



Google Drive on the Computer




Logging into Google Drive

1. **Type the following** in Chrome Browser:
<https://drive.google.com/>
2. **Click Go to Google Drive**
3. **Enter your "mvsc" email address**
4. **Enter your Password** for Google Drive

Creating a Folder in Google Drive

1. **Click NEW** button
2. **Select Folder**
3. **Type a name** for the Folder
4. **Click Create**

Moving a File or Folder with the More Actions Icon

1. **Click on the file or folder to be moved**
2. **Right-click with your mouse or Click** , the More Actions Icon
3. **Select a folder** to move the original highlighted file or folder
4. **Click Move**
5. The file or folder will appear in its new location

Moving a File or Folder via Drag and Drop

1. **Click the file or folder** to be moved and **hold down the left mouse button**
2. **Drag the file or folder** to the new location
3. Once the file or folder is over its new location, **release the left mouse button**
4. A confirmation message will appear stating the file or folder is moved

Uploading a File or Folder from the Computer or the "X" Drive

1. **Click NEW**
2. **Click File or Folder Upload**
3. **Select the file or folder from the computer or the "X Drive location to upload**
4. **Select the file or folder**
5. **Click Open**
6. A confirmation message will appear stating "Uploads Complete"

Google Drive on the iPad



Logging into Google Drive-iPad

1. Touch the Google Drive App
2. **Enter** your “**mvsc**” **email address**
3. **Enter** your **Password** for Google Drive



Creating a Folder-iPad

1. **Click + Sign**
2. **Select New Folder**
3. **Type a folder name**
4. **Click Create**

Moving a Folder or File-iPad

1. **In Drive, touch the “i” button**, next to the folder to be moved.
2. **Touch Move To...**
3. **Highlight a folder or file** to move it to its new location
4. **Touch Move Here**