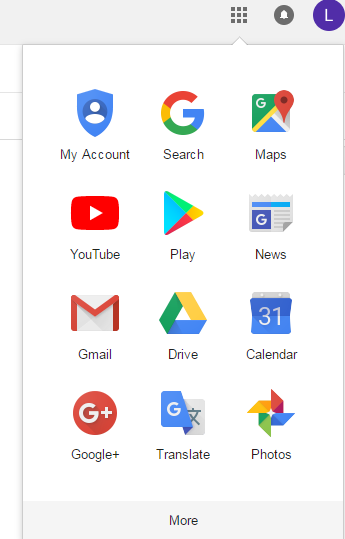


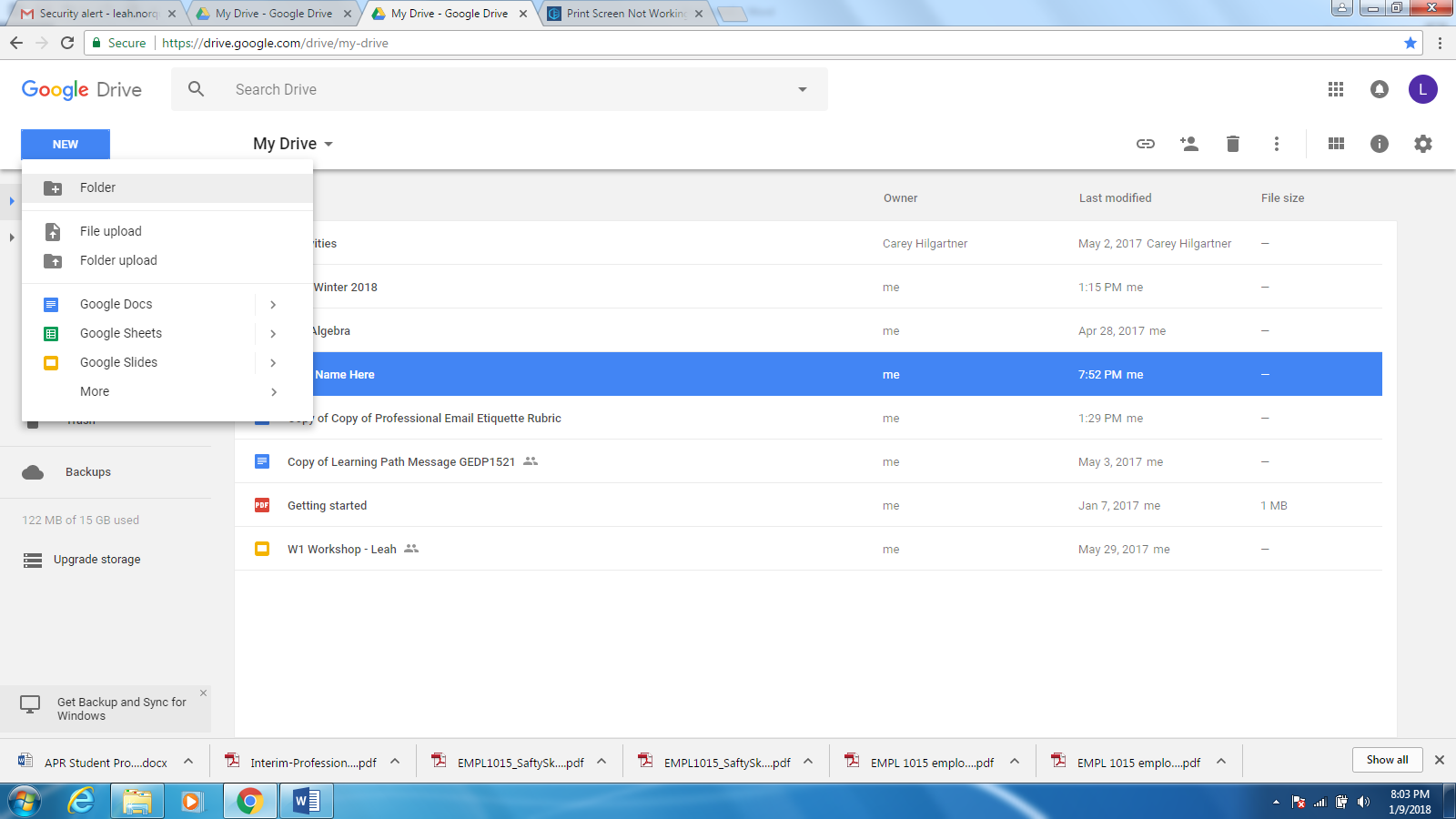
**How to Make a Shared Folder in Google Drive**

