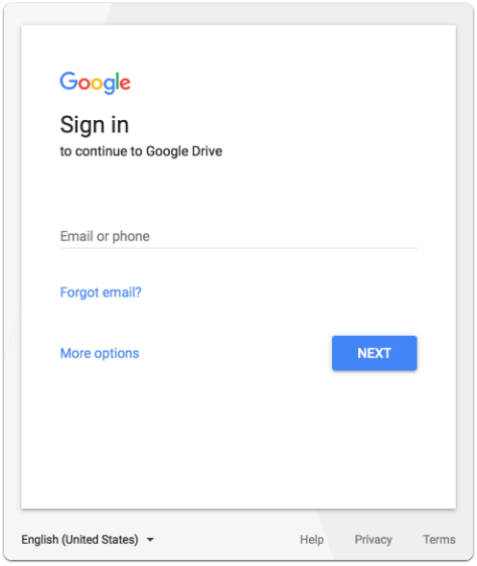
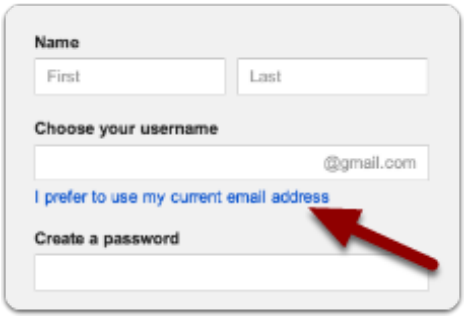
drive.google.com



On a computer go to the web site at **http://drive.google.com**

If you do not yet have an account with Google (such as a Gmail account) you will need to click 'More options', then 'Create an account'.

Google Accounts



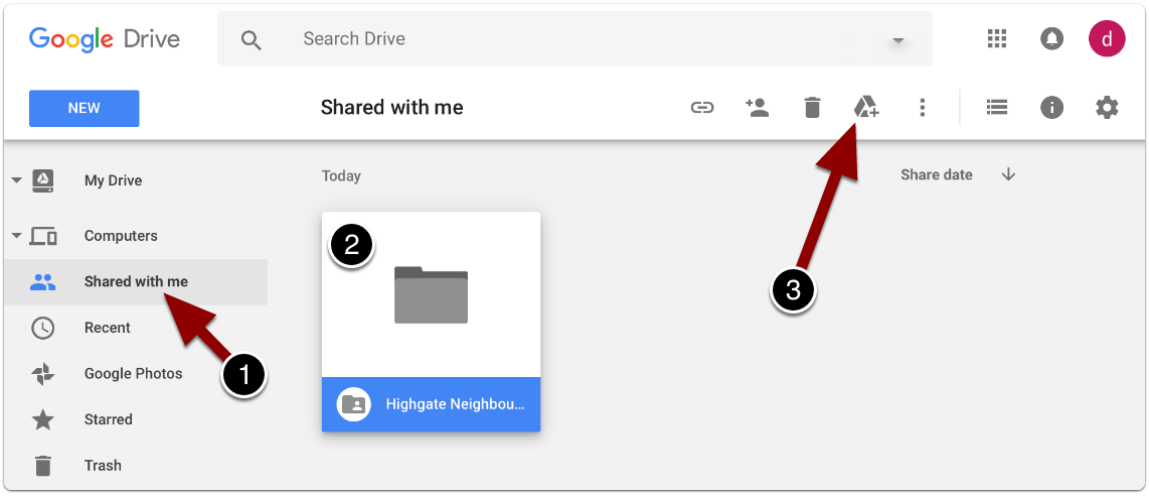
If you need to sign up for a new Google Account you can choose to use your current email address to log in with - click the blue text to select this.

Tip: When you first sign in you may be encouraged to 'Download Drive', but this is absolutely NOT necessary and not really advisable until you are familiar with Google Drive. (The download allows you to access Google Drive directly from your computers file system.)

