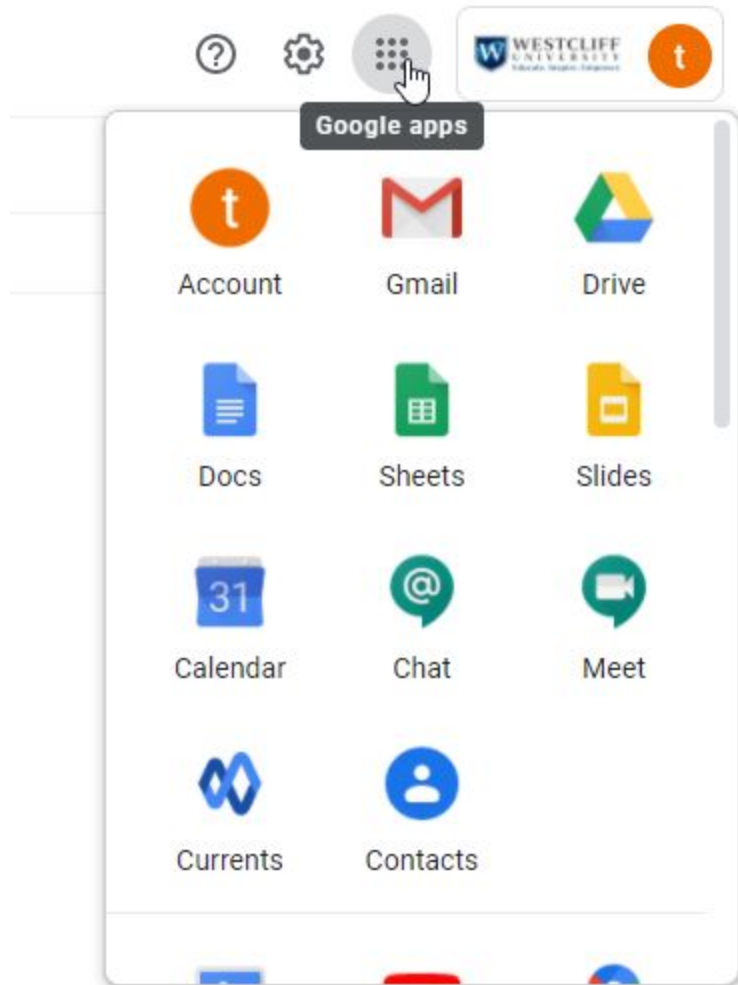
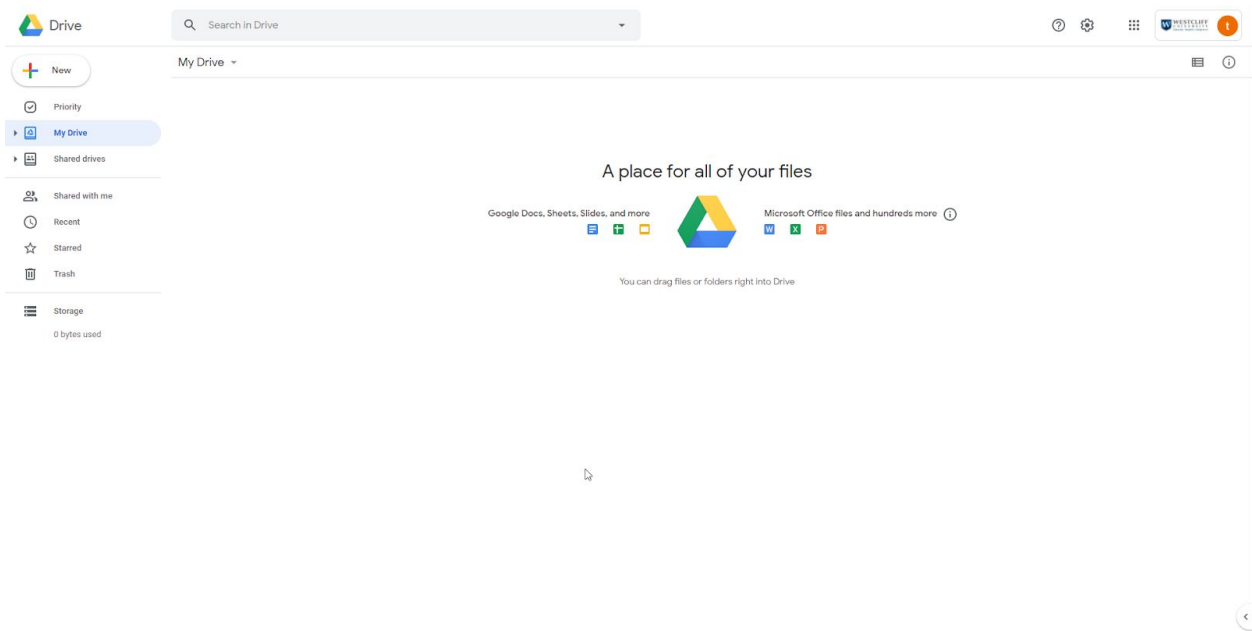


I. How to Access Your Google Drive

1. Log in to your Westcliff Email account. [How to Westcliff Email](#) includes the instructions on how to set up your Westcliff Gmail account.
2. Once you are in your Westcliff Email account, navigate to the **Google Apps** section and select **Drive**.

