BUSINESS INSIDER

How to create and share a Google Drive folder with customized sharing settings

Jennifer Still Apr 29, 2019, 11:18 AM

HOW TO DO EVERYTHING • TECH

How to share folders on Google Drive

1. To create your own folder on Google Drive, navigate to https://drive.google.com in your internet browser. Note that you will need to be logged into your Google account; Drive will prompt you to do so if you haven't already.

2. Once signed in and at the above URL, you will see all of the files and folders currently stored on your Google Drive account.

3. To create a new folder, navigate to the "New" button in the upper lefthand corner of your screen, beneath the Google Drive logo, and click on it.

🝐 My	Drive - Google Drive X	+					- 0 ×
$\leftarrow \ \rightarrow$	C ☆ https://drive	e.google.	com/drive/u/0/my-drive			x 🛛 🗘 🤇	s 0 :
	Drive	Q	Search Drive		-	<u>ې</u> (ې	III 🚺
4	New	My Drive 👻					() 🗊
		Name	\downarrow	Owner	Last modified	File size	0
	My Drive		stories	me	10:39 AM me	-	
000	Shared with me		mp3	me	10:39 AM me	-	
0	Recent		nterview files	me	Sep 22, 2018 me		
☆	Starred		ebooks	me	Jan 9, 2018 me	<u> </u>	
Ū	Trash		Cheat Sheet	me	Jul 21, 2017 me	<u>-</u>	
ľ	Backups		You're Not Getting Enough Sleep And It's Ki	me	Aug 18, 2013 me		
	Storage		XF: IWTB	me	Jul 20, 2018 me	-	
	19.6 GB of 100 GB used	۲	X-Files best eps	me	Sep 7, 2018 me	70	
	UPGRADE STORAGE		X-Files	me	Jan 4, 2018 me	=	>
		Untitled	- paint.net 4.0.12				10:42 AM

4. You will see a drop-down menu of options, including one for "Folder." Clicking on this will allow you to create a new folder from scratch. (Note that if you already have a folder of documents on your computer that you would like to upload in its entirety, you should choose the "Folder upload" option in this menu.)

-								-
\ [Drive	Q	Search Drive		*	() (†	***	
		MyD	rivg +			E	⊞ (i)	1
+	Folder			Owner	Last modified	File size		Í.
♠	File upload Folder upload		ries	me	10:39 AM me	-		
٨	Google Docs	>	3	me	10:39 AM me	-		
Ŧ	Google Sheets	>	erview files	me	Sep 22, 2018 me	-		
	Google Slides More	>	ooks	me	Jan 9, 2018 me	-		
-			uneat Sheet	me	Jul 21, 2017 me	22		
۳۷л	Backups		You're Not Getting Enough Sleep And It's Ki	me	Aug 18, 2013 me			
	Storage		XF: IWTB	me	Jul 20, 2018 me	-		
	19.6 GB of 100 GB used	8	X-Files best eps	me	Sep 7, 2018 me	777 C		
	OF GRADE STORAGE		X-Files	me	lan 4 2018 me			

5. After clicking on "New" and then "Folder," you will be given a pop-up window in which to enter the title of your folder. Call it whatever you like.

Once you enter a title for your folder and hit the Enter or Return key on your keyboard, you will see the folder appear in your Google Drive file list. Click the title of your folder to open it.



6. From here, you can upload files to your folder by either dragging and dropping them into the window from your computer, or you can upload manually by right clicking on the screen and selecting the "Upload files" option.