



How to Store and Share Files with Google Drive

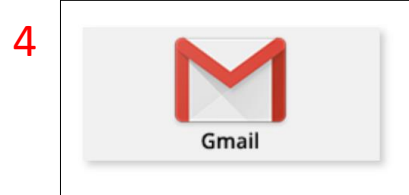
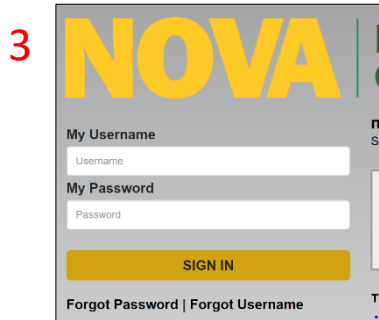
Accessing Your Google Drive

You access your Google Drive through your **NOVA VCCS email account**.

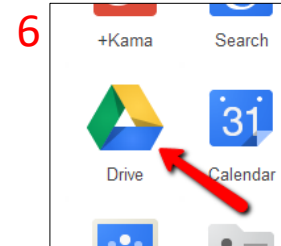
1. On the NOVA homepage (www.nvcc.edu), click on **MyNOVA**.
2. Then click on the **green myNOVA button**.



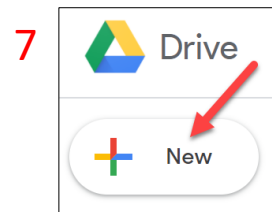
3. Log-in to **myNOVA**
4. Then select the **Gmail tile**.



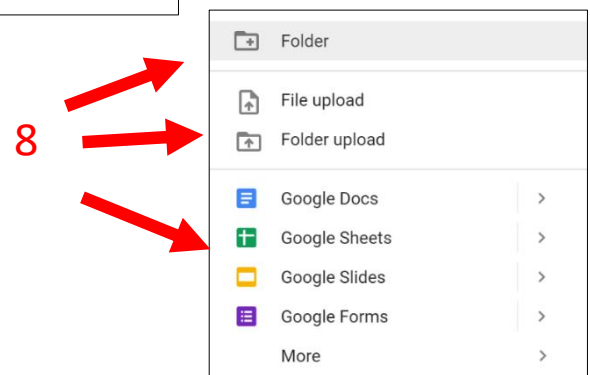
5. Click on the **'apps' icon** in the top right corner of the screen
6. Then select the **Drive app**



7. Click on the **NEW button**. A menu will appear allowing you to upload individual files or entire folders

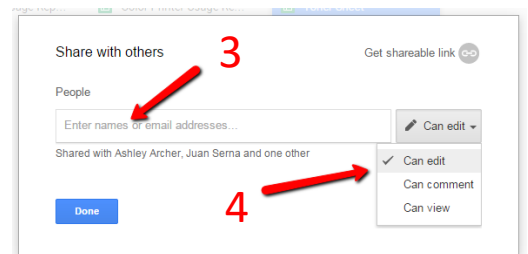
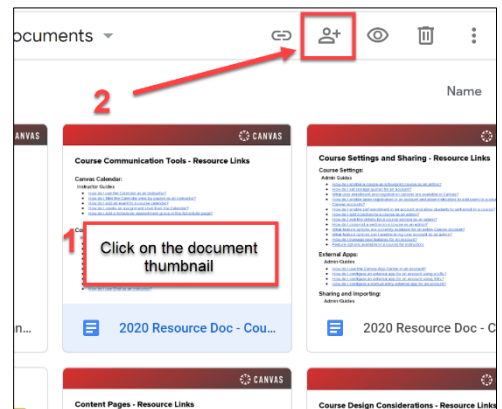


8. You can **create a new folder** to store your files by choosing **Folder**, or you can upload **existing files or folders**.
You can also create **new documents** by choosing **Google Docs**, **Google Sheets**, **Google Slides**, or **Google Forms**.

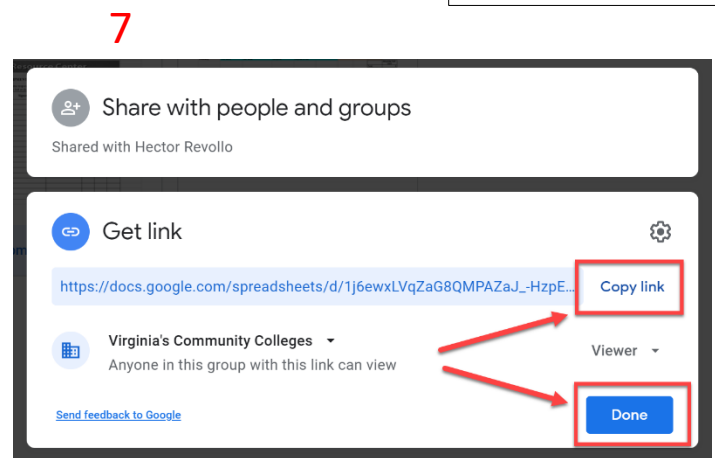
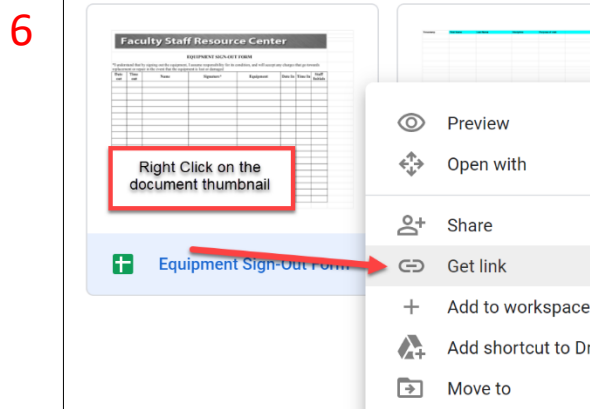
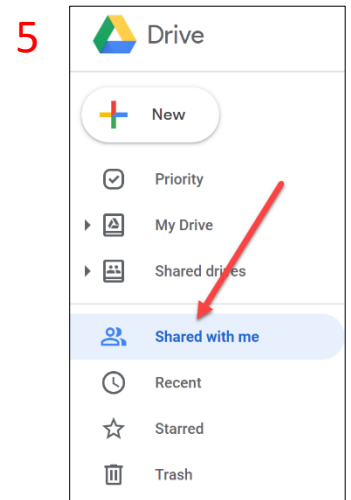


Sharing Files From Your Google Drive

1. If you need to share a file or a folder with a colleague, **click on the file** (or folder).
2. Click on the **Share icon** at the top of the screen.
3. Enter the **VCCS email address** or the **Gmail address** of the person you wish to share with (such as: ab1234@email.vccs.edu)
4. choose whether the recipient can **edit** the document or just **comment** on or **view** it and click **Done**.



5. The file will automatically be placed into the recipients Google Drive in their **Shared With Me** folder. If needed, **both parties can now access and edit** the shared document simultaneously.
6. You can also share the **link** to the file. **Right click on the file**, click **Get Link**.
7. Click **Copy Link**, then click **Done**. You can now paste the link into an email or document.



Downloading Files From Your Google Drive

1. To download a file to your computer, right click on the file, and click **Download**. Your file will be downloaded to the **Downloads** folder in your computer.

1

