer


Using Drive File Stream, create new folders in Google Drive (My Drive or Team Drives) the same way you create other folders on your computer.



Move files to folders


On the web

Move a file in My Drive:

1. Select the file.
2. Click More > Move to 
3. Select the folder and click **Move here**.

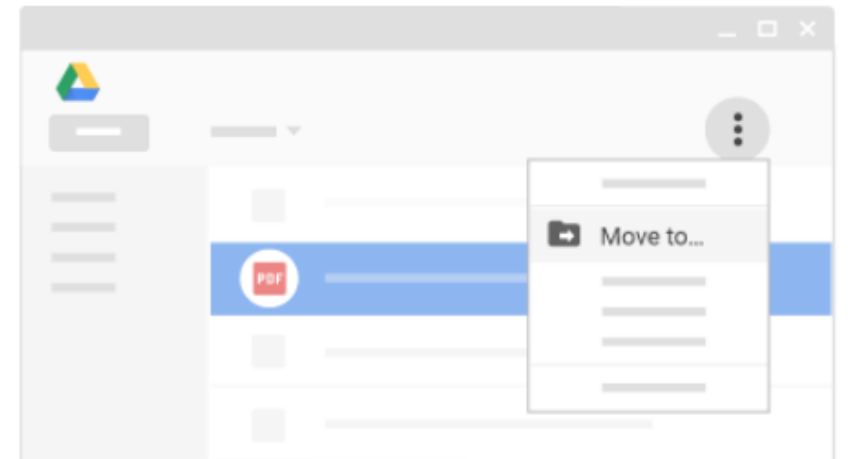
You can also drag files and folders to a folder in My Drive on the left.

Organize files in the Search results, Recent, Starred, Shared with me views:

1. Select the file and if it's not in My Drive, click Add to My Drive.
2. Click Move to  select the folder, and click **Move here**.

On your computer

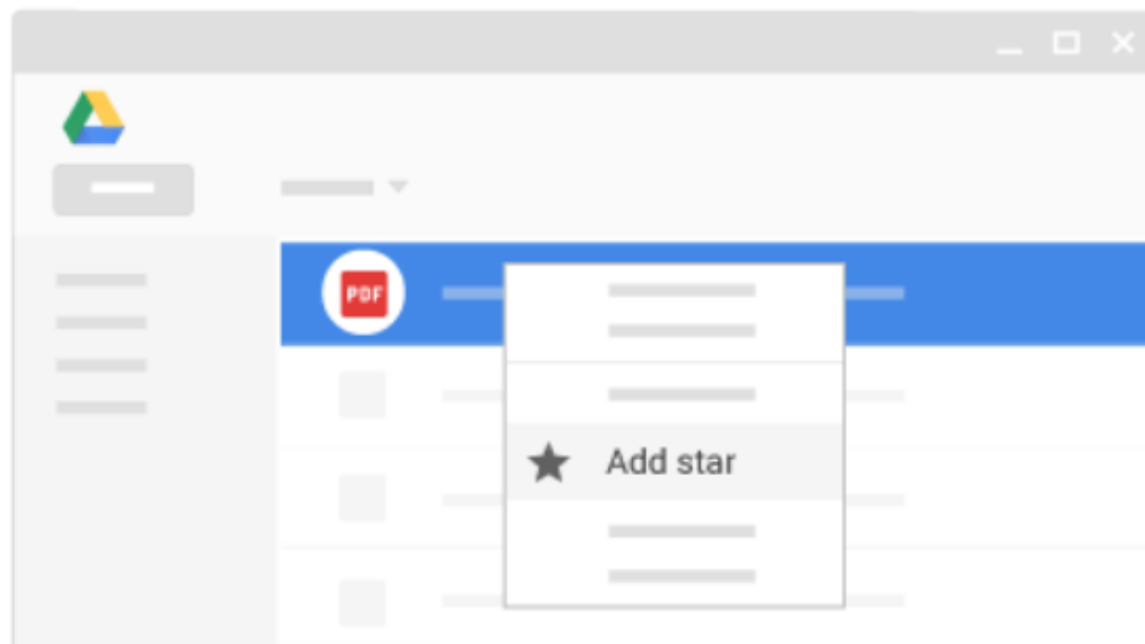
Select the files you want to move and drag them to any folder in Google Drive, the same way you'd move any other file on your computer.



