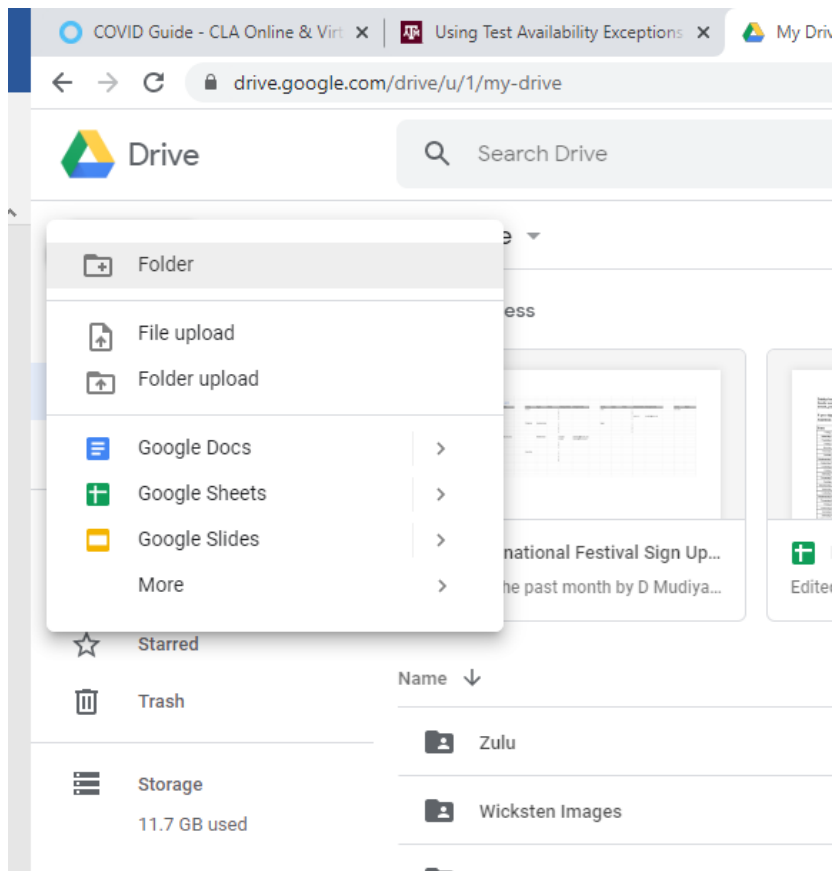


Google Drive Instructions

Access through Howdy, or google.tamu.edu

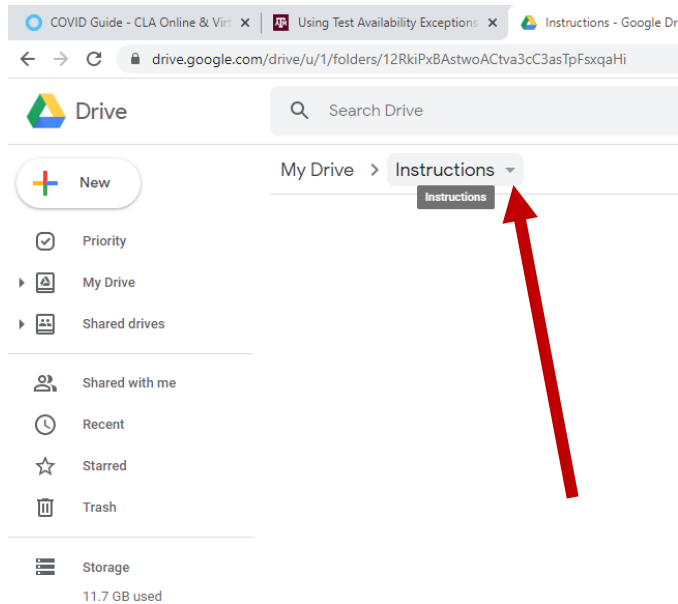
Click on My Drive

Start a new folder by clicking the plus sign on the top left of the page and Selecting "Folder"

