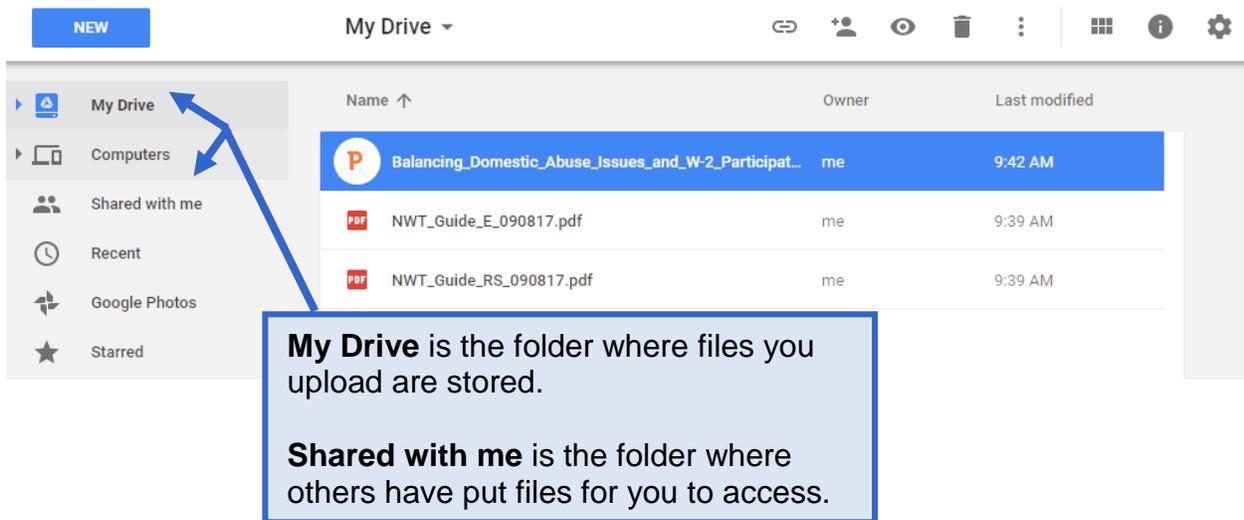


# File Sharing – Google Drive

Google Drive, like DropBox is an online storage space used to share files between computers or to share files with others. It is particularly useful for sharing files too large for email with others

Logon with the Google ID you use to access and update the Resource Chart and Calendar (typically [name@wisconsin.gov](mailto:name@wisconsin.gov))



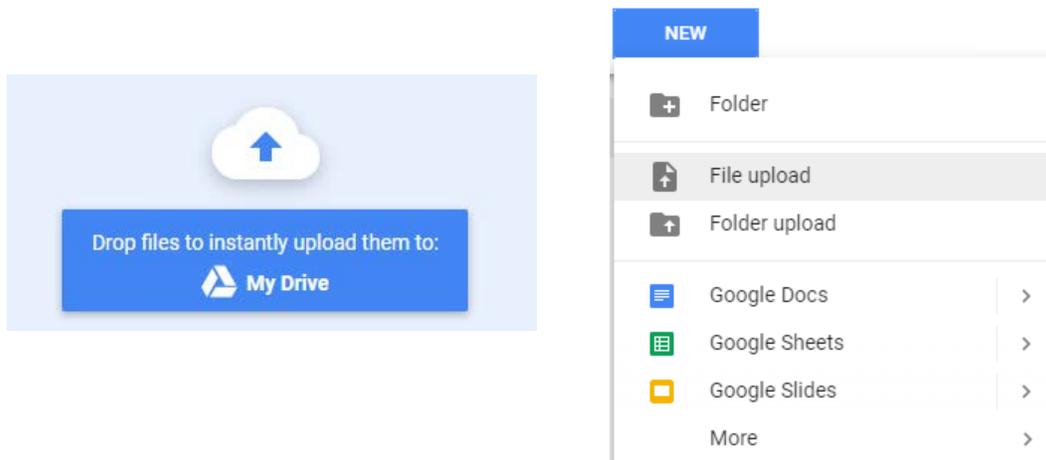
**My Drive** is the folder where files you upload are stored.

**Shared with me** is the folder where others have put files for you to access.

Name ↑	Owner	Last modified
Balancing_Domestic_Abuse_Issues_and_W-2_Participat...	me	9:42 AM
NWT_Guide_E_090817.pdf	me	9:39 AM
NWT_Guide_RS_090817.pdf	me	9:39 AM

## Upload Files/Folders

Upload files and/or folders by dragging them to the My Drive folder, or by clicking the **New** button and selecting the file/folder upload option.

