

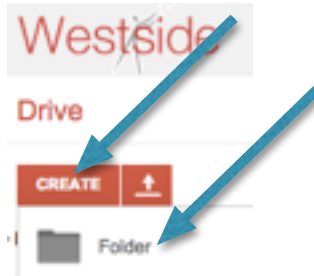
# Students Guide to Sharing a Google Drive Folder\_Secondary

Step 1 - Open Google Drive

Click the Google Drive icon -

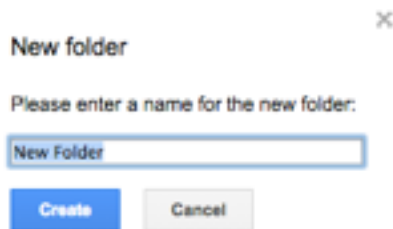


Step 2 - Create a Folder



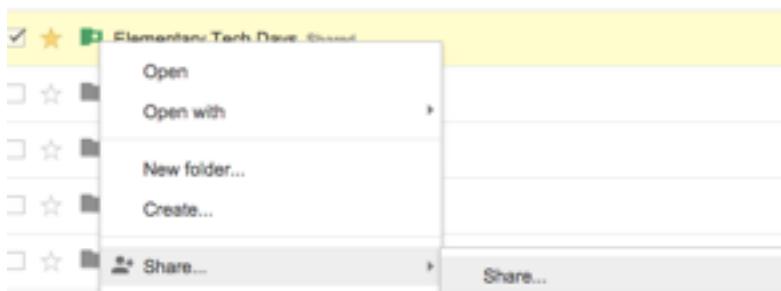
Step 3 - Type a name for the folder

\* NOTE: Your teacher may tell you how they want the folder named.



Step 4 - Share the Folder with your Teacher

- Right-click the folder name in the drive list.
- Select Share.



Step 5 - Give your Teacher editing rights to the Folder:

