

Quick Reference Guide

Google Drive



Overview

Google Drive is used for file storage and synchronization.

Within 4 GB of free storage space (100 MB of free storage space) for each user.

and share those files with colleagues. This quick

reference guide (QRG) will demonstrate how to create a folder, upload files, and upload folders to Google Drive.

These instructions can be used for district employees and students with laptops and desktops.

Getting Started

1. Navigate to MyFWISD Apps
(www.fwisd.org/myfwisd)
2. Sign in with Microsoft and enter your username and password, if asked.
3. Click Google Drive.

Create a Folder

Create folders to organize documents (files). Storing documents in folders make them easier to find later.

1. Click **New**.
2. Choose **Folder**.

3. Type a name for the folder.
4. Click **Create**.

Upload Files

Upload any file to Google Drive (Google, Microsoft, PDF)—including photos, drawings, recordings, and videos. After you store a file in Drive once, you can open it from any web browser on any device. You can also view the file using the Drive app on Android and Apple®iOS®.

1. Click **New**.
2. Choose **File Upload**.
3. Browse your computer to locate the document or documents. Typically, you will
 - a. Locate the folder.
 - b. Click on the file. To select multiple files hold down the CTRL key on your keyboard as you select files. The files will highlight as they are selected.
 - c. Notice the file name or names under File Name.
 - d. Click **Open**.

Upload Folders

If your documents are already organized in folders on your

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