## 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 <u>name@wisconsin.gov</u>)

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*	Starred	My Dr	My Drive is the folder where files you										
		upload are stored. Shared with me is the folder where											
		others	others have put files for you to access.										

## **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.



## Share Files/Folders

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## **Download Files**

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

