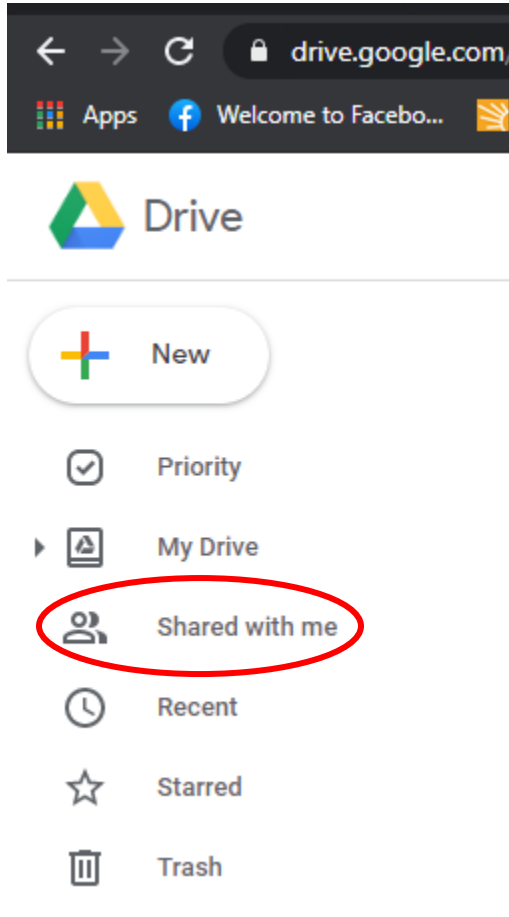


Google Drive for Workshop Members

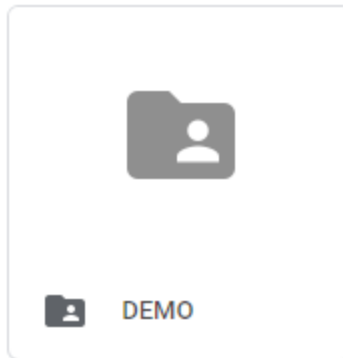
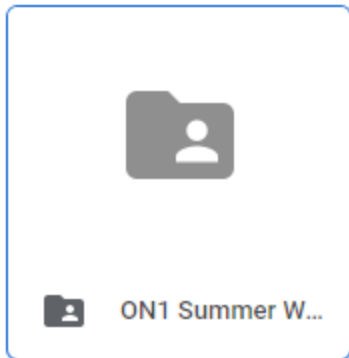
As a workshop member you are given access to upload, comment on, and occasionally download files from a Google Drive that your workshop leader has given you access to.

- To access a shared file that is shared with you go to drive.google.com where you will see any of your own personal documents. Make sure you are logged in with your SBU Gmail account.
- On the sidebar, click on Shared with me



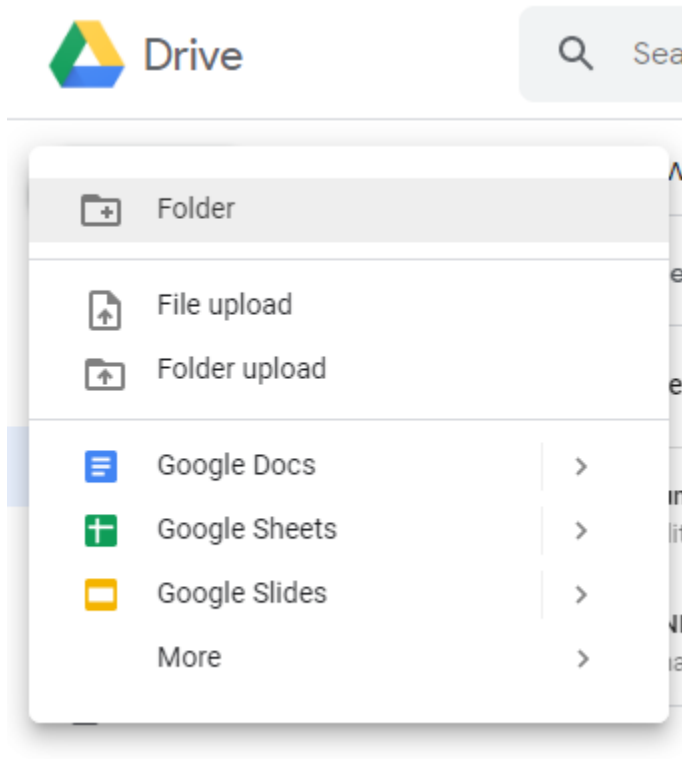
- From here you can find the folder with the name of your workshop and double click to open it.

