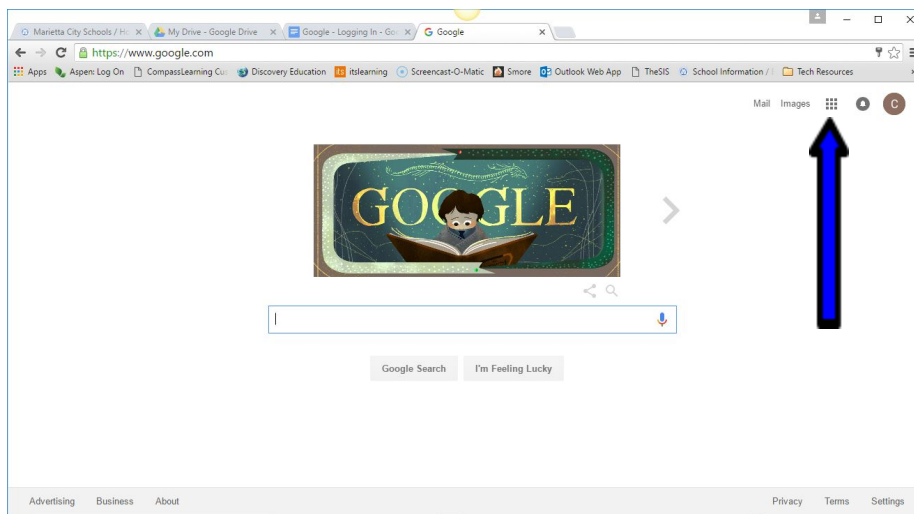


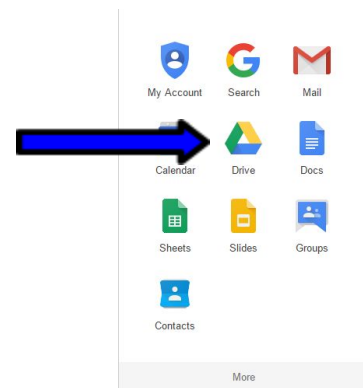
Google - Accessing & Navigating Your Google Drive

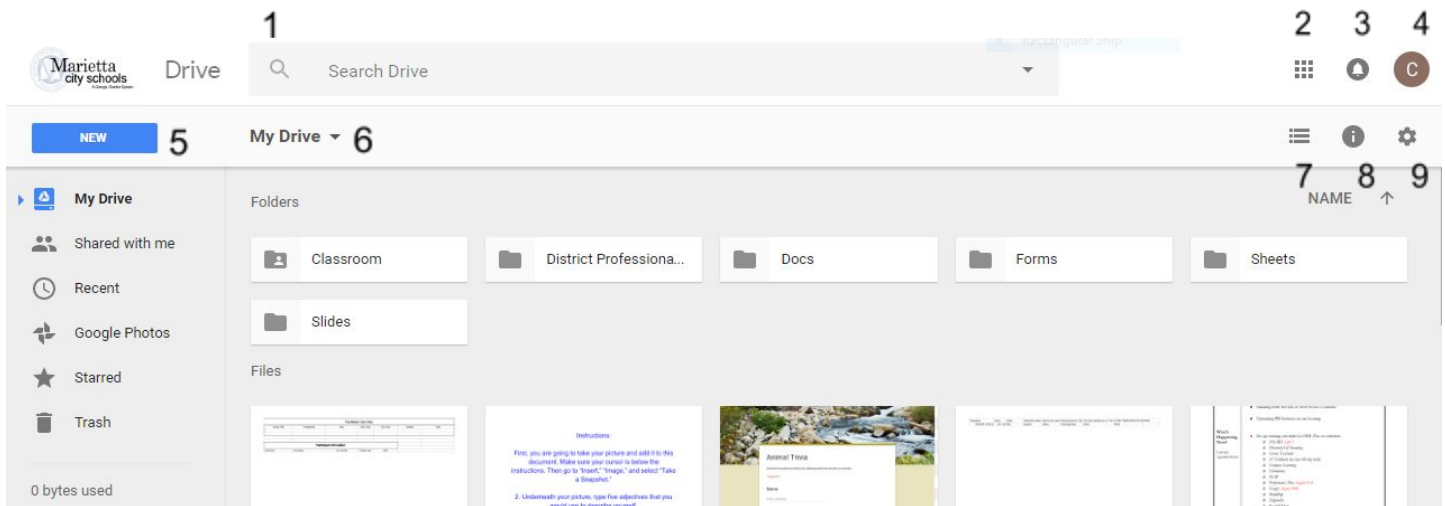
Once you have logged into your **marietta-schools.net** Google account, you will want to know how to access and navigate your Google Drive. In Google Drive, you can access all of the Google Docs, Sheets, Slides, and Forms that you have created, as well as those that have been shared with you. You can also create new Docs, Sheets, Slides, and Forms from your Drive. To access your Google Drive:

1. After you have logged into your marietta-schools.net Google account, select the 3x3 app launcher in the upper right-hand corner.



2. Selecting the app launcher brings up the following menu:
(Your icons may be in a different order. If you do not see The Google Drive icon, select "More" at the bottom of the menu.)
3. Select the Google Drive icon.
4. You are now viewing your Google Drive.





Across the top:

1. The search bar gives you the ability to search the files throughout your drive. Selecting the down arrow on the right-hand side of the search bar brings up a menu of more refined search options, which allow you to search by file type, date modified, item name, “has the words,” owner, “shared with,” and “located in.”
2. This icon is your 3x3 app launcher. When selected, it will display a menu of Google apps icons, including Docs, Sheets, Slides, Forms, and Gmail. Select one to launch it.
3. The bell icon will inform you of any Google notifications you have received.
4. Your initial indicates that you are logged into a Google account. Selecting this icon brings up the option to view your account, add an account, or sign out.
5. Selecting the blue “New” button allows you to create a new folder in your drive, upload files or folders, and launch apps like Docs, Sheets, Slides, Forms, Drawings, and My Maps.
6. Selecting the down arrow next to “My Drive” provides you with the same options as selecting the blue “New” button.
7. This icon allows you to toggle between a list view and grid view of files and folders in your Google Drive.
8. The “view details” icon allows you to view the details and activity occurring within your Google Drive, such as the creation, editing, and sharing of items.

9. The settings icon offers a menu of general settings (including automatically converting uploaded files into a Google Docs format), the option to download Google Drive to your desktop, keyboard shortcuts, and a help menu.

Left Sidebar:

- **My Drive:** Your folders and files that you create in Google Drive or upload to your Google Drive are stored here.
- **Shared with Me:** Any files or folders that have been shared with you will appear in this folder. This means that you are not the original creator of the file or folder. You can easily drag and drop files from “Shared with me” to “My Drive.”
- **Recent:** Lists your files in a chronological format, beginning with those most recently opened or created.
- **Google Photos:** Allows you to organize photos and videos into folders, while easily being able to share or insert them into Docs, Sheets, or Slides.
- **Starred:** Folders or files that you have starred are placed here. You can add stars to folders or files to easily find them later or mark them as important.
- **Trash:** Folders and files that have been moved to the trash are stored here. They remain until you “empty trash.”
- **“...bytes used:”** This indicates the amount of space being used by your files in Google Drive. Google Docs, Sheets, Slides, and Forms do not count against your storage in Google Drive.