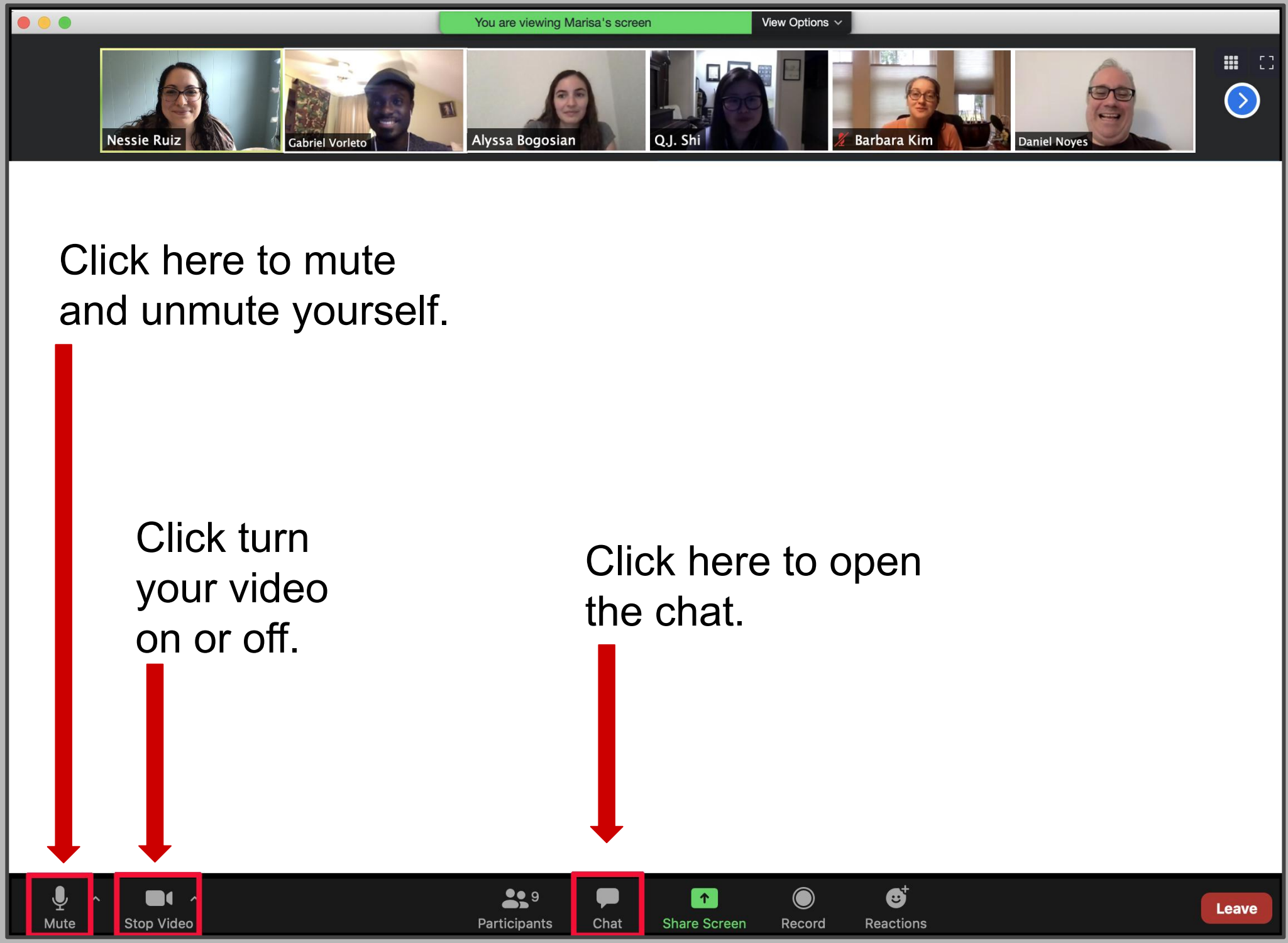
TGH
tech goes home

Using Google Drive

Welcome!

Check the chat for a link for subtitles.

Everyone is muted to minimize noise but you can use the chat to say hello!.


You are viewing Marisa's screen
View Options
Nessie Ruiz
Gabriel Vorleto
Alyssa Bogosian
Q.J. Shi
Barbara Kim
Daniel Noyes
Click here to mute and unmute yourself.
Click turn your video on or off.
Click here to open the chat.
Mute
Stop Video
Participants
9
Chat
Share Screen
Record
Reactions
Leave

What We'll Learn

- What is Google Drive?
- Performing common tasks
  - Creating files & folders
  - Renaming and moving content
  - Finding files
- Performing "advanced" tasks
  - Uploading / downloading files
  - Sending files with gmail
  - Sharing files and folders

What is Google Drive

- “Cloud” storage
  - Files are not on your computer, but in Google’s servers
- Why is this good?
  - Safety
    - If you lose your laptop, you can still get to your files
  - Convenience
    - Easy access to your files
    - Integration with other Google products, like Docs, Sheets and Slides
- How is it different?
  - Applications need to know how to interact with Drive, or you need to manually upload / download files

Getting Started

- Signing In
  - Requires a Google account
  - In your browser, go to the website drive.google.com

Common Tasks

- Uploading a file
- Creating a file
- Creating a folder
- Moving files
- Renaming a file
- Renaming a folder
- Downloading a file
- Using the Navigation menu
  - Finding files
  - Stars
  - Search
  - Sorting

Advanced / Less Common Tasks

- Undelete a file
- Integration with gmail
- Sharing files and folders
- Moving a file from within Docs
- Checking storage usage

Questions?