



How to Store and Share Files with Google Drive

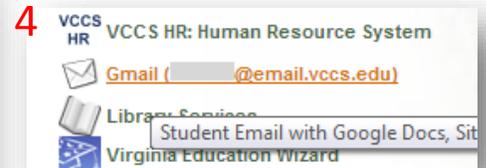
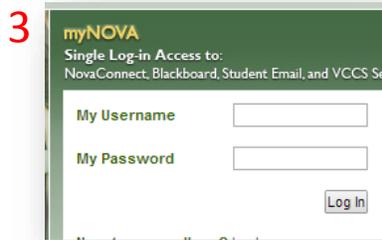
➤ Accessing Your Google Drive

You access your Google Drive through your **NOVA VCCS email account**

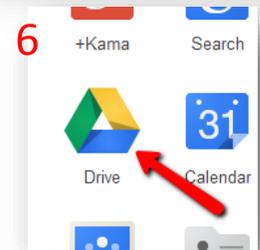
1. On the NOVA homepage (www.nvcc.edu), click on the **MyNOVA tab**
2. Then click on the **green myNOVA button**



3. Log-in to **myNOVA**
4. Then open your **VCCS** email account

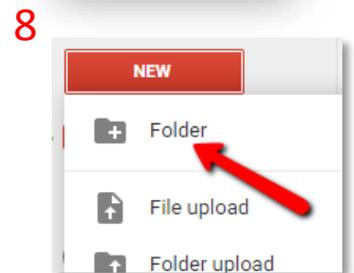
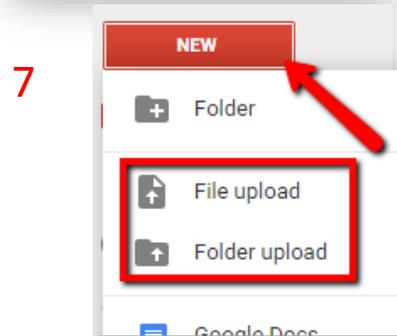


5. Click on the **'apps' icon** in the top right corner of the screen
6. Then select the **Drive app**

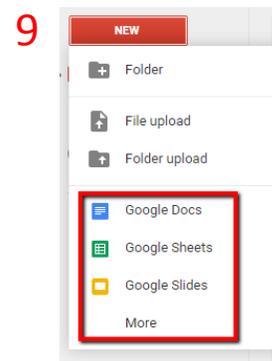


** Your college Google Drive contains 30 GB of storage!*

7. Click on the **NEW** button. A menu will appear allowing you to upload individual files or entire folders
8. You can **create a new folder** to store your files by clicking on the **NEW** button and choosing **Folder**

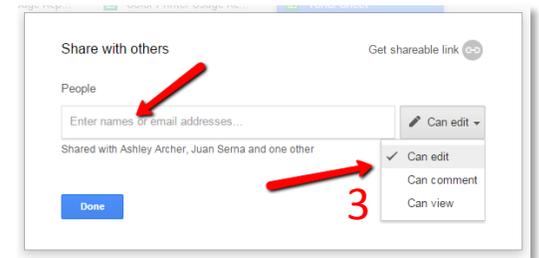
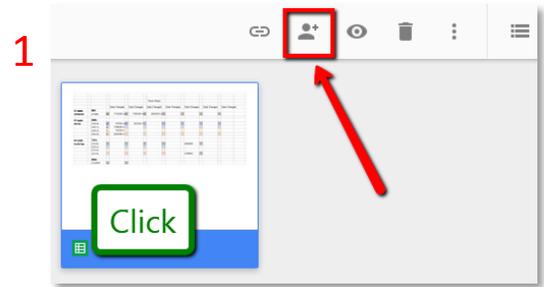


9. You can also create **new documents** by clicking on the **NEW** button and choosing **Google Docs, Google Sheets, Google Slides**, or click more for **Google Forms, Google Drawings, or Google Maps**.

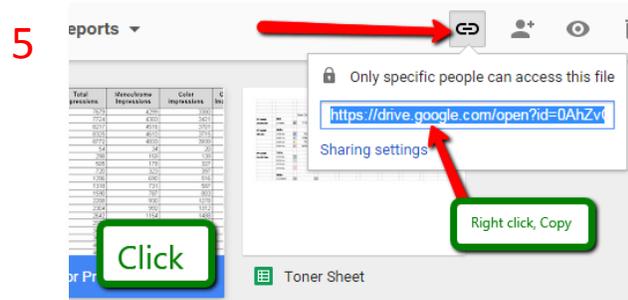
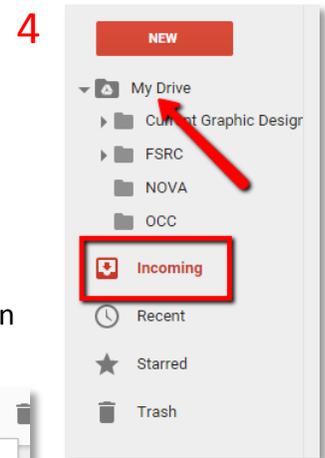


➤ Sharing Files from your Google Drive

1. If you need to share a file or a folder with a colleague, click on the file (or folder) and click on the **Share icon** at the top of the screen.
2. Enter the **VCCS email address** or the **Gmail address** of the person you wish to share with (such as: jsmith@email.vccs.edu)
3. choose whether the recipient can edit the document or just comment on or view it, and click **Done**.

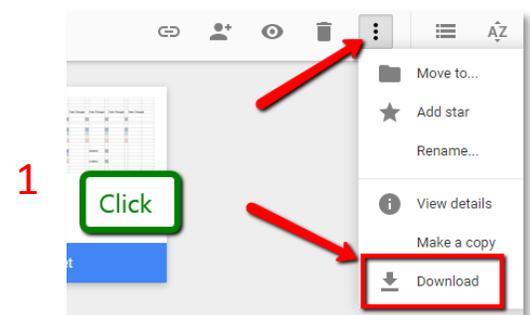


4. The file will automatically be placed into the recipients Google Drive in their **Incoming** folder, which is inside the **My Drive** folder. If needed, both parties can now access and edit the shared document simultaneously.
5. You can also share the link to the file. Click on the file, click on the **link icon** at the top of the screen. Right click on top of the link text and choose **Copy**. You can now paste the link into a document or webpage.



➤ Downloading Files from your Google Drive

1. To download a file to your computer, click on the file, click on the **More Actions** icon and choose **Download**. Your file will be downloaded to your Users/YourName/Downloads folder in your computer.



If you have any questions or concerns about using your Google Drive account, please contact the NOVA Annandale FSRC at: anfsrc@nvcc.edu or 703-323-3855