

# GOOGLE DRIVE BASICS



**Google Drive** is a file storage and synchronization service.

**Google Drive** allows users to...

- Store files in the cloud
- Create/Edit Files in Google Apps docs, sheets, slides, google forms, google drawings, Google Maps, Google Sites
- Synchronize files across devices
- Share files

**Let's get started!**

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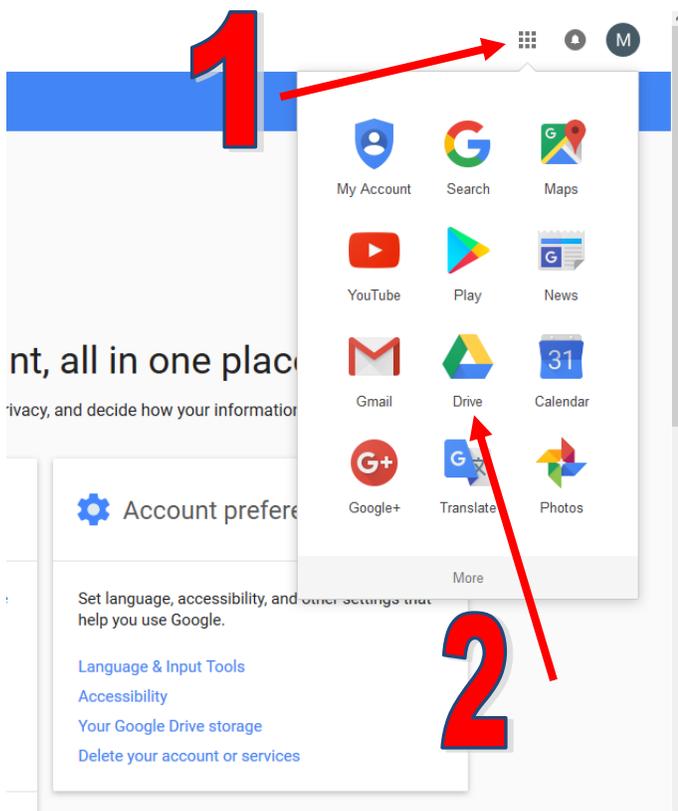
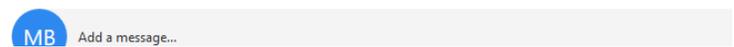
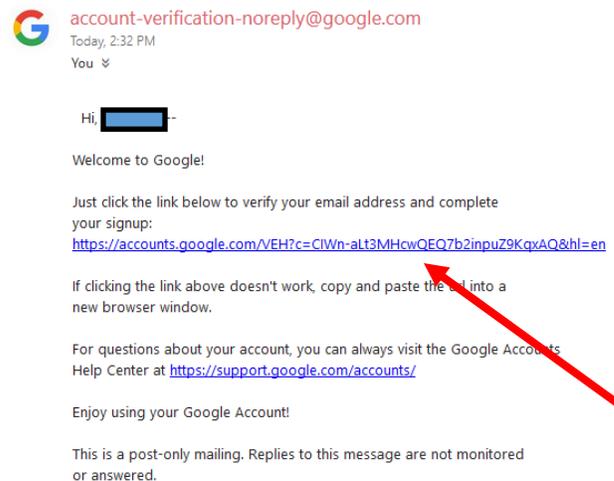
## In order to access Google Drive you will need a Google Account...

\*If you already have a Gmail address then you already have a Google Account

1. Go to: <https://accounts.google.com/signup>
2. Fill out the prompts on the page
  - A. If you do not want to create a Gmail login click:  
[I prefer to use my current email address](#)

B. This will take you to a slightly different form and Google will send a confirmation email to make sure it's you. Within the email you will click the link to complete sign-up

## Google Email Verification



Username: \_\_\_\_\_

Password: \_\_\_\_\_

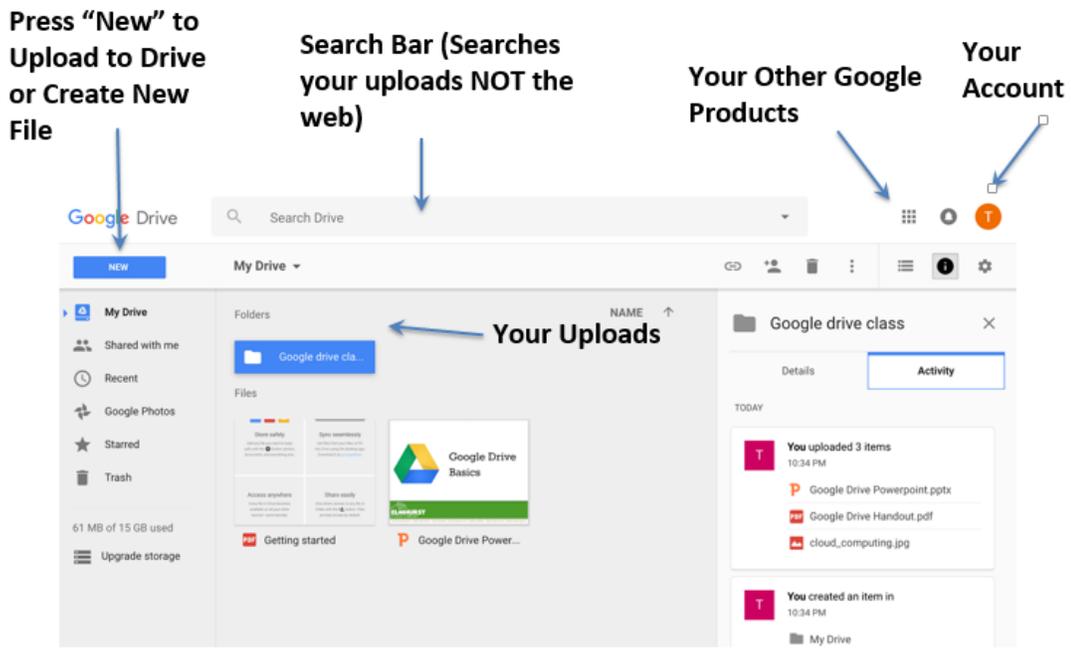
## Getting to Google Drive

-If you have **Gmail**, you'll easily be able to access your drive once you've logged in.

-If you are using a different email provider to set up your Google account...

1. Go to <https://www.google.com/drive/>
2. Login with the credentials you created for your Google Account

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## The Google Suite...

Program	Icon	Microsoft Equivalent	Mac Equivalent
Google Docs		Microsoft Word	Pages
Google Sheets		Microsoft Excel	Numbers
Google Slides		Microsoft PowerPoint	Keynote

### Other Programs



Google Forms



Google Drawing



Google My Map



Google Sites

## Consider learning more Google Drive tricks...

- Attaching large files to emails
- ”Print” to your google Drive
- Scan to your google Drive
- And more...



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