**How to share a file on Google Drive.**

1. If you don't already have a Google account go to www.google.com and sign up for one.
2. Direct your browser to www.drive.google.com.
3. Click the upload icon. It looks like this:

 

1. Click, "Files".
2. Browse to wherever your file is saved on your computer, select it and click "Open".
3. Select the checkbox next to your file and click the share icon. It looks like this:



1. Under the "Who has access" heading, click, "Change...". Click the radio button next to, "Anyone with the link", change, "Access" to, "Can edit" then save both your changes.
2. Under the, "Invite people" heading, type in my email address:

harold.kelley@hck12.net

Doing it this way *should* make Google Drive send me an automated email informing me you've shared a file with me but, in my experience, this rarely works properly so we are going to take an extra precaution before we click, "Done".

1. Under the, "Link to share" heading, copy that URL and click, "Done".
2. Now, to make sure I actually get the link to your file, go to www.mail.google.com and click, "Compose".
3. Paste the link you copied into the body of the email and enter my email address.
4. In the subject field, place the title of the assignment (so I know what you're sending me) and click, "Send".
5. You'll know whether I got your assignment if I comment on it. You can see comments on your assignment by logging back in to Google Drive, opening the file you shared with me and looking in the upper right-hand corner. That's it! You're done!