**Step 1:** Go into your email and navigate to the top right corner

**Step 2:** Click on the Google apps link

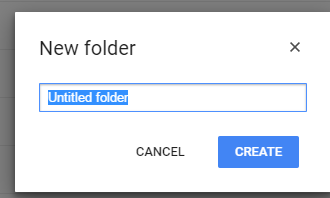
**Step 3:** Click on the Drive icon

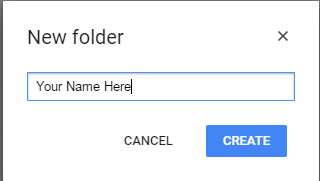


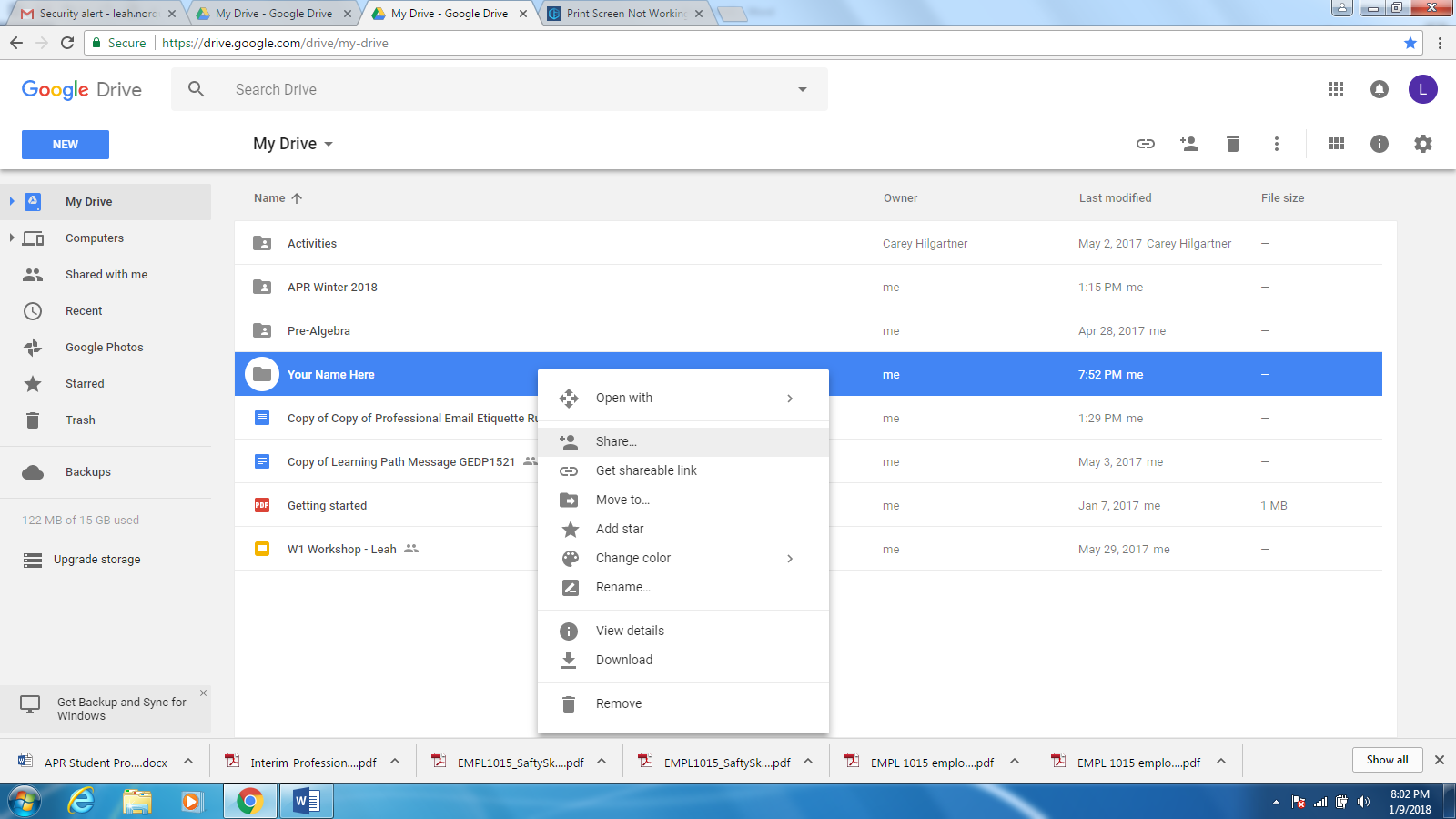


**Step 4:** Go to the left side and click on NEW, then Folder

**Step 5:** Title your folder with your first name







**Step 6:** Right click on the folder and then click on “Share”

**Step 7:**

Enter my gmail address:

[leah.norquest@gmail.com](mailto:leah.norquest@gmail.com)

**Step 8**: Click Done

This will give me viewing and editing rights