Star important files and folders

On the web

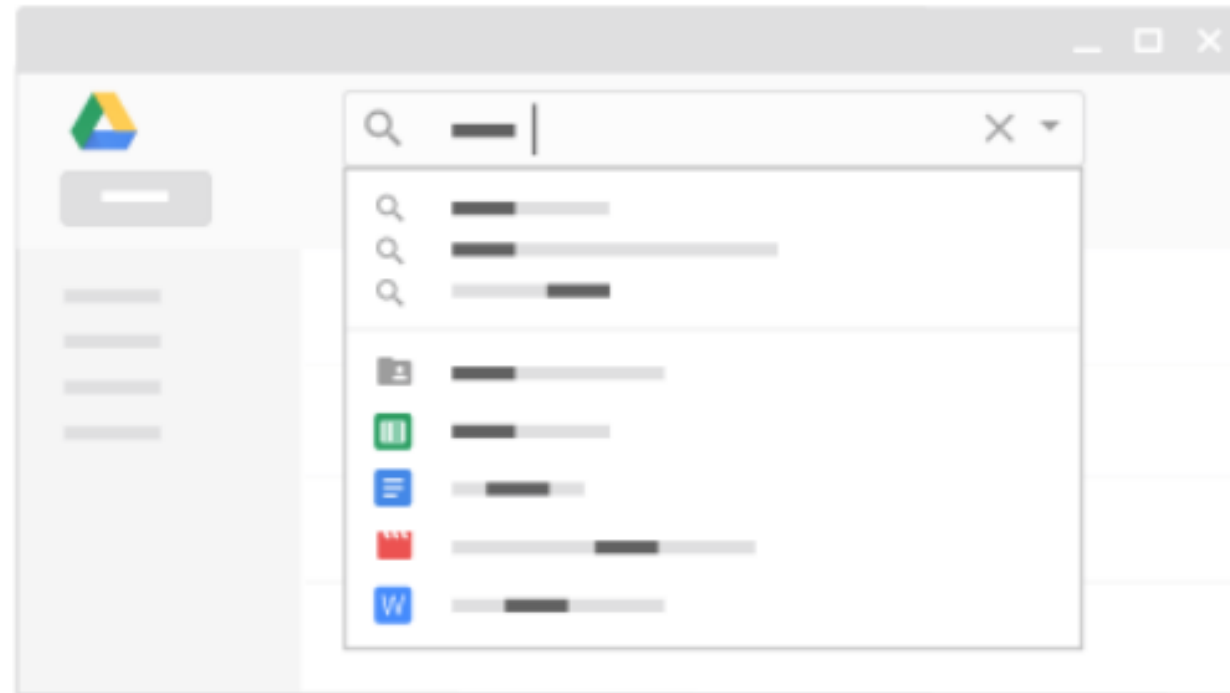
Flag important files or folders to find them quickly later. Just right-click a file or folder and select **Add star**. To see all your starred files and folders, in the left sidebar, click **Starred**.



Search

It can be difficult to browse through hundreds of files just to find the one you need. So, try searching Drive instead.

In Drive's search box, enter a word or phrase. To help you search faster, Drive suggests search terms as you enter text. Click one of the suggestions to open it, or click Search to see a list of results.



5

Share and collaborate

Share files and set access levels and visibility

On the web

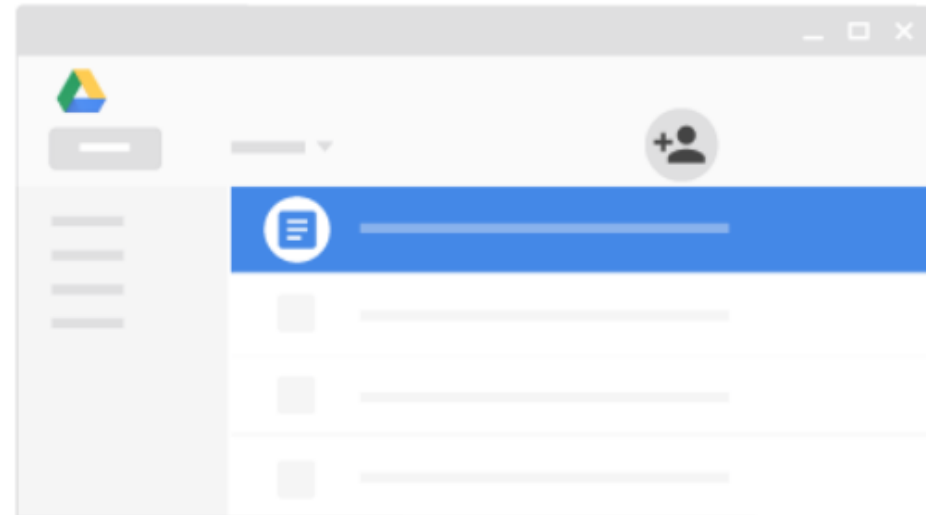
Share a file you own or can edit:

1. Select the file or folder you want to share.
2. Click Share.
3. In the **Share with others** box:
 - a) Enter the email addresses or Google Groups you want to share with.
 - b) Choose what kind of access you want to grant:
 - **Can edit**—Collaborators can add and edit content as well as add comments.
 - **Can comment** (Select files only)—Collaborators can add comments, but not edit content.
 - **Can view**—People can view the file, but not edit or add comments.
 - c) If you want to control how visible your files are to other people, such as keeping them completely private or allowing anyone on the web to see them, click **Advanced > Change** and choose an option. The options available will depend on your [admin's settings](#) for your organization.
4. Click .

Everyone you shared the document with will receive an email notification. After you've shared a file, you can get the link by selecting the file and clicking Get shareable link.

Stop sharing a file or folder you own:

1. In [Drive](#), select the shared file or folder.
2. Click Share.
3. Click **Advanced**.
4. Next to the person you want to stop sharing the file or folder with, click Remove X.
5. Click **Save changes**.



