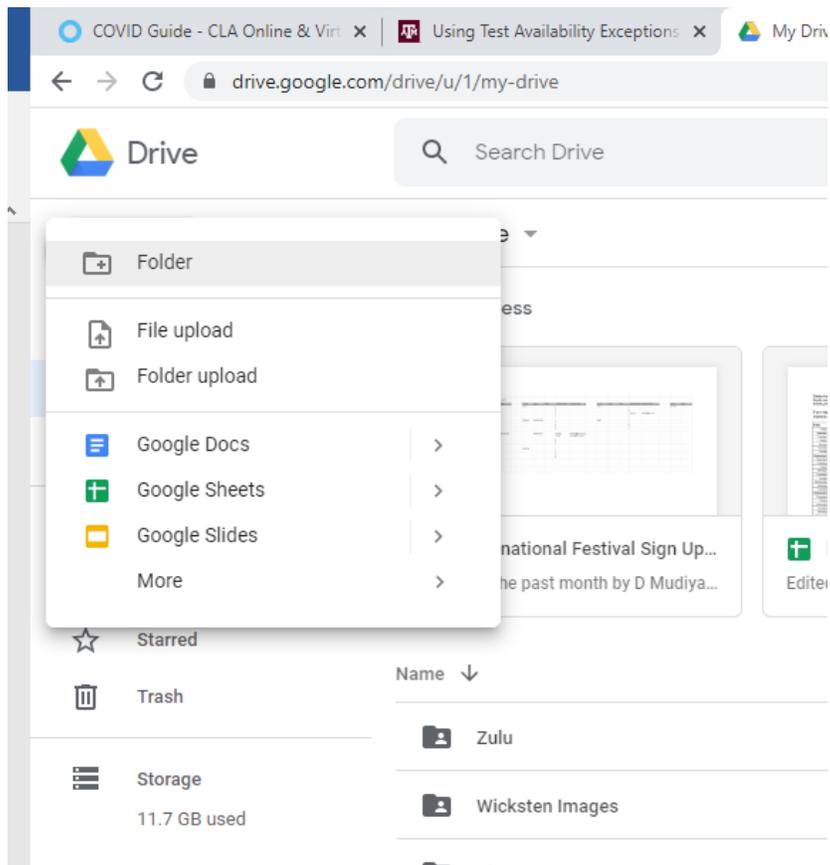


## Google Drive Instructions

Access through Howdy, or [google.tamu.edu](https://google.tamu.edu)

Click on My Drive

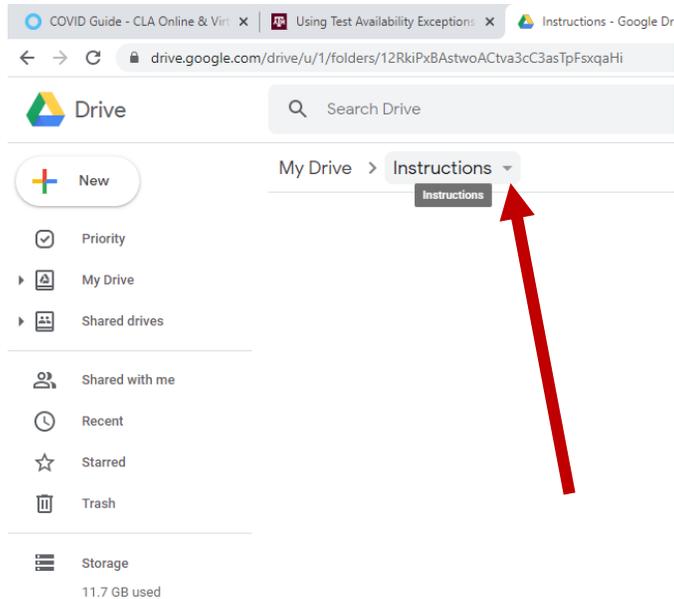
Start a new folder by clicking the plus sign on the top left of the page and Selecting “Folder”