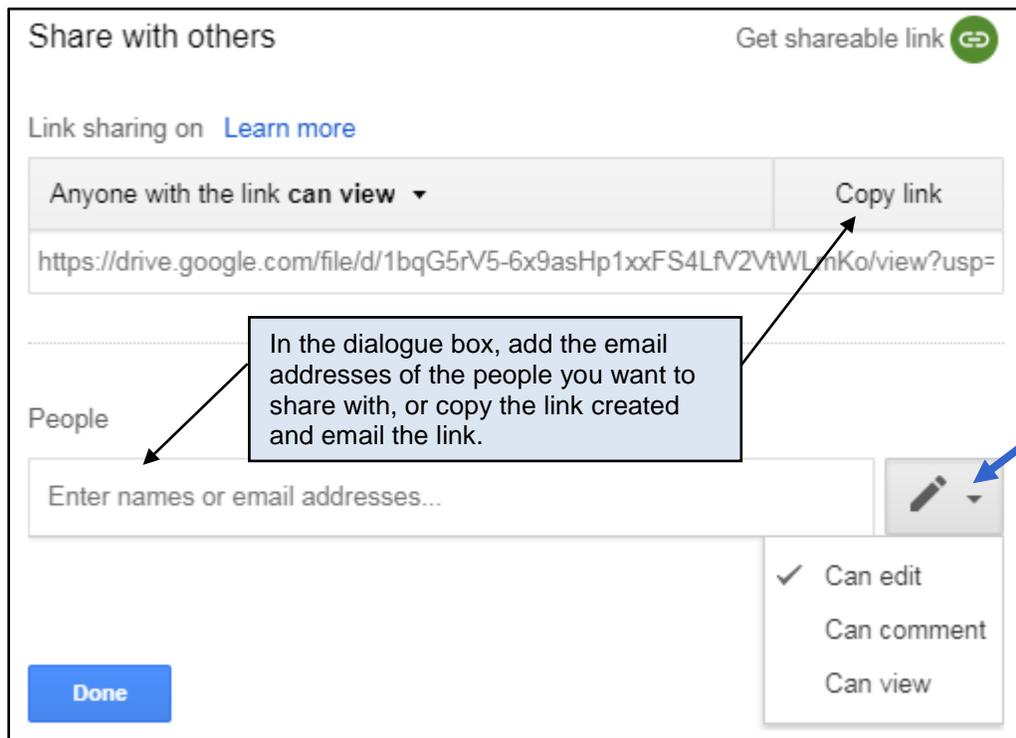


Drop files to instantly upload them to:  
My Drive

**NEW**

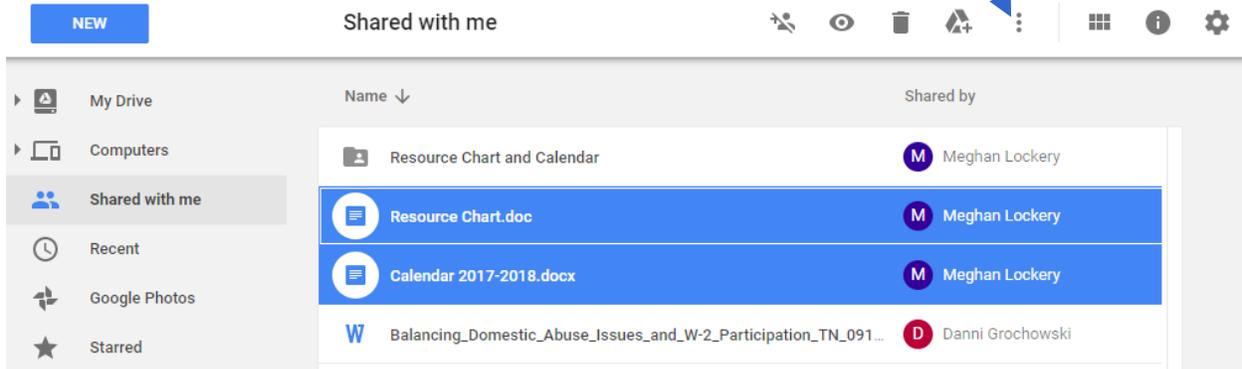
- Folder
- File upload**
- Folder upload
- Google Docs >
- Google Sheets >
- Google Slides >
- More >

# Share Files/Folders



# Download Files

To download a file or folder that's been shared with you, click the  symbol and choose Download.



## NOTE:

- If the selected item is a single file, it simply downloads to your Windows Downloads folder.
- If the selection is a folder or multiple files, a Zip file is created and saved to your Windows Downloads folder. You need to open this Zip file and extract the files before you can use them.