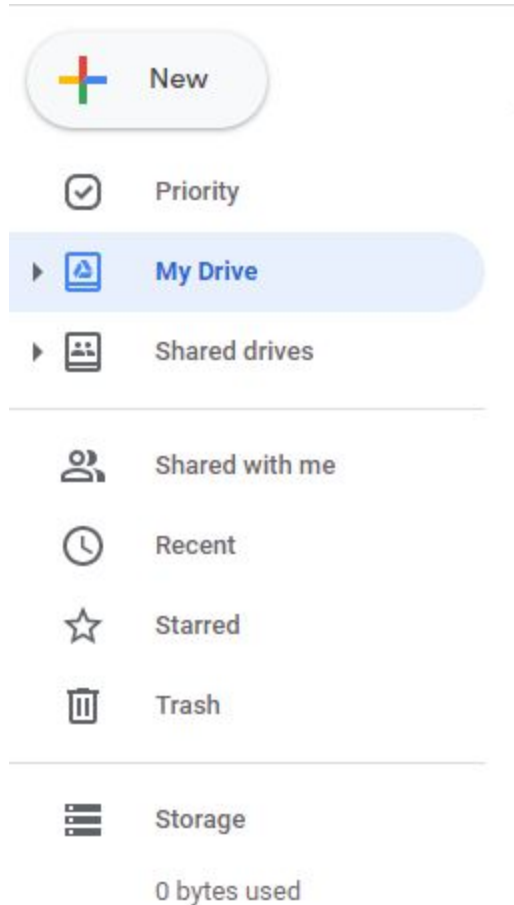


3. Your Drive will look similar to the below picture.

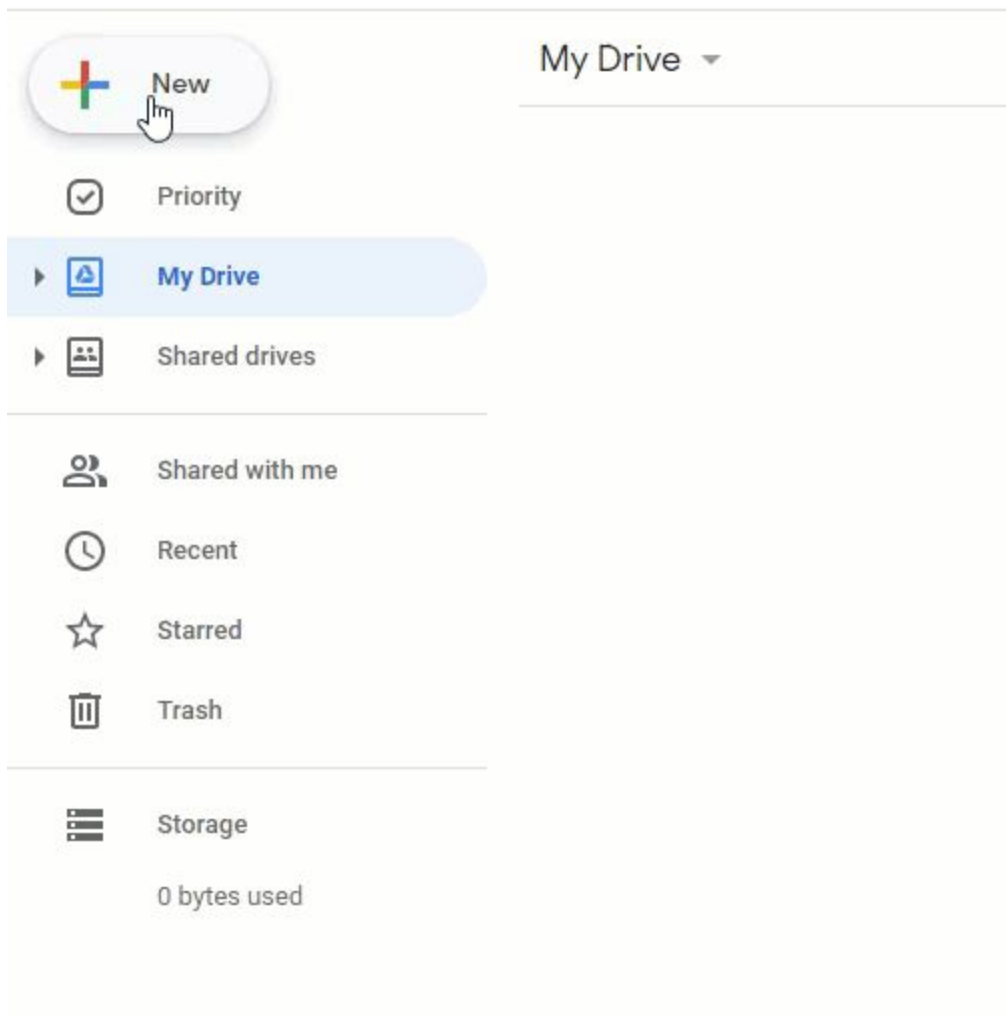


II. The Left Navigation Bar


The left navigation bar allows you to create a new file, a new Google Doc, Sheet, Slides, Forms, and other apps. It also helps organize your files better by allowing you to create Folder and Share Drives which you can give your colleagues permission to access your files.



1. **The New Button** allows you to create new files and folders. You can also upload a file or folder from your computer to store under your Drive.




2. **My Drive** contains all of your folders and files.