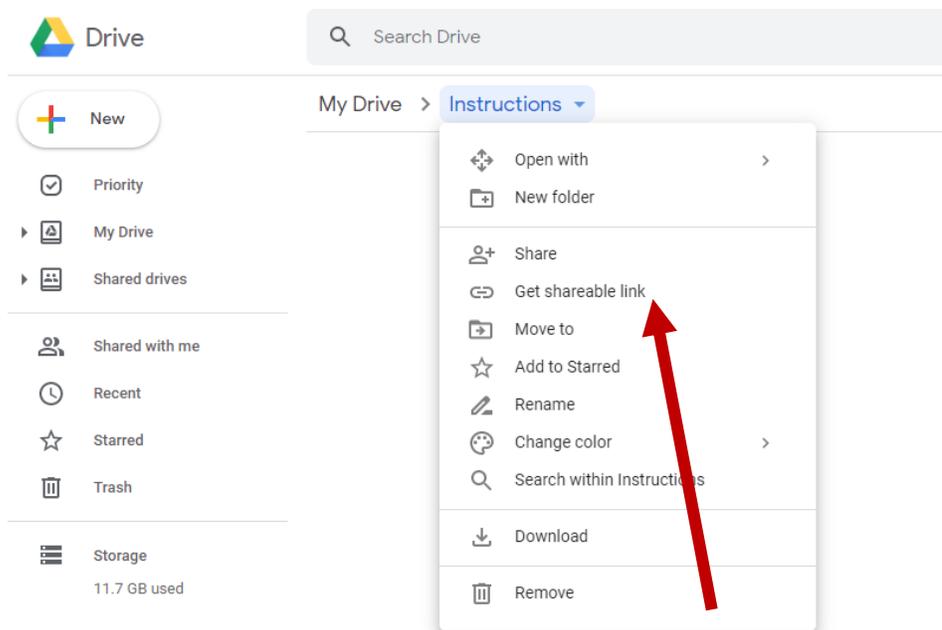
Next up is to share the folder with your students

Double click the folder once it's made

Hover over the Name of the Folder at the top of the page and click the down arrow on the highlight



Click Get Shareable Link



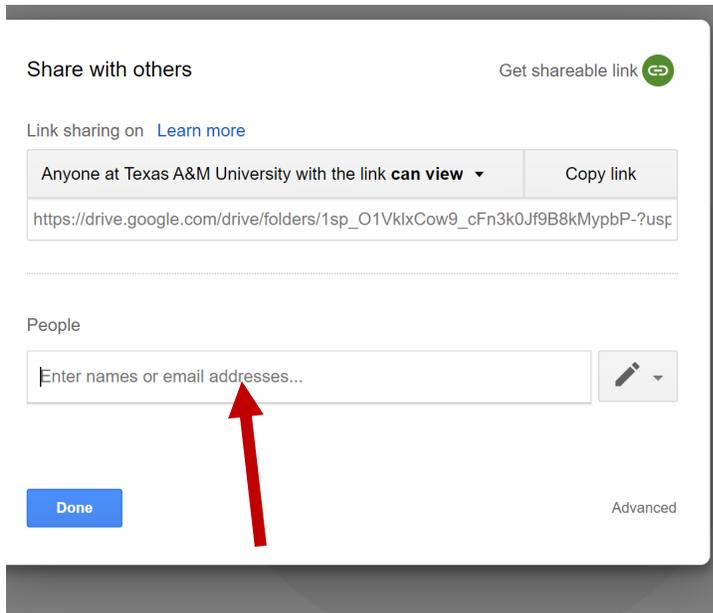
The Window will pop up to turn on link sharing, Click Sharing Settings  
This will pop up with a link you can highlight and copy.

Please be sure that the link settings is that “Anyone at Texas A&M University with the link “can view” NOT “can edit”. This means they can view the lectures but not change what is in the folder.  
Once you’re ready, hit the “Done” button.

You can now open an email to your students and paste the link in the email, they should be able to access it from there.

The image shows a screenshot of the Google Drive sharing interface. At the top, the breadcrumb navigation reads "My Drive > Instructions". A sharing settings popup is open, showing "Link sharing on" with a green toggle switch. Below it, the text reads "Anyone at Texas A&M University with the link can view" and a partial URL "https://drive.google.com/open?id=12RkiPxBastwo". A "Sharing settings" link is at the bottom of the popup. A red arrow points from the "Sharing settings" link in the popup to the "Get shareable link" button in the main sharing panel below. The main sharing panel has a title "Share with others" and a "Get shareable link" button. Underneath, it says "Link sharing on" with a "Learn more" link. A dropdown menu is set to "Anyone at Texas A&M University with the link can view" and a "Copy link" button is next to it. A red arrow points from the "Copy link" button to the URL field. The URL field contains "https://drive.google.com/drive/folders/1sp\_O1VklxCow9\_cFn3k0Jf9B8kMy...?usp". Below the URL is a "People" section with a text input field "Enter names or email addresses..." and a "Done" button. A red arrow points from the "Done" button to the "Done" button in the main sharing panel. The word "Advanced" is visible in the bottom right corner of the sharing panel.

