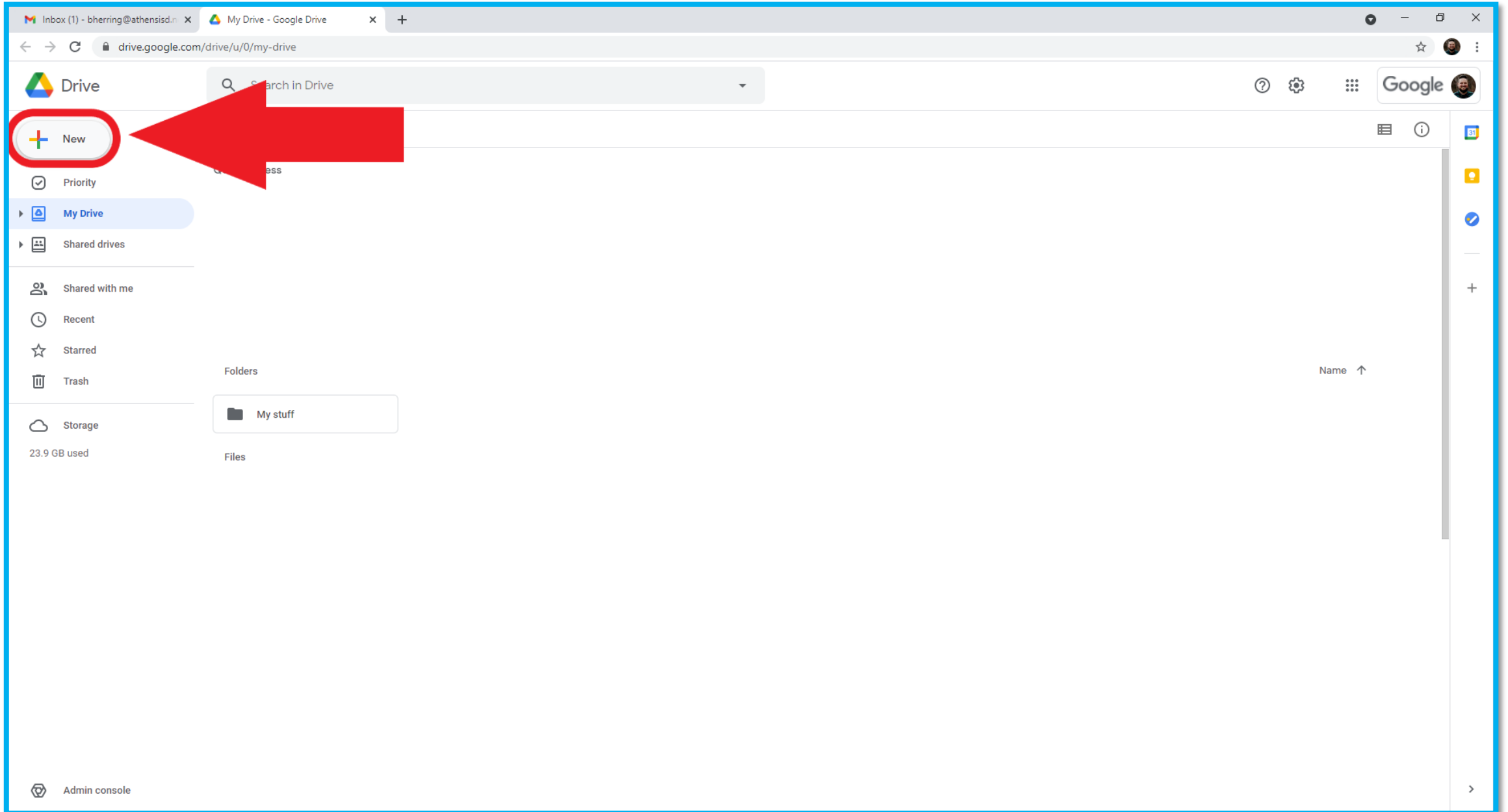


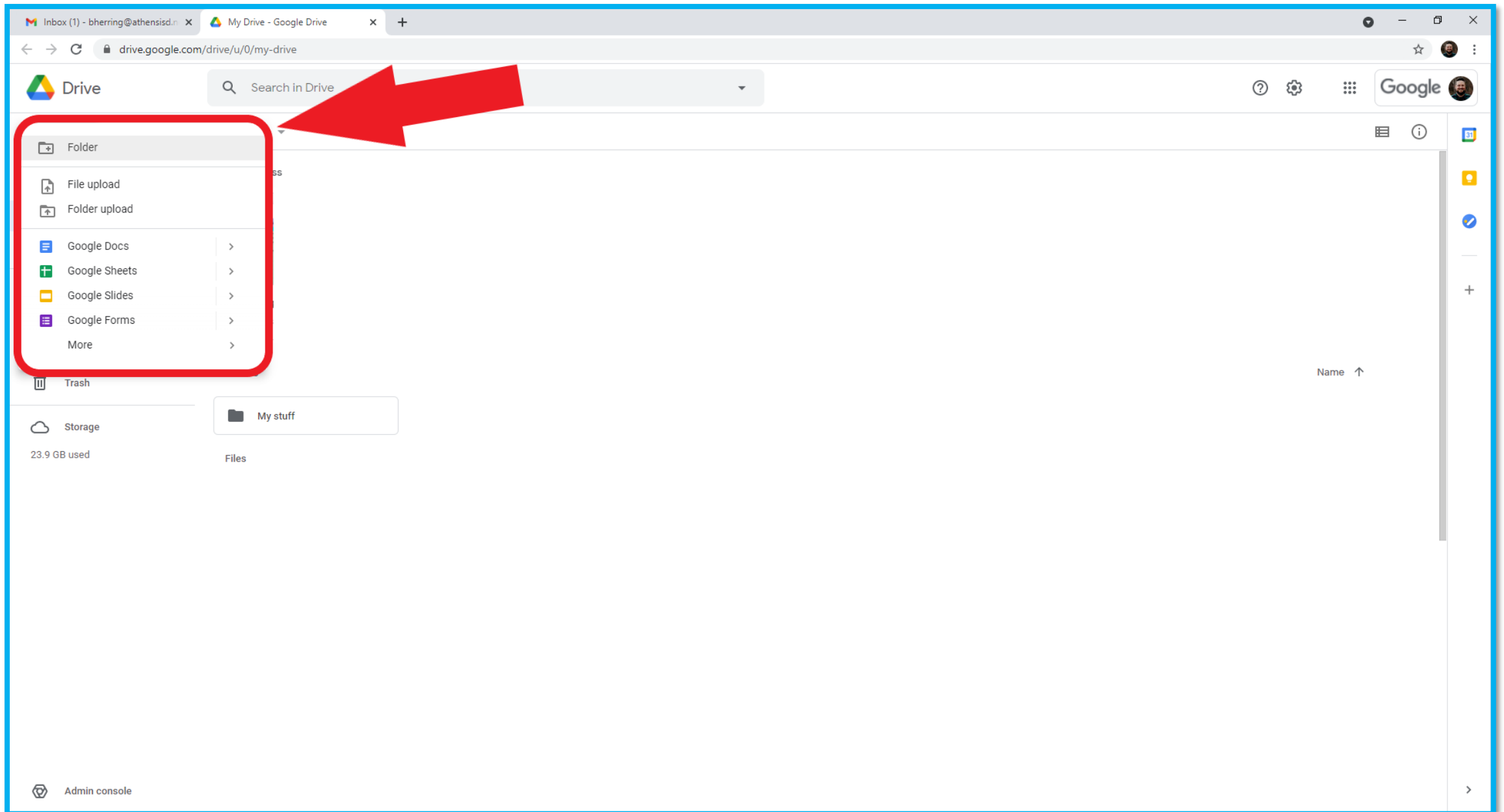
Open your email and select the waffle icon at the top right hand corner of your screen. Then select the **Drive** icon in the drop down menu.

The image shows a screenshot of a Gmail inbox in a web browser. The browser's address bar shows the URL `mail.google.com/mail/u/0/#inbox`. The Gmail interface includes a search bar, a left sidebar with navigation options like 'Compose', 'Inbox', 'Starred', 'Snoozed', 'Sent', 'Drafts', 'Trash', '[Gmail]All Mail', 'Absences', 'More', 'Meet', and 'Hangouts', and a main area displaying a list of emails. A red arrow points from the top right corner of the screen to the waffle icon (a 3x3 grid of dots) next to the Google logo. A second red arrow points from the waffle icon to the 'Drive' icon (a colorful triangle) in the dropdown menu that appears below it. The 'Drive' icon is highlighted with a red square. The background of the email list is a scenic landscape with green hills and a blue sky.