 New


Priority


My Drive


Shared drives

 Shared with me

 Recent

 Starred


 Trash

 Storage

0 bytes used

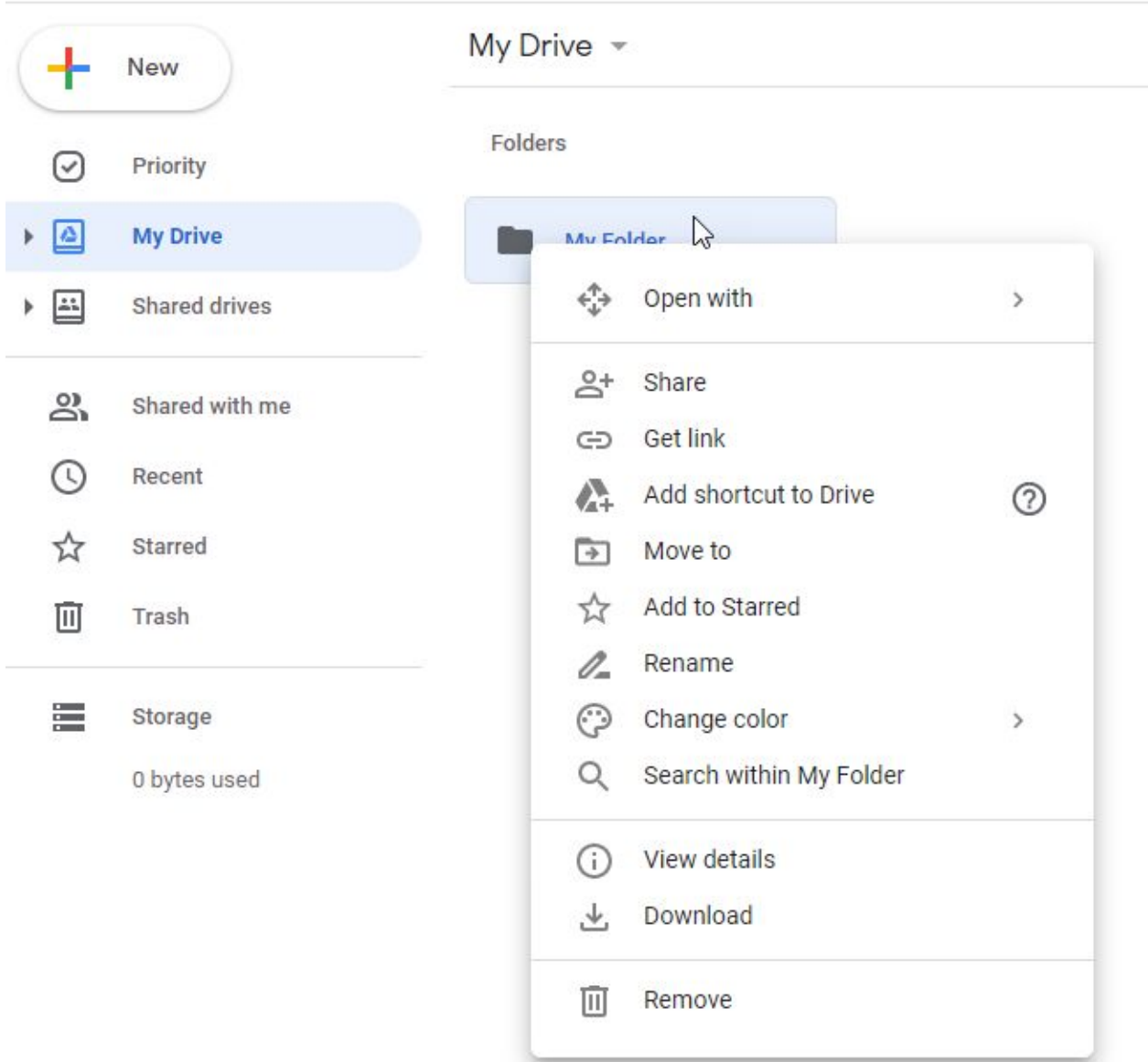
My Drive ▾

Folders

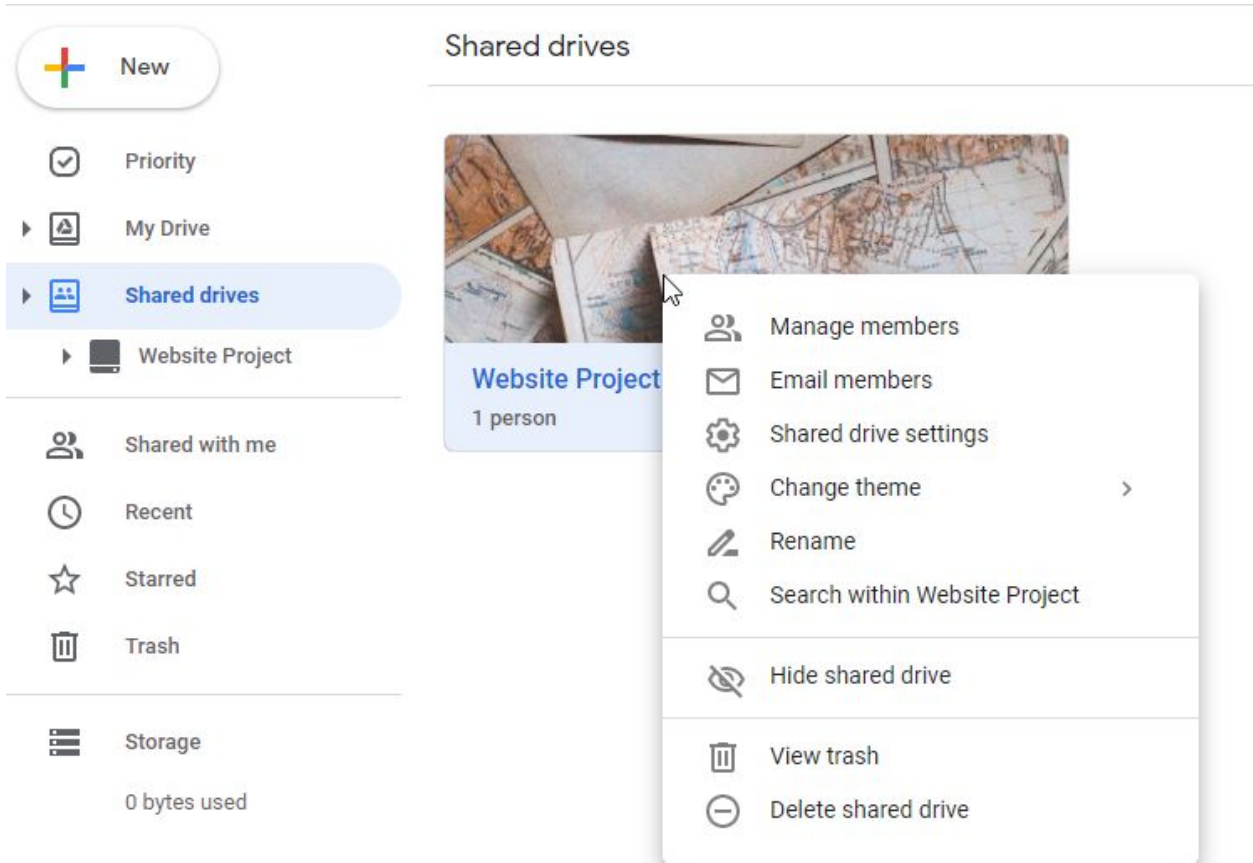
 My Folder

For each Folder and File, you should be able to Share with your colleagues, get the shareable link, move it to a different folder, view information, or remove it, and a few more actions. By Left Clicking on the folder or file, it should give you the actions similar to the below picture.

Note: If you share a folder with your teammates or colleagues, every file under it will be shared with them.



3. **Shared drives** help you create a Google Drive which contains multiple folders and files and share it among your teammates, so you can collaborate with them.



You can refer to this document that was contributed by Google to learn more about Shared Drives.

<https://support.google.com/a/users/answer/9310351>