

# BUSINESS INSIDER

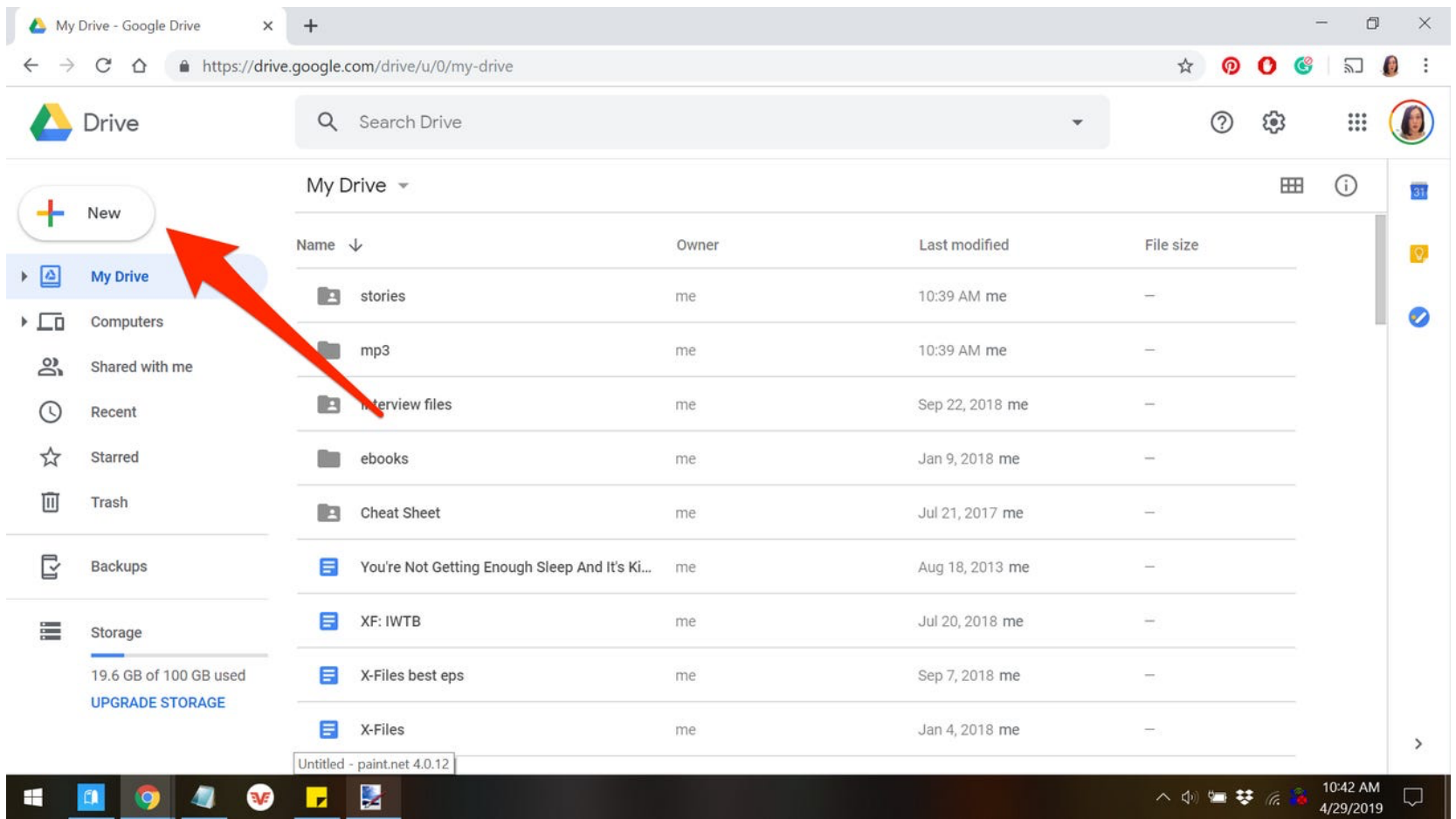
## How to create and share a Google Drive folder with customized sharing settings

