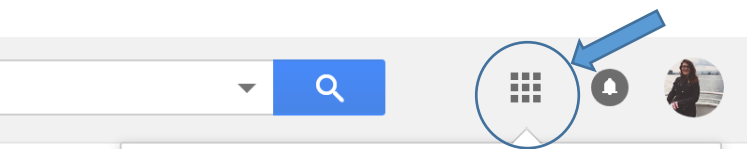


How to send large files to professor's through Google Drive



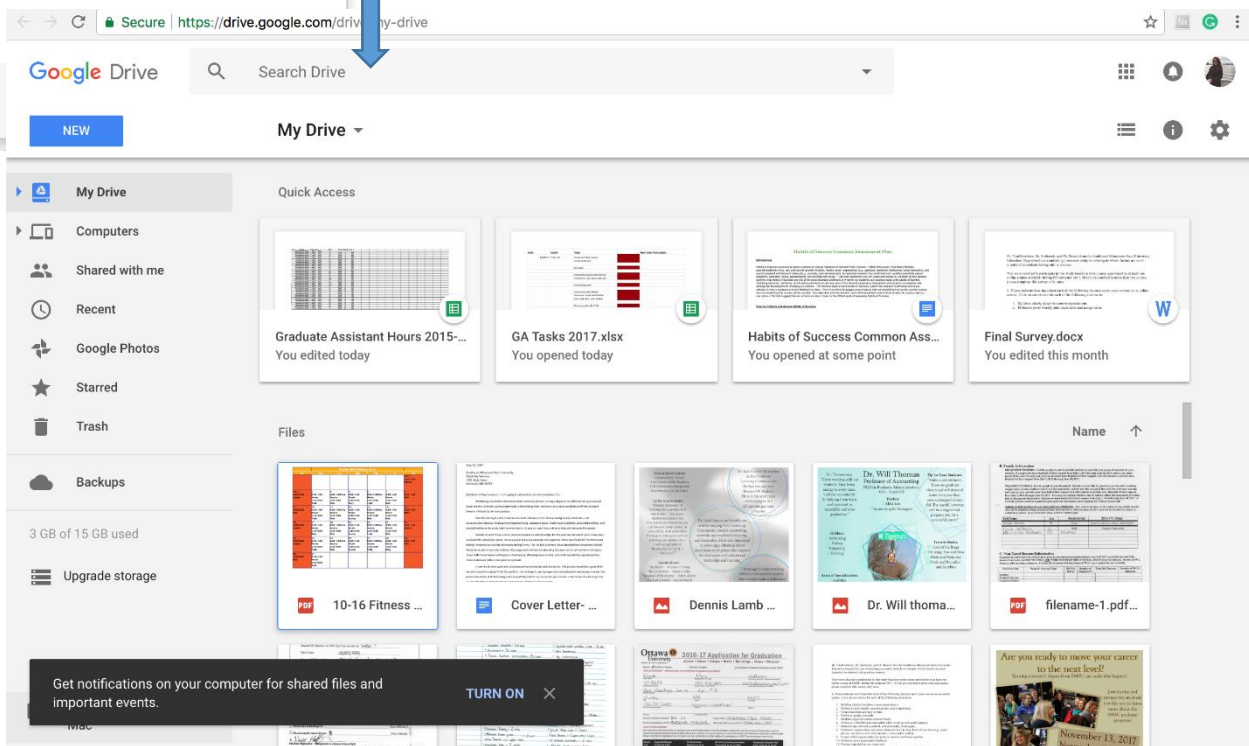
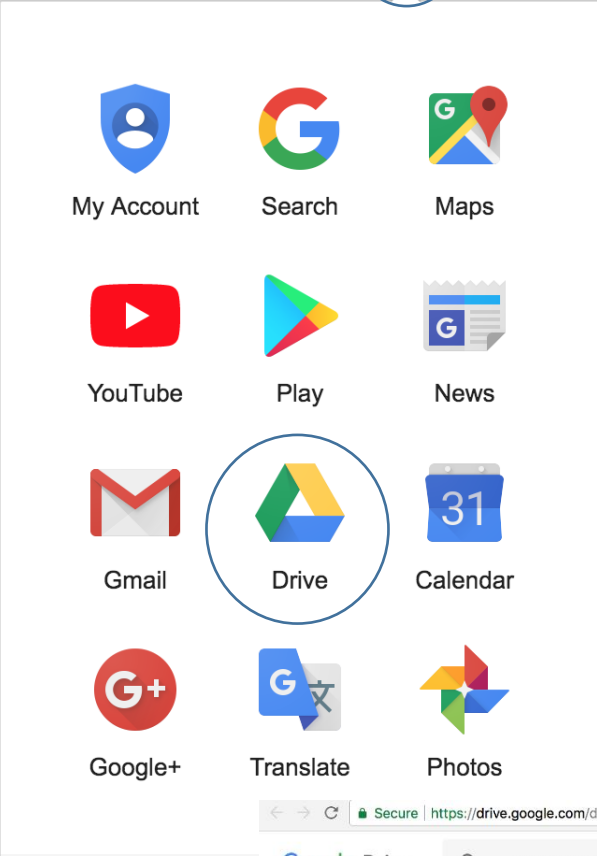
To share documents from Google Drive you must have a Gmail (Google) account.

