

The following may offer helpful information about how to set up and use Google Drive.

Google Help

Sharing Files from Google Drive

<https://support.google.com/drive/answer/2494822?hl=en&co=GENIE.Platform%3DDesktop>

General Information About How to Set Up and Use a Google Drive Account

What is Google Drive and how do I get it?

To get started with Google Drive, the user must create or sign in to a Google Account. Then the user types drive.google.com into the browser. My Drive will automatically appear, which can contain uploaded or synced files and folders, as well as Google Sheets, Google Slides and Google Docs files.

Do you need a Gmail account to use Google Drive?

Google Accounts do not require a g-mail.com address. You can associate any existing email address with a Google Account. Alternatively, files can be shared with non-Google accounts using visitor sharing.

What are the steps to create a Google Drive?

How to use Google Drive

Step 1: Open the app. On your Android device, find and open the Google Drive app. ...

Step 2: Upload or create files. You can upload files from your phone or tablet or create files in Google Drive. ...

Step 3: Share and organize files.

How do I set up Google Drive on my computer?

Get started with Google Drive for desktop

Step 1: On your computer, open Drive for desktop.

Step 2: Click Sign in with browser.

Step 3: Sign in to the Google Account you want to use with Drive for desktop.

How do I set up access to Google Drive?

1. Select the file you want to share.
2. Click Share or Share.
3. Under “General access” click the Down arrow.
4. Choose Anyone with the link.
5. To decide what role people will have, select Viewer, Commenter, or Editor.
6. Click Copy link.
7. Click Done.
8. Paste the link in an email or any place you want to share it.

How do I transfer a document to Google Drive?

You can upload files into private or shared folders.

1. On your computer, go to drive.google.com.
2. At the top left, click New File Upload or Folder Upload.
3. Choose the file or folder you want to upload.

How do I create a folder in Google Drive and share it?

How to share a folder on Google Drive

1. Click the "New" button to create a new folder. ...
2. Click either "Folder" or "Folder upload." ...
3. Name your folder and hit "Create." ...
4. Drag and drop your files or click the "New" button again. ...
5. Select "Share" in the drop-down. ...
6. Use the text box to type in the email addresses of your recipients.

Will other people have access to my Google Drive if I share files?

No, when you share a folder in Google Drive, the people you share it with cannot see your other folders or what's in them. Google Drive links only display the file or folder they link to, nothing else. However, you should be aware that the link will display all/any files and subfolders in the folder you shared.

How to share a video on Google Drive

1. Open Google Drive and ensure you are logged into your Google account.
2. Click the "+New" button on the left-hand side and upload your video from your computer. ...
3. Click on the video file once to highlight it.
4. Right-click on the file name to open a menu of options.
5. Click "Share."

Is sharing video by Google Drive safe?

The content you save on Google Drive is private to you unless you choose to share it. Learn how to share or stop sharing files in Google Drive. Google respects your privacy. Google accesses your private content only when we have your permission or are required to by law.