[Jennifer Still](#) Apr 29, 2019, 11:18 AM

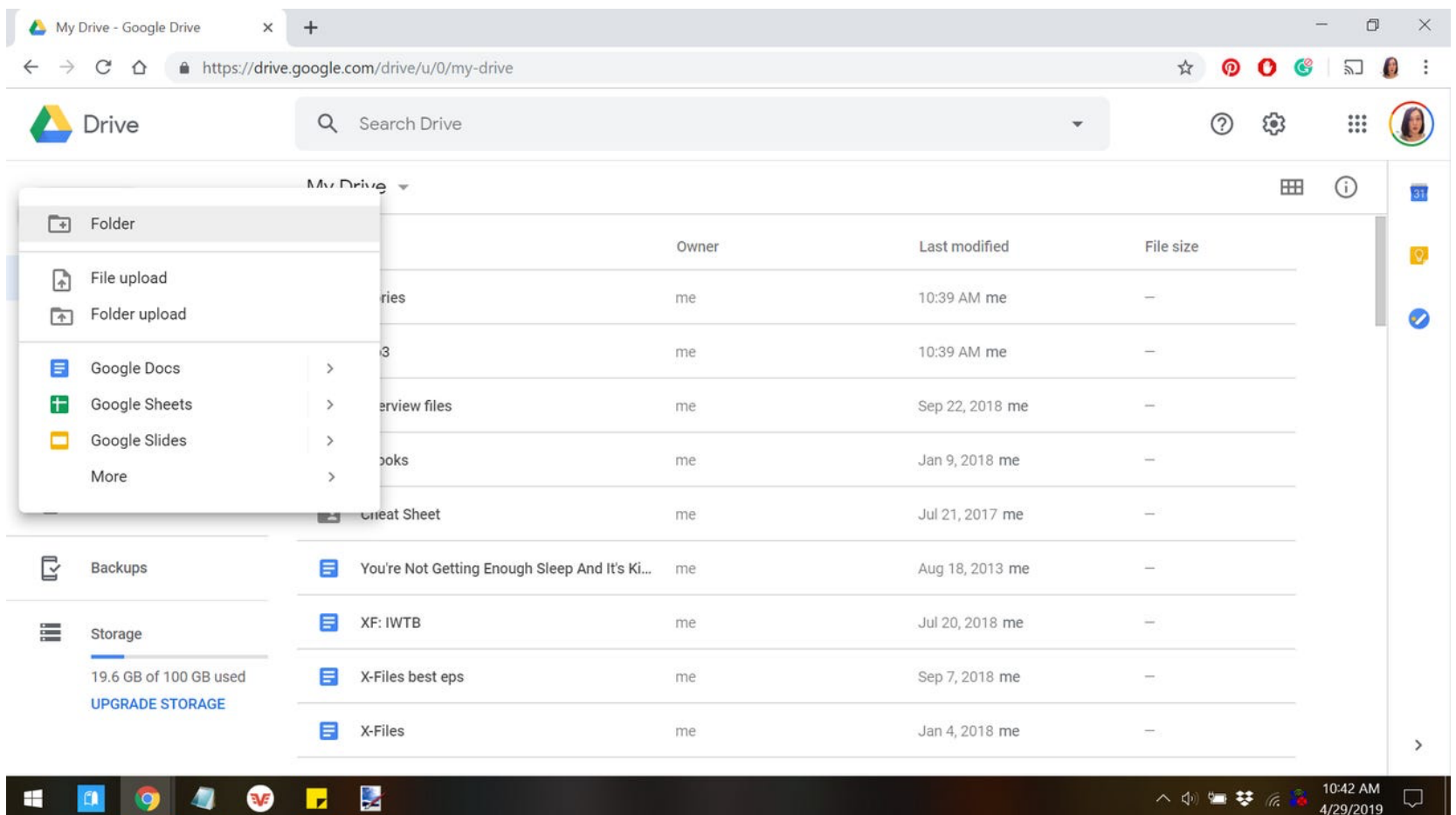
**HOW TO DO  
EVERYTHING** : TECH

### 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 left-hand corner of your screen, beneath the Google Drive logo, and click on it.