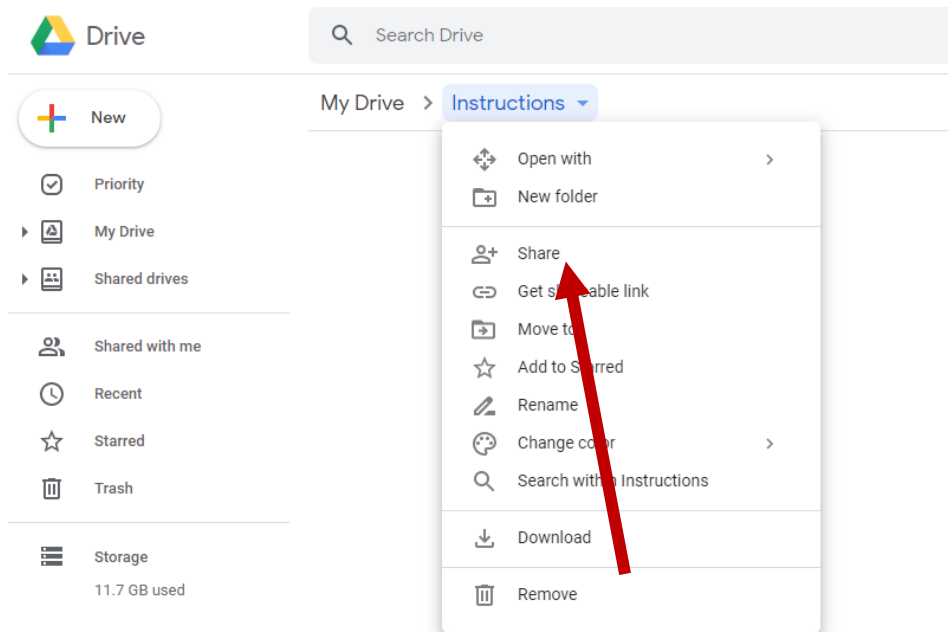


Next up is to share the folder with your students

Double click the folder name on your menu once it's made.
Hover over the Name of the Folder at the top of the page and click the down arrow on the highlight

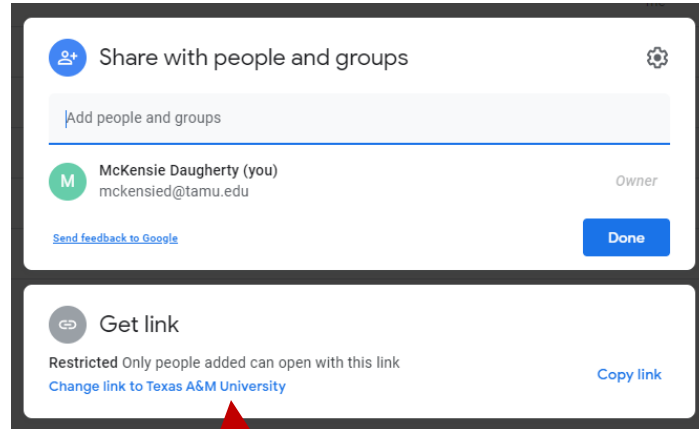


Click Share

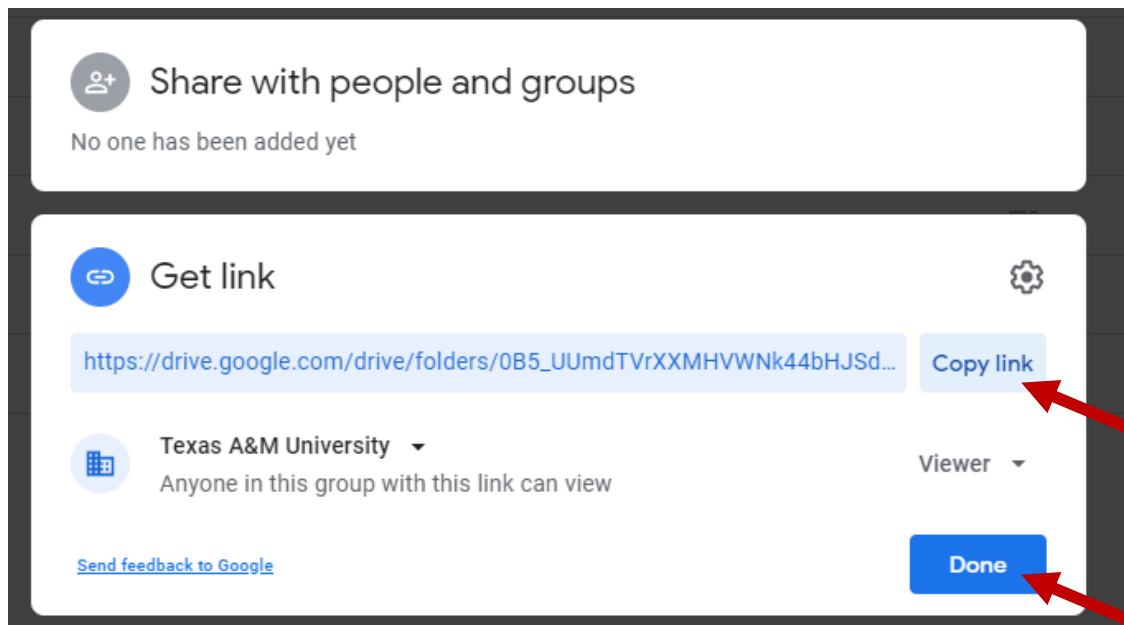


The Window will pop up to turn on link sharing,

Click the blue text at the bottom "Change link to Texas A&M University"



This will bring up a new pop up that should look like this:



Hit Copy link, and it will be ready to paste into an email.

Hit Done, and the pop up will go away.