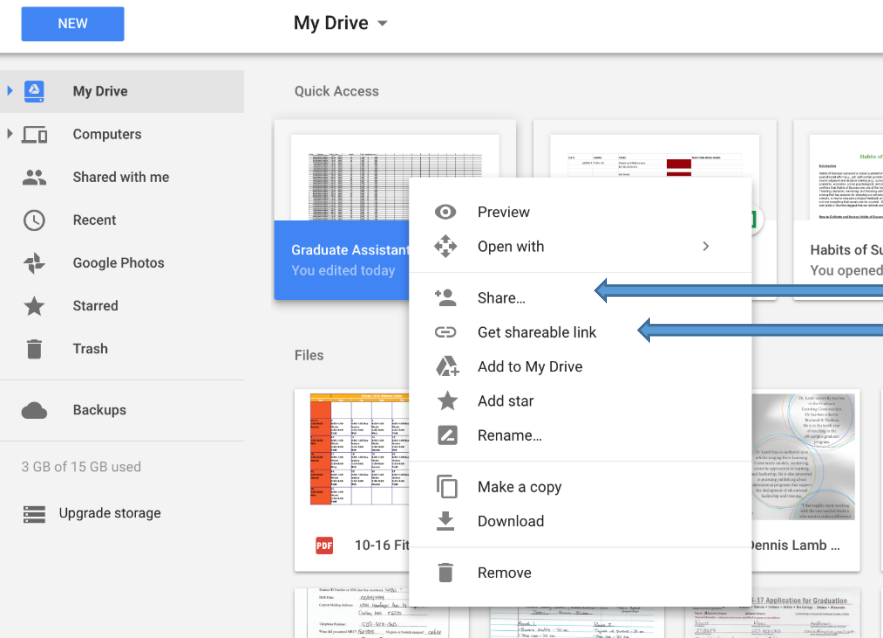
You can save your documents to the Google Drive and access them anywhere at any time with an internet connection.

To find your Google Drive files locate the square of 9 boxes at the top of your screen. Select this and a dropdown menu will appear. The drive is among your options in the menu. Select this to get to your Google Drive documents.