Get access to shared folders and documents

If you are joining existing Google drive users and they have documents to share with you, send them an email to let them know you are a Google Drive user. Be sure to give them your Google username (your Google email address or email address you use to log in to Google with). You will get a confirmation email once sharing has been set up for you.

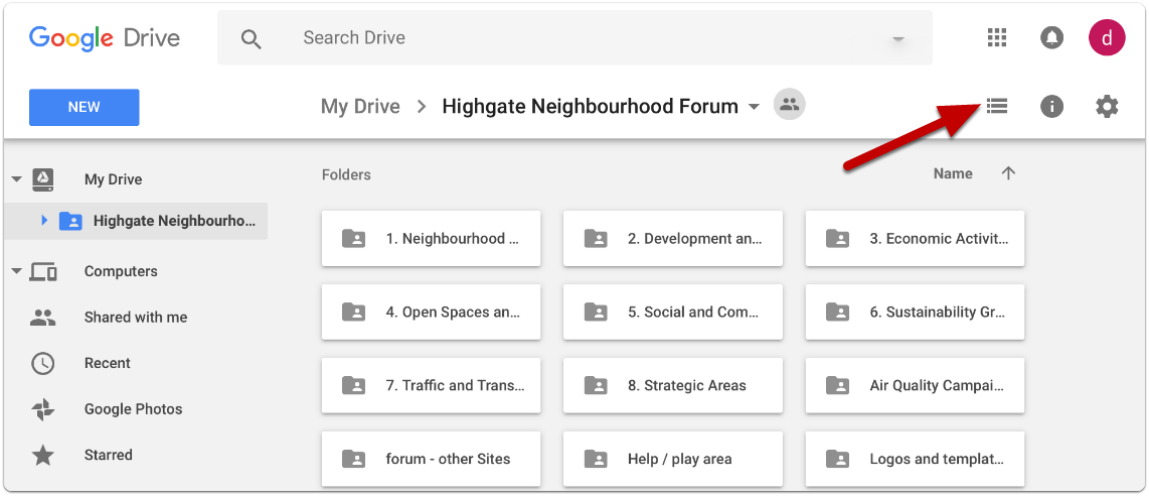
Shared with me



To find what has been shared with you, log in and then click 'Shared with me' on the left (1).

Tip: To see a shared folder under 'My Drive' immediately you log in, click the folder to select it (2), and then click the 'Add to My Drive' icon (3).

