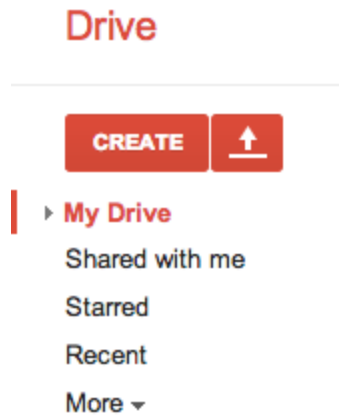
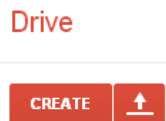


## **How to Create Folders in Google Drive**

1) Make sure you are in *MY DRIVE* (highlighted in left toolbar).



2) Click on the red *CREATE* button above the left toolbar.



3) Click on *Folder* in the drop down menu.

4) Give the folder a title. The folder will now appear in your drive (be sure *My Drive* is in red).

## **How to Add a Colour to your Folders in Google Drive**

1) Right click on the title of your folder.

2) Scroll down the drop down menu & select *Change Colour*. Select your desired colour.

## **How to Share your Folders in Google Drive**

1) Right click on the title of your folder.

2) Scroll down the drop down menu & select *Share*.

3) Type the name of the person in the line provided.

4) Select the rights you wish the person to have (Can View, Can Edit).

5) Click *SHARE and SAVE* and then *DONE*.