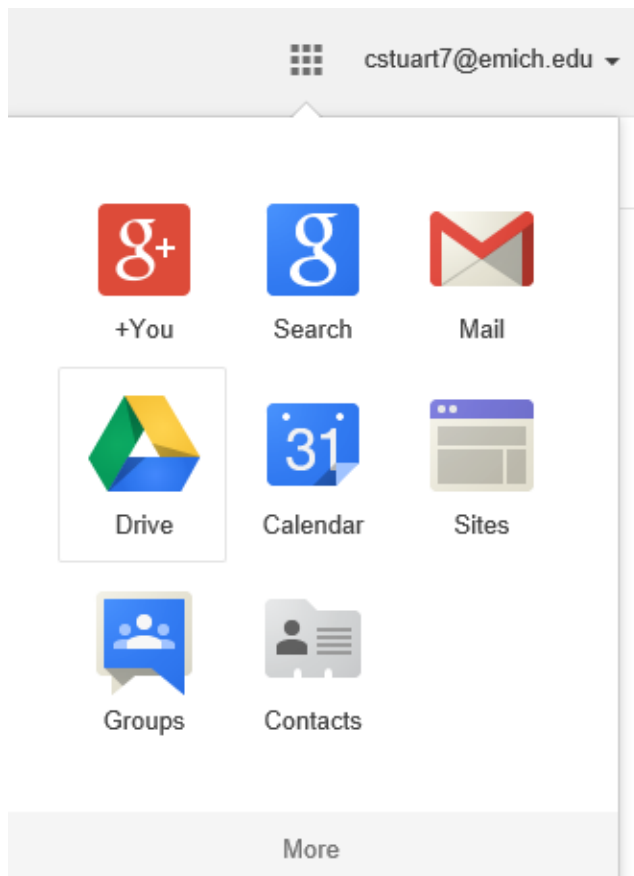## How to Share Documents on Google Drive

1. Log on to your Gmail account

2. In the top right, there is box that looks like a grid. Click the box and then click "Drive" on the bottom row. This will open up "Google Drive."

3. Once you're in "Google Drive," click on the folder you want to upload to. (if you are uploading to our class folder you may have to find the folder under "incoming." You can save the folder to "My Drive" for quick reference.)
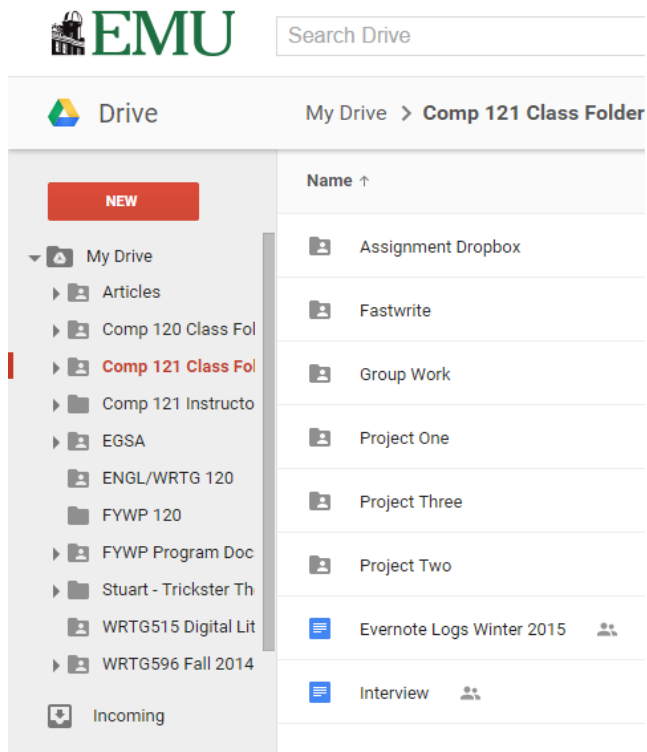
4. After you have the folder open, you can either create a new document in the folder by clicking on "New," and selecting "Google Doc," or you can drag a document into the folder from either your desktop or another Google folder.