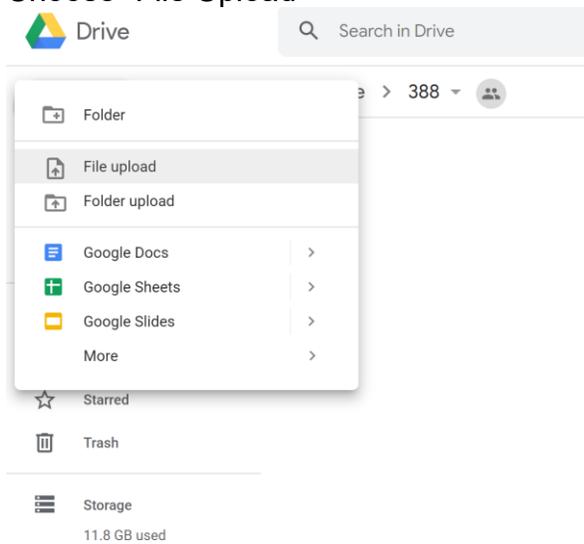
If you would like your Drive folder to be even more secure, you can add student emails specifically, by clicking Under “People” and adding the addresses manually.



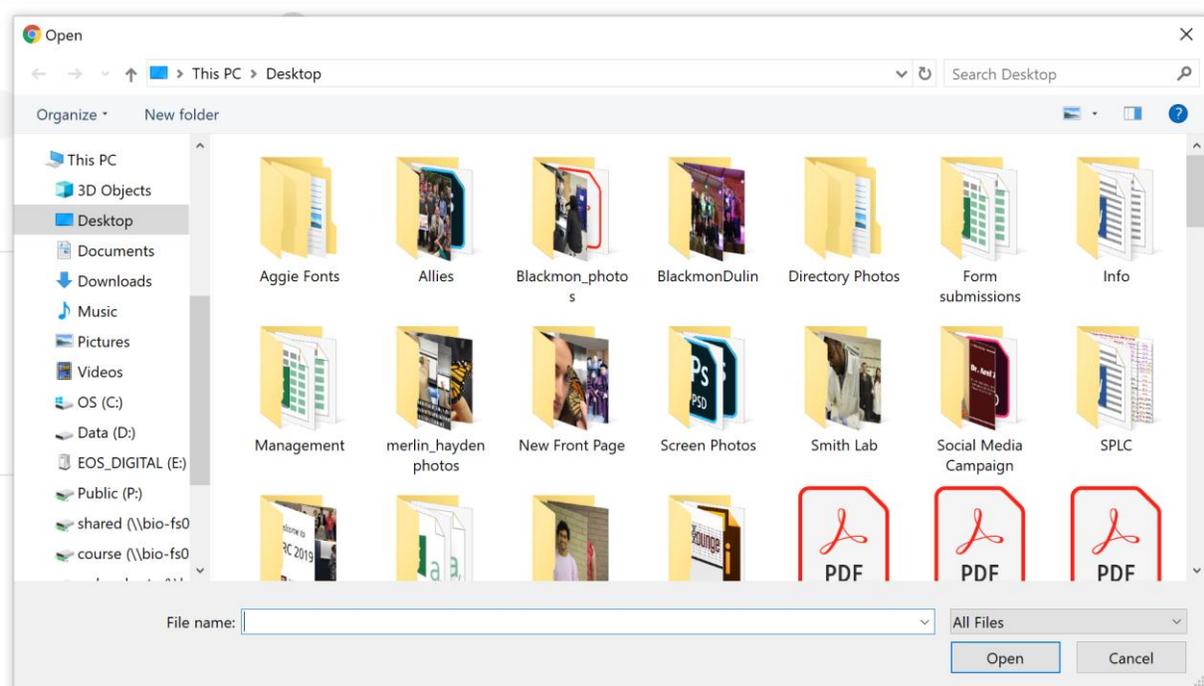
Now let's learn how to upload files to the Drive.

Click the top left + (plus sign button)

Choose “File Upload”

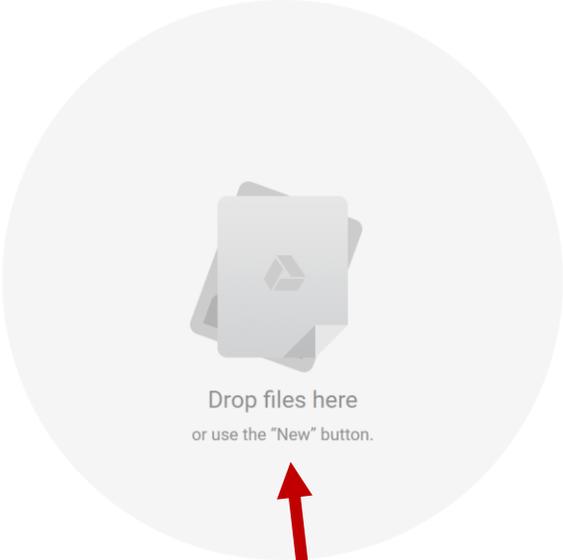


A pop up will occur asking you to select a file to upload.



Select the file you want and click “Open”.

Alternatively, you can drag your file directly into the Drive Folder from a Window.



You're all set!