

How to upload and share files on Google Drive

Uploading your files

- On your computer, tablet, or phone, go directly to drive.google.com and log in.
- Click on the “My Drive” drop-down menu, then select “Upload Files...”
- Find the file or folder you wish to upload and click “Open”
- The file or folder will be visible in the “My Drive” section

Sharing files with individuals

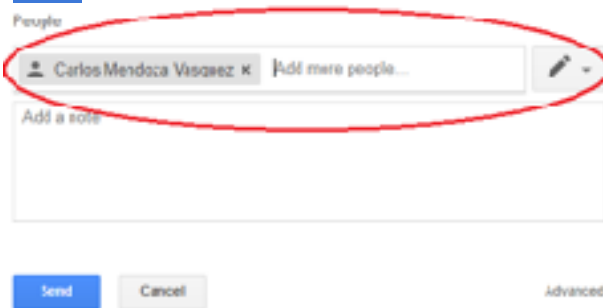
- Double click on the folder, file or document you wish to share




- Click the “Share” button on the top right-hand corner



- Under the “People” header, write the email addresses or names you wish to share your files with
- Now that you have chosen who to share your files and documents with, click on the “Send” tab. An email containing your documents will be sent to all of your recipients



Transferring ownership of your files

- Check the box next to the file or folder you want to transfer to another owner.
- Click the Share icon 
- Type the email address of the new owner in the “Invite people” field.
- Click Share & save.
- Click the drop-down menu to the right of the new owner's name; choose “Is owner.”

