



## Uploading Files to Google Drive from a Phone or Tablet

This guide will use screenshots from the iOS app, but the process is very similar for phones running Android or any other OS.

### Download and Setup the App

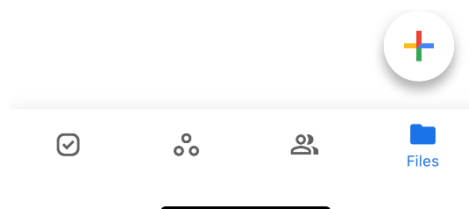
1. Head to your device's App store and download the Google Drive app. The logo is a 3-coloured Delta symbol.
  - a. If you are not currently connected to WiFi, you should do so before continuing. If you're at Brigshaw and need help with this, please read the guide "Accessing the WiFi at Brigshaw".



2. Once the app is installed, open it and sign in to your Brigshaw Trust Google Account. If you already use the app with another account, you can tap on your profile picture to add another account, then change to it. This is usually on the right hand side of the search bar.

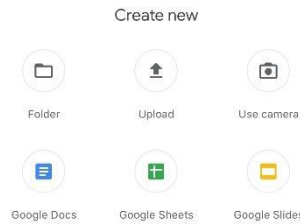
### Uploading your File(s)

1. In the app, press on the icon in the bottom right hand corner to go to "Files" view. Navigate to where you'd like to upload your file to by tapping on folders. If you'd like to create a new folder, press the rainbow + icon in the bottom right, then choose folder.



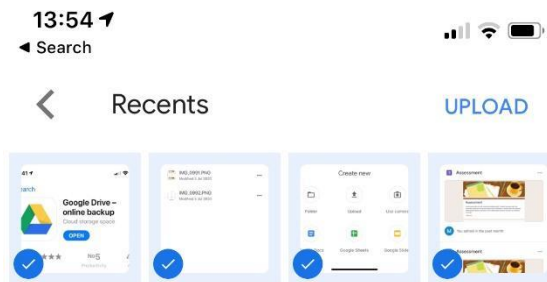


- Once you're where you'd like to upload the files to, press the rainbow + icon in the bottom



right, then choose "upload".

- You will be asked to choose where to upload from. For most devices, "Photos & Videos" will be what you need to choose. If it isn't a photo or video you've taken, you may need to press "Browse" and use your device's file explorer to select the file you need.
- Your camera roll will appear. Select the file(s) you want to upload, then press "Upload" in the top right hand corner.



- Your files will be uploaded to Google Drive. For some long videos this may take a while, depending on how fast your internet connection is. Once the upload process has finished, you can do whatever you need to with the files, including sharing them with others or using them in other documents. Video files may need a bit of extra time to process before this becomes available, but you don't need to do anything else other than wait a few minutes. If you need any help with the basics of Google Drive, please read the help guide "Google Drive Basics".

- You can share the files from within the app. Just tap on the three dots to the right of each file or folder and then tap "share".