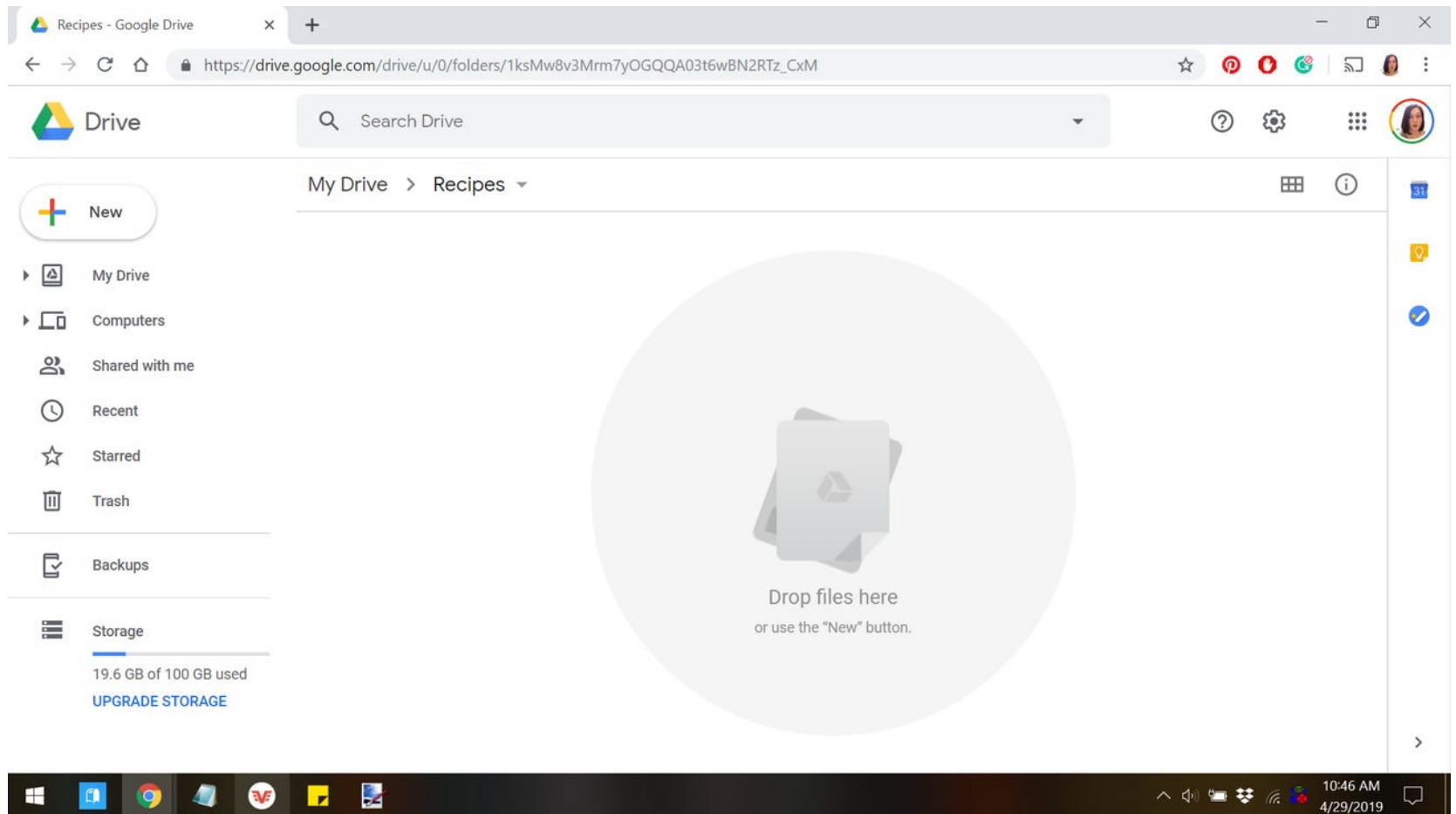


4. You will see a drop-down menu of options, including one for "Folder." Clicking on this will allow you to create a new folder from scratch. (Note that if you already have a folder of documents on your computer that you would like to upload in its entirety, you should choose the "Folder upload" option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



**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.