Getting started with Google Drive

Google Drive is a part of the Google Apps package that's included with your SJSU email account. You can use it as a fantastic collaboration tool, as a portable productivity suite through Docs, Sheets, and Slides integration, and as a cloud-based file storage system.

You can access Google Drive by simply navigating to **drive.google.com** in your browser. If you're asked to login, use your SJSU email and password.

Below is a quick-start guide to uploading and sharing files with Google Drive.

Uploading files and folders

There are two ways to upload to your Drive. Both methods assume you already have it open in your browser. File size is essentially unlimited.

Method 1
Simply drag and drop the file onto your browser window with Google Drive open.

Method 2

1. Click the **"NEW"** button on the left side of the window, then click "File" (or "Folder") upload.
2. Choose the file (or folder) that you would like to upload.
3. If the file (or folder) is large, wait for it to finish uploading.
4. You're done.

Sharing files and folders

Sharing with specific people

1. Right click a file or folder and click **"Share..."**

2. Add as many people as you want.
3. Choose whether you want these people to be able to edit or only view/download.
4. You may enter a note if you wish.
5. Click **"Send"**.

The people you shared with will receive an email with a link to the file or folder and a note if you wrote one.

Get a link you can share with anyone with an @sjsu.edu email address

1. Right click a file or folder and click **"Share..."**
2. Click **"Get shareable link"**
3. Choose whether you want anyone with the link to be able to edit or only view/download.
   - *NOTE: You probably want to allow viewing only.*
4. Copy the link and share it with anyone you want.

Revision #5
Created 19 February 2019 19:44:23
Updated 12 August 2022 16:23:56