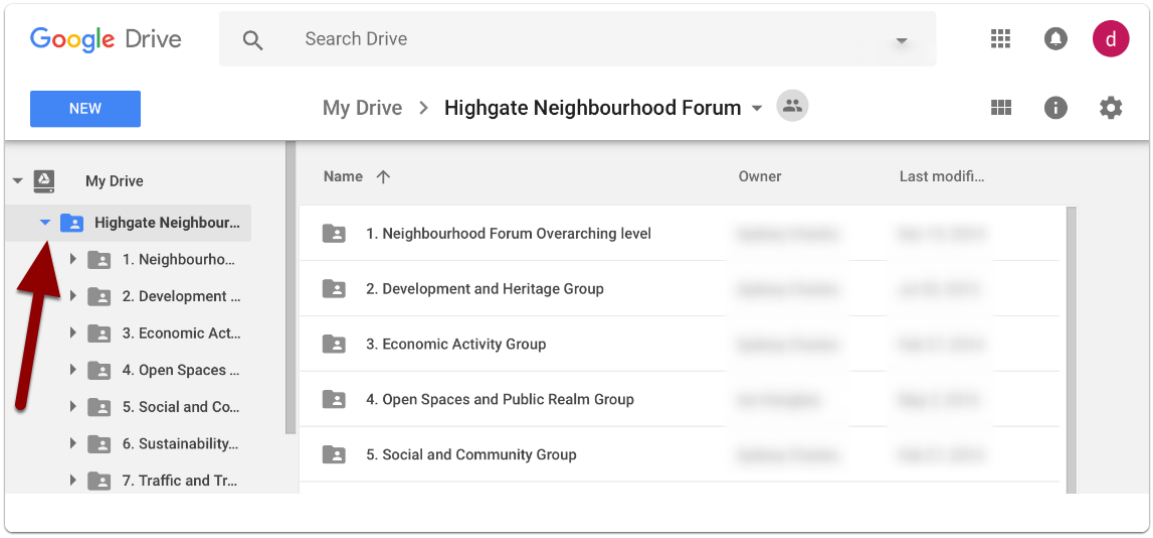
Sub-folders



Folders may contain 'sub-folders' to organise content. Here a click on the words 'Highgate Neighbourhood Forum' on the left has revealed what the folder contains.

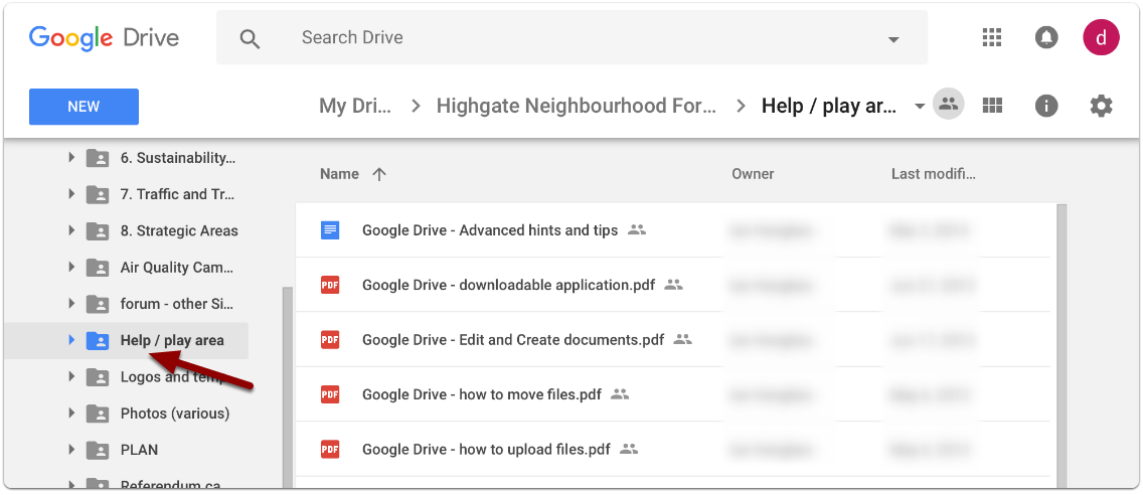
Tip: if you see a grid of icons (illustrated) and want to swap to a list view click the 'list' icon top right.

Sub-folders; keeping oriented



The navigation area on the left can help to keep track of where you are within the folder structure. Here a the little arrow next to 'Highgate Neighbourhood Forum' has been clicked on the left. The view has also been changed from 'grid' to 'list' on the right. This view includes 'owner' and 'last modified' information and is sortable by clicking column titles.

Viewing the contents of a folder



Click on a folder to to reveal its contents. Here contents of the 'Help / play area' folder are shown. Files can be read online and downloaded.

Google Docs and Google Sheets documents can be edited directly online. Editing a Google document online makes it easy to collaborate with others, and avoids problems of version control and reconciliation when working in a group. Comments can be added to documents and there is a full revision history. All changes are saved automatically as you work.

Enjoy!

Google Drive is a fantastic way of collaborating on documents and sharing files of all kinds. There is much more to discover, but no need to try to figure everything out at once! Just learn the steps you need to get started and practice (without leaving too long an interval).

As a 'cloud' service Google Drive is accessible on any computer just by logging in. It can also be accessed from tablets and smartphones. If you want to use Drive on a mobile device it is a good idea to install it from the app store (iOS) or Google Play (Android) as this makes it easier to use.

Learn more online at **http://didition.com/google/**