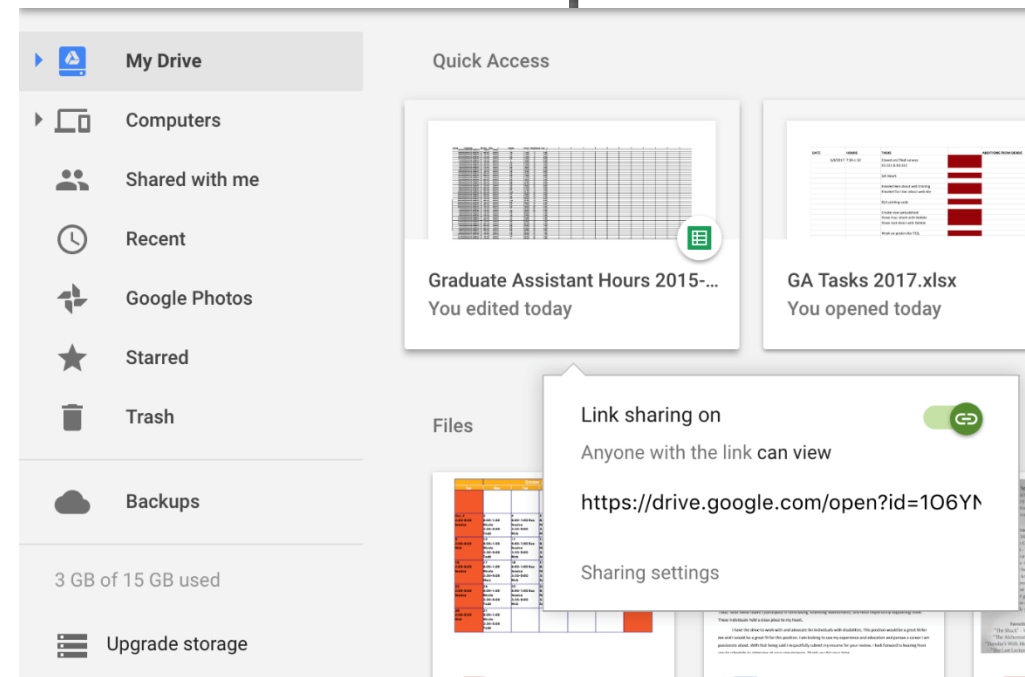
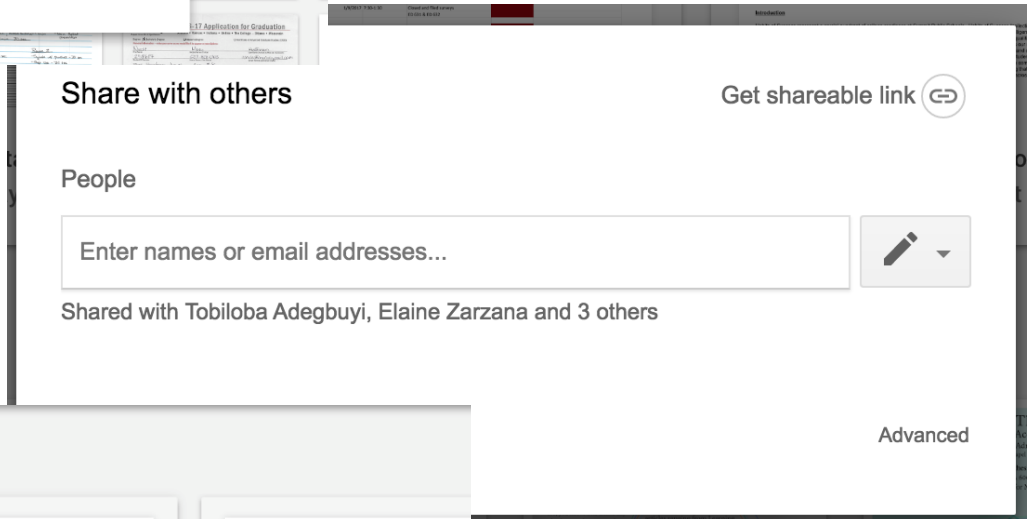
Once you have selected the Google Drive you will see a new page that shows your Google Drive Documents. You can search your Drive or scroll through it. Find your document and right click.

deo - Jos, F
n Campus -
ed - Here a
iving guide
PED Master
PED page -
ae & Syllab
elcome to T
chool Fw: I
cole, You Ju
Instructions
Instructions
Thank you
File Downl
Cycling Fu
er Online B
Payment C
vel confirmation August 22, 2013





When you right click on the document you want to share, you will see a dropdown menu. There are 2 options you can choose. The first is “Share” and the second is “Get sharable link”. When you select “Share” you will be able to send the document directly to an individual’s email or to a select group of people through their email.



When you select “Get shareable link” you will receive a link you can copy and paste and send through email. Or you could create a word document and paste the link in it, then submit this document to your professor through the Dropbox. Note: Include an explanation for your professor to follow the link to view your work and that you used this method for submission due to your files being too large for a traditional submission.