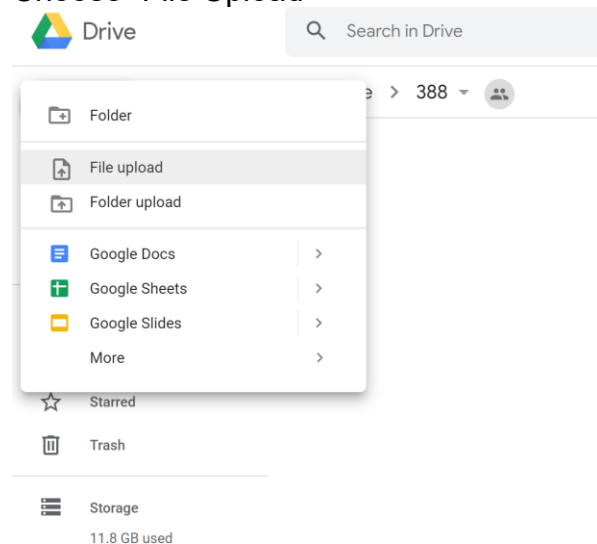
You can now open an email to your students and paste the link in the email, they should be able to access it from there.

If you would like your Drive folder to be even more secure, you can add student emails specifically, by clicking Under “People” and adding the addresses manually.

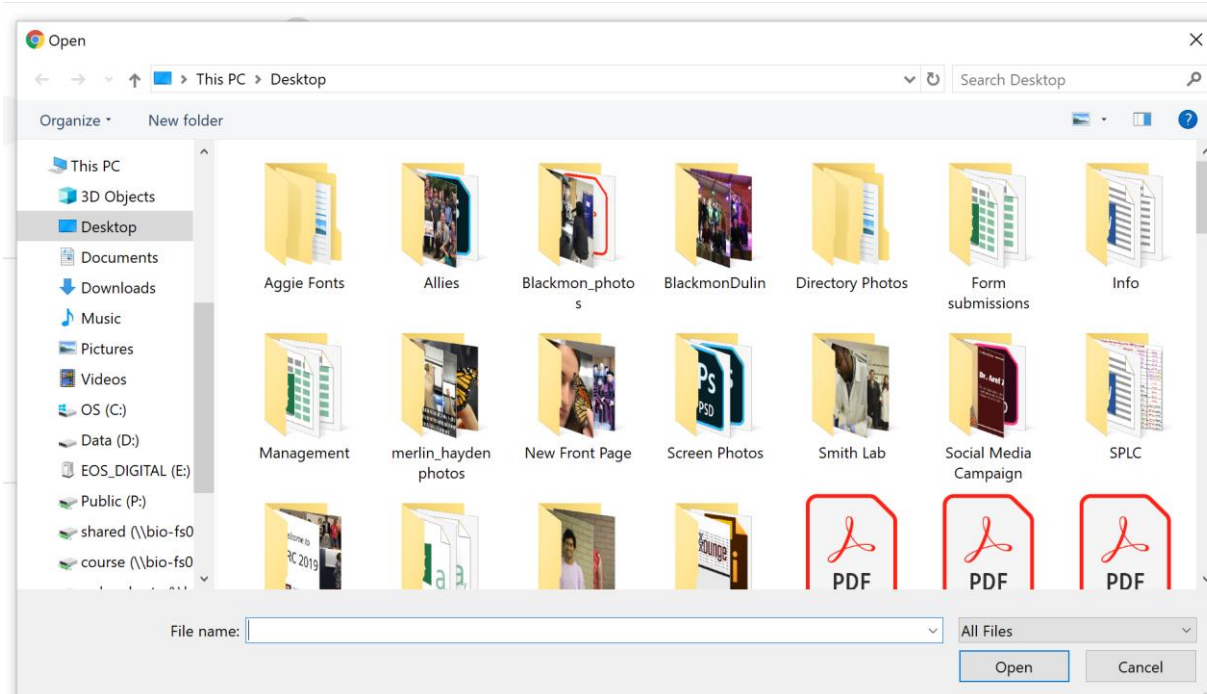
Now let’s learn how to upload files to the Drive.

Click the top left + (plus sign button)

Choose “File Upload”




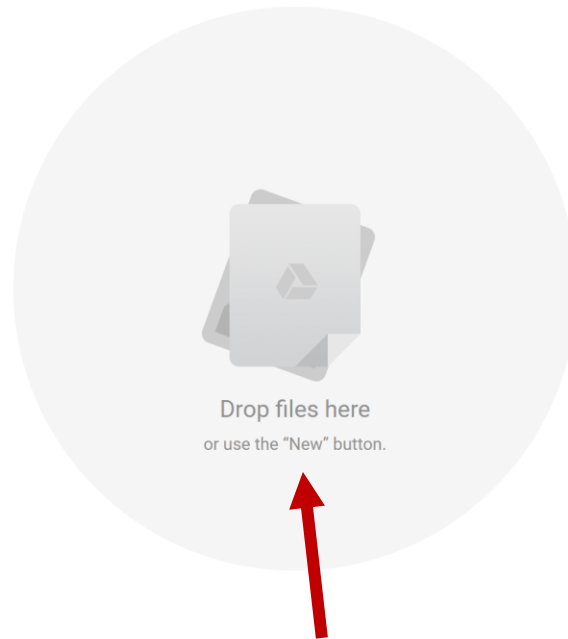
A pop up will occur asking you to select a file to upload.



Select the file you want and click “Open”.

Alternatively, you can drag your file directly into the Drive Folder from a Window.

My Drive > 388 ▾ 



You’re all set!