



How to Store and Share Files with Google Drive

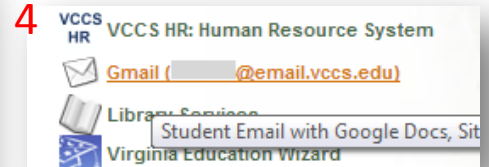
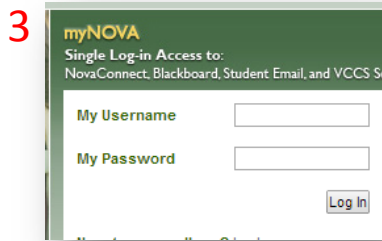
➤ Accessing Your Google Drive

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

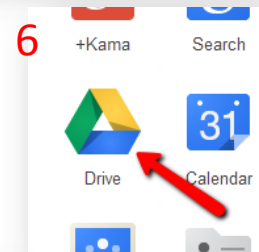
1. On the NOVA homepage (www.nvcc.edu), click on the **MyNOVA** tab
2. Then click on the **green myNOVA** button



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

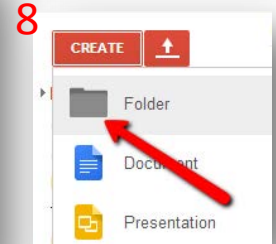
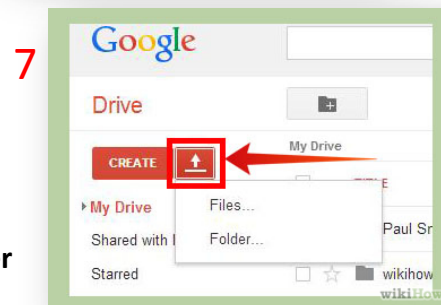


5. Click on the **'apps'** icon in the top right corner of the screen
6. Then select the **Drive** app

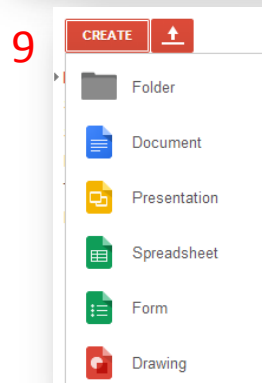


** Your college Google Drive contains 30 GB of storage!*

7. Click on the **upload** 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 **Create** button and choosing **Folder**

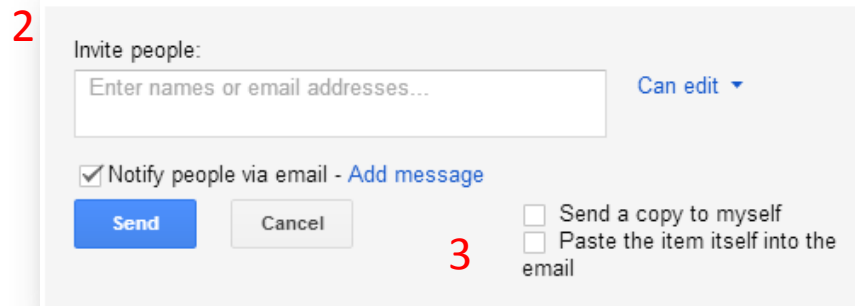
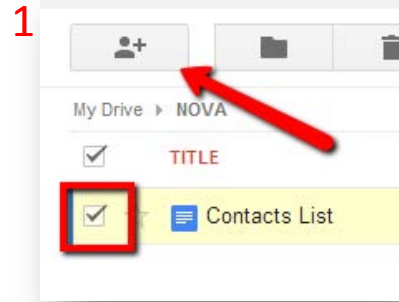


9. You can also create **new documents** by clicking on the **Create** button and choosing **Document, Presentation, Spreadsheet, Form, or Drawing**

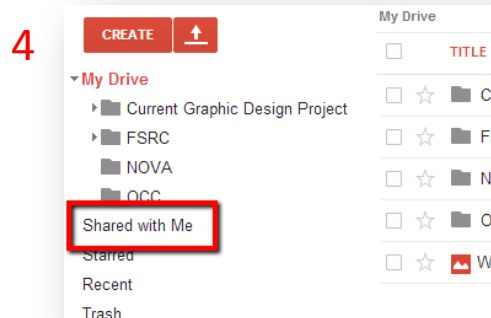


➤ Sharing Files from your Google Drive

1. If you need to share a file or a folder with a colleague, click in the **checkbox** next to the file (or folder) and click on the **Share button** at the top of the screen
2. Enter the **VCCS email address** of the person you wish to share with (such as: jsmith@email.vccs.edu), click on the **checkbox** if you want the to receive a notification email, and click **Send**.
3. You can also choose to send a copy to yourself and/or paste the item itself into the email



4. The file will automatically be placed into the recipients Google Drive in their **Shared with Me folder**



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