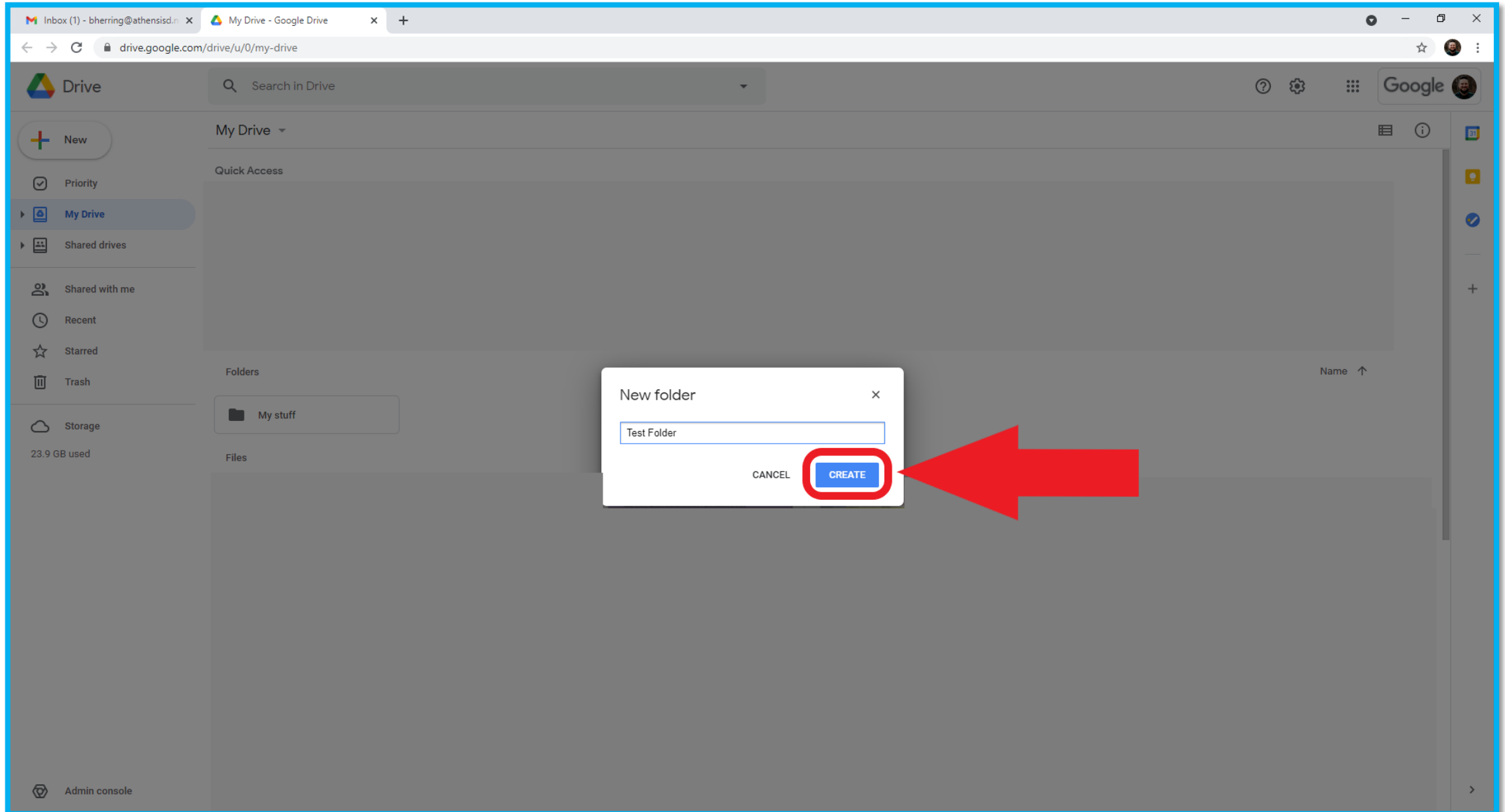
Once inside your google drive you can create folders, and add documents with the **+New** button.



Once you select the **+New** button, you can then choose which item you want to add and or create.
For this example I am going to create a **Folder**.