View Drive activity

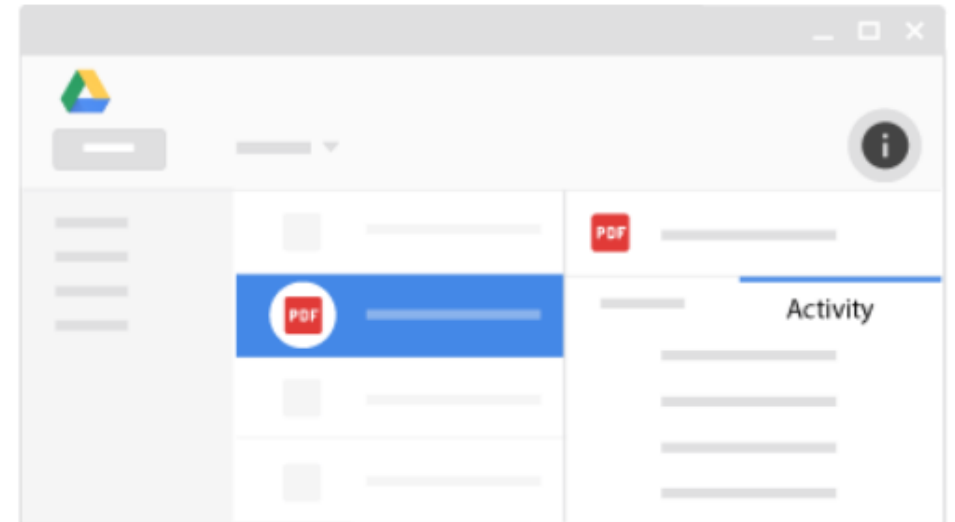
On the web

Keep track of changes to items created in or uploaded to Drive, such as:

- Uploading, moving, and removing
- Sharing and unsharing
- Renaming, editing, and commenting
- Who made the change
- People affected by the change

To view all activity in My Drive, click View details.

To view the activity for a specific file or folder, select the file or folder and click View details .

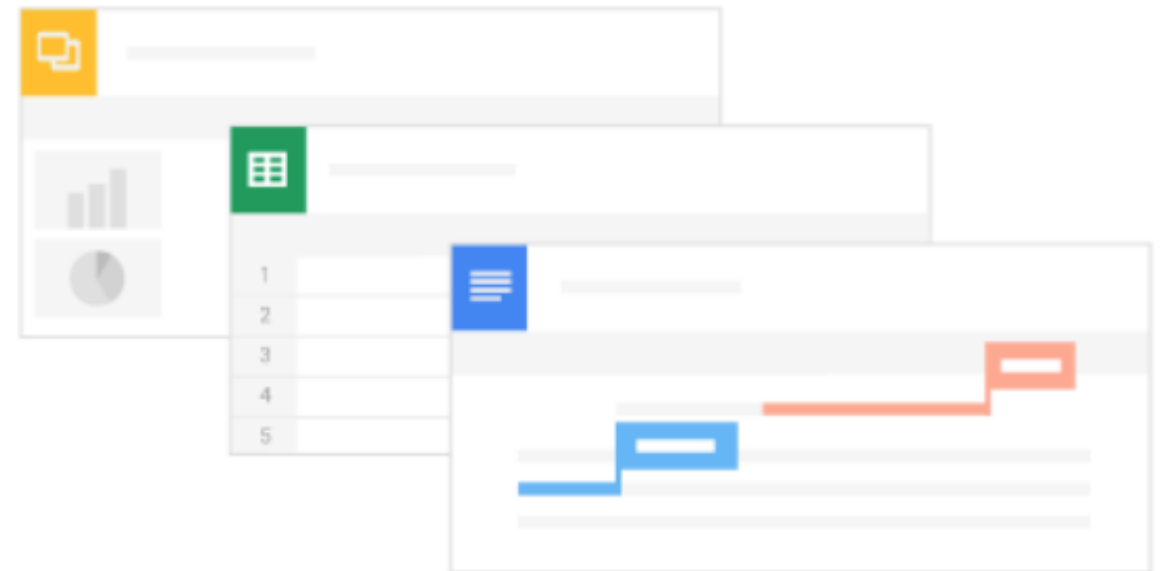








Collaborate with Docs, Sheets, Slides, and Forms

On the web

In Docs, Sheets, Slides, and Forms, you can work together in the same document in real time. Commenting on any file brings a conversation into context so you avoid back-and-forth email and lost time.

Just click **New** and select one of the file types below. Now all you need to do is share the file with your team to collaborate on a draft or key issue.



Editor	Description	Example uses
 Google Docs	Text documents	Proposals, reports, shared meeting notes
 Google Sheets	Spreadsheets	Project plans, budget sheets
 Google Slides	Presentations	Pitch decks, training modules, team presentations
 Google Forms	Surveys	Customer satisfaction surveys, group polls
 Google Drawings	Shapes, charts, and diagrams	Flowcharts, organizational charts, website wireframes, mind maps
 Google Sites	Websites	Team sites, project sites, resume sites