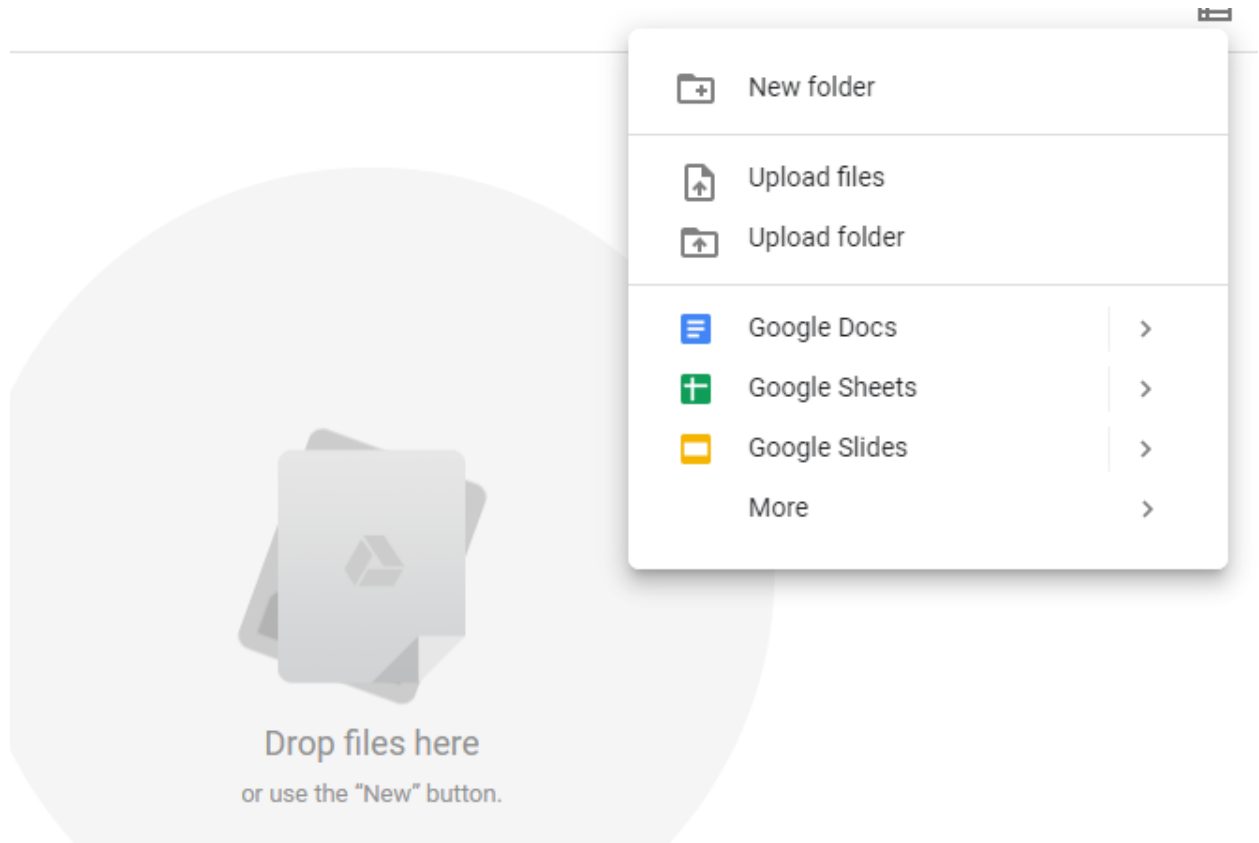
Today



Earlier this week

- To add a file or document to the shared folder click the New button, right click your mouse in the open file space, or drag and drop the file you want to add.





















- To download a document or file, right click on the file and select download and it will prompt you to save it on your computer. From this menu you can also rename files/documents and remove them as well.

Shared with me

Files



-  Preview
-  Open with >
-  Share
-  Get shareable link
-  Add to workspace >
-  Show file location
-  Add shortcut to Drive ?
-  Move to
-  Add to Starred
-  Rename
-  View details
-  Manage versions
-  Make a copy
-  Report abuse
-  Download
-  Remove