

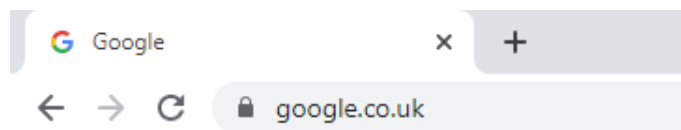


Google Drive Basics

Signing in to Google Drive

If you are already signed in to a google account, please proceed to the next section: Adding a Second Account.

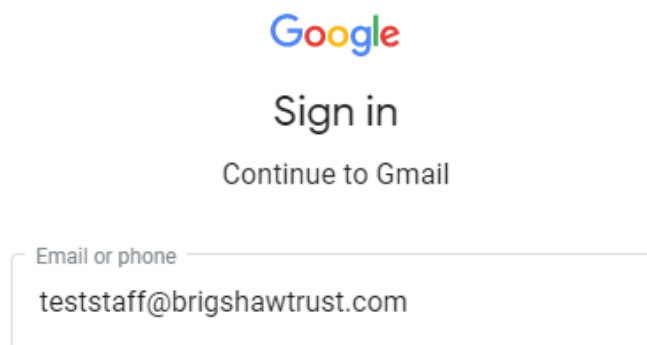
1. Navigate to google.co.uk by typing this in the address bar of your browser.



2. In the top-right hand corner, please click "Drive". You may also click the "Apps" icon (9 dots in a 3x3 grid) and then click "Drive".



3. Click "Sign in" in the top-right hand corner.
4. Enter your Brigshaw Trust email address into the box. You will need to type it in full. Press "Next" when you're finished.

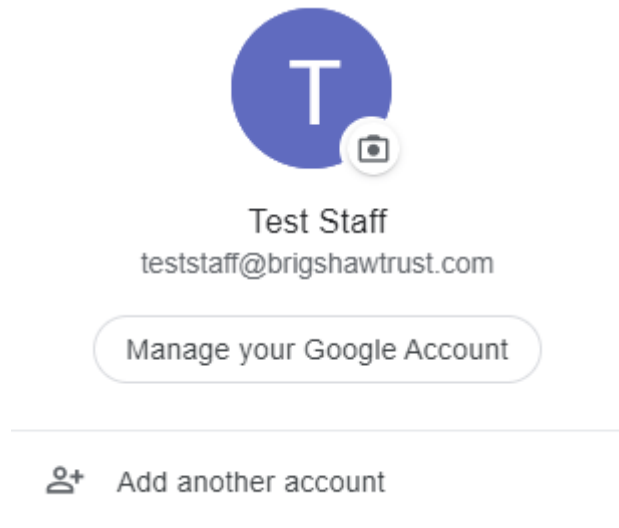


5. Type your password, then press "Next".



Adding a Second Account

1. Navigate to google.co.uk by typing this in the address bar of your browser.
2. Click on your profile picture in the top right. This may be a coloured background with a letter if you've not chosen one. Press "Add another account"



3. Follow the steps in section 1 to sign in to your second account.

You may now press on your profile icon in any google service or on the google homepage to switch accounts. Click on the one you'd like to use and a new tab will be opened with your selected account logged in.

This includes the other google Apps accessible through the Apps icon, including Google Drive, Google Mail, Docs, Sheets, Slides and Calendar.

Getting to Drive

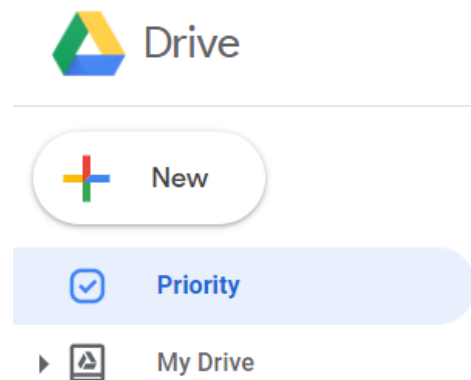
1. Sign in as described in the previous sections, then press on the "Apps" icon in the top right, then click "Drive". You can also navigate directly to drive.google.com





Navigating Google Drive

The most important space is “My Drive” – Which is a space that is made up of files that are directly owned by you, and with things that have been shared with you.



Uploading Documents

1. Press the “New” button, and select “File Upload” or “Folder Upload” depending on what you’d like to upload.
2. Use the file explorer window that pops up to navigate to your selected file or folder, then press “Open”.
3. Your selected choice will be uploaded.

Sharing Documents

1. Right click on the document or folder you’d like to share.
2. Press “Share”, then enter the email address or name of the person you’d like to share it with. The Global Directory will help you find them.
3. Select the level of access you’d like them to have. The default is edit.
4. Add a note in the text box below and then press send.