

# GOOGLE DRIVE TUTORIAL

Hello everyone!

In this tutorial we will get to teach you how to use Google Drive with your Gmail account so you can save and organize your files online. So, let's start!

STEP 1; Open your browser and then the google search page

STEP 2; On the top right corner next to the icon of your account you will get to see a square icon with dots. Click on it

STEP 3: Once you click on it you will get to see on the third row an icon that says "Drive". This is how you will access the Google Drive page.

STEP 4: Now once you open the page, you see the title "My Drive" and the home page of Google Drive, where every file you edit will appear there.

STEP 5: On the top left corner you will see a button that says "New", if you click on it 8 options will appear.

STEP 6: The first option named "Folder" lets you create a new folder in the platform. Then the second and third option "File upload" or "Folder upload" give you the possibility to upload files from your own computer.

STEP7: Then you will see different types of files like Google Doc or Google Sheets for example. If you click on one of them you will see a new file created and it will take you to its page so you can edit it.

STEP 8: Now on the top left corner you will see a typing bar that says Untitled Document, if you click on it you can name your document. The next important buttons are "File, with one it's options being "Download" so you can save the file in your computer in whichever type you wish. On the right top corner, you will see a blue button that says "Share". If you click on it you will be able to share the file by adding an email or by activating the link and choose if you want someone else to edit your file.

STEP 9: Now back to the main page on the left side you will be able to see the computers connected with you account, the files shared with you, the ones you opened recently and the ones you have starred or deleted. Moreover, you can see the amount of storage you have used.

And this is how you use Google Drive everyone!

