

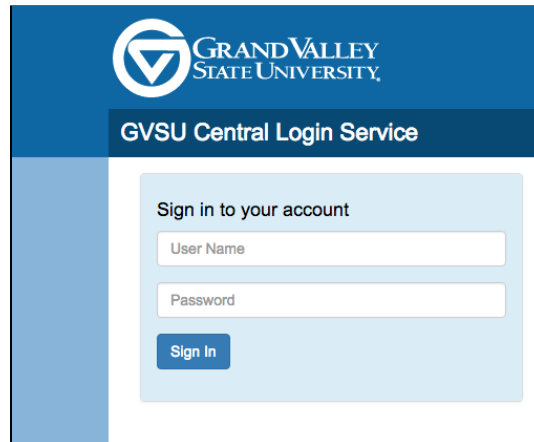


# Sharing through Google Drive

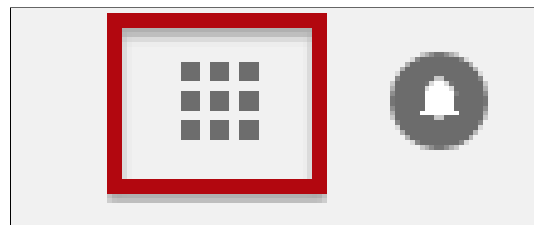


Once you have moved or saved your assignment to your Desktop, follow these steps to turn it in to your professor.

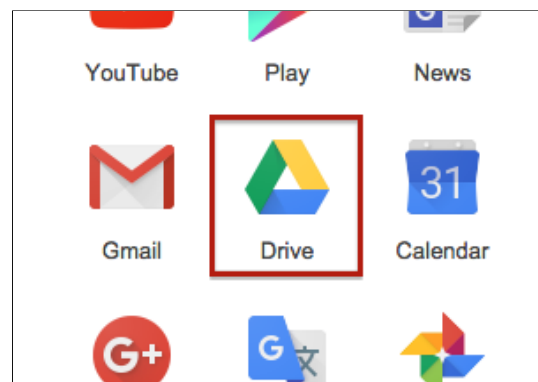
1. There are many different ways to get to the google login page, but feel free to go to gvsu.edu and log into your email account like usual with your Blackboard username and password.



2. Once you're in Gmail, on the right hand side of your browser window, click on the Google Apps button (it looks like a monochromatic Rubik's cube).

