



CREATING A GOOGLE DRIVE ACCOUNT

1. Go to google.com
2. Select Sign in in the top-right corner
3. Click Create an account
4. Enter the required information in the sign-up form
5. Enter your phone number
6. Google will send a verification code to your phone
7. Enter the verification code and click Verify
8. On the personal information page, enter your birth date, gender, and other information
9. Review the Terms of Service and Privacy Policy, then click I agree

USING A GOOGLE DRIVE ACCOUNT

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.
4. It will show up in Recents

SHARING A GOOGLE DRIVE FILE WITH SOMEONE ELSE

1. Select the file you want to share.
2. There is a gray bar up above your photos (it looks like a person with a + sign right next to it) – that's the share icon
3. Click Share
4. Either choose or type person/email
5. Click send