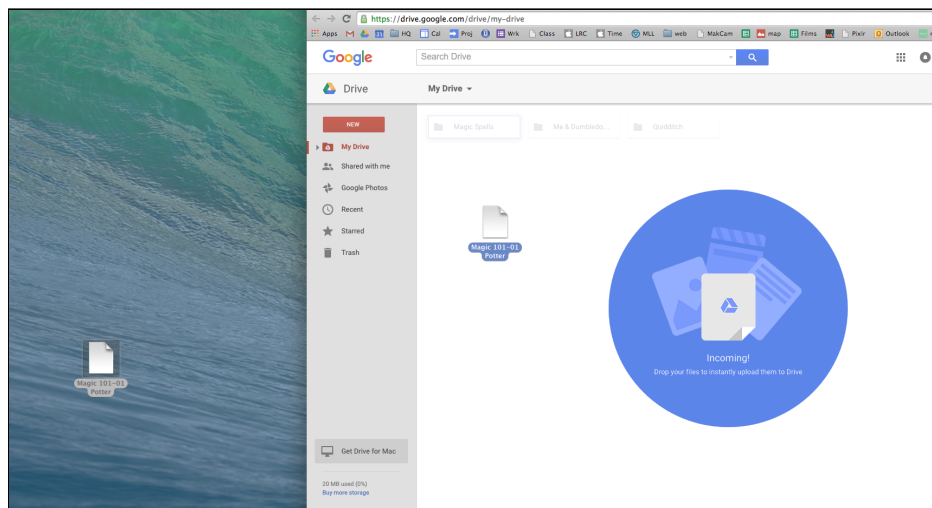


3. Then click on the triangular Google Drive icon.



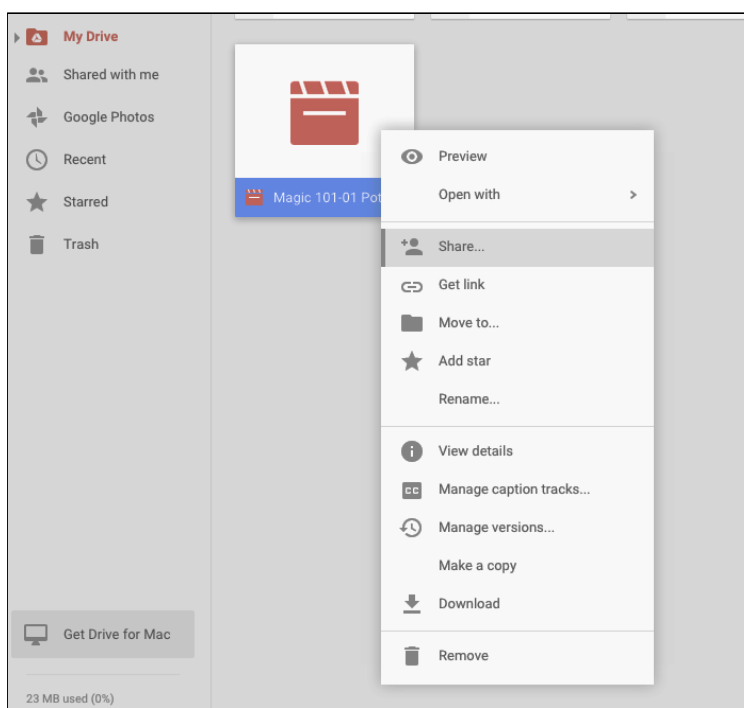
continued...

- Once you are in your Drive you can simply drag files directly from your Desktop to the Drive page on your Browser.

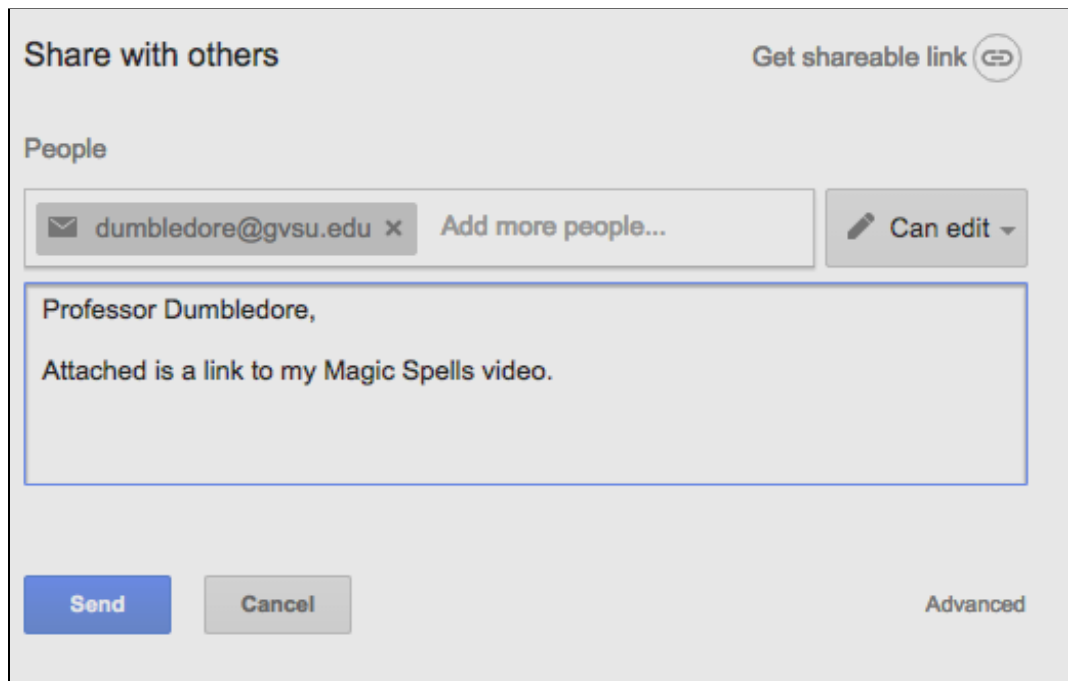


**But wait, there's more!**

- When you see "Upload Complete," your files have uploaded successfully!
- Right-click on the file and click on the Share option.



- Type in your Professor's email address and type a brief description of what you're sending.



8. Click Send!

9. If you need assistance, stop by the LRC Help Desk and ask a Lab Assistant for help!