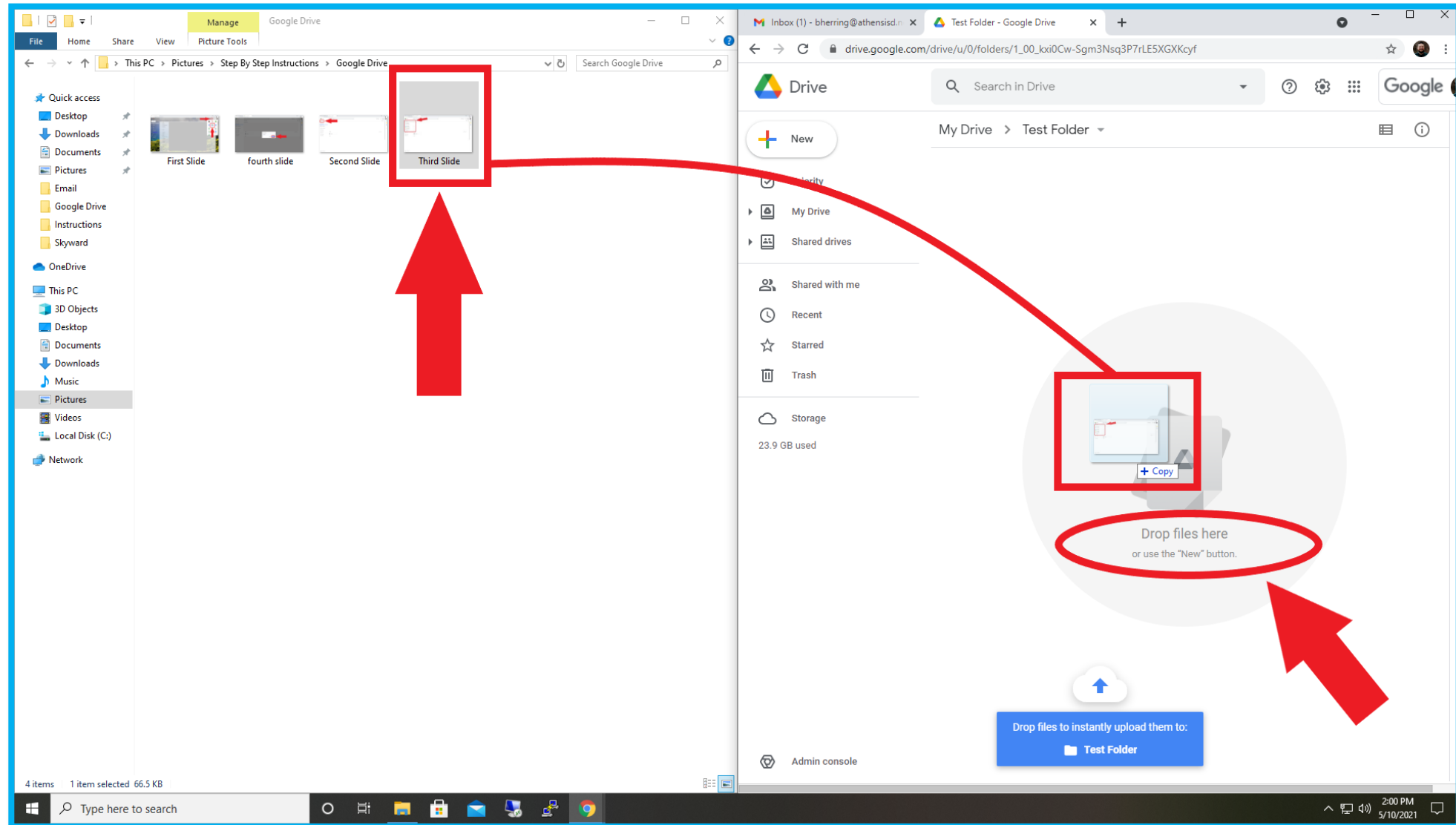


Once you have selected **Folder** from the drop down you will be asked to name the folder. In this case I am just naming it Test Folder. Once you have named the folder select **Create**.



Once you open the new folder, you can simply drag and drop files into the area that says **Drop Files Here**. Once you do this your item will then begin uploading to the google drive.

NOTE: You can drag multiple items at once, but the more items you try to upload at once, the amount of time of the overall upload process increases.



Once you drag and drop files into the area that says **Drop Files Here** you will see a indicator in the bottom right hand corner that shows you the file upload process.

The screenshot displays the Google Drive web interface. The main content area features a large, light gray circular drop zone with a document icon and the text "Drop files here or use the 'New' button." In the bottom right corner, a red-bordered notification box is visible, titled "Uploading 1 item". This box contains the text "Starting upload..." with a "CANCEL" button to its right, and a list item "Third Slide.png" with a circular progress indicator next to it. A large red arrow points from the drop zone towards the notification box. The interface includes a left sidebar with navigation options like "New", "Priority", "My Drive", "Shared drives", "Shared with me", "Recent", "Starred", "Trash", and "Storage" (23.9 GB used). The top of the browser shows the address bar with the URL "drive.google.com/drive/u/0/folders/1_00_lxi0Cw-Sgm3Nsq3P7rLE5XGXKcyf" and the Google logo.

Once your file is uploaded you will see the indicator in the bottom right hand corner that confirms that the file is uploaded.

The screenshot displays the Google Drive web interface. The browser's address bar shows the URL: `drive.google.com/drive/u/0/folders/1_00_kxi0Cw-Sgm3Nsq3P7rLE5XGKcyf`. The page title is "Test Folder - Google Drive". The main content area shows a folder named "Test Folder" containing a single file, "Third Slide.png". A red box highlights the file name, and a red arrow points to it from the left. Below the file list, a large red arrow points downwards towards a notification banner in the bottom right corner. The notification banner, also highlighted with a red box, contains the text "1 upload complete" and a small thumbnail of the file "Third Slide.png" with a green checkmark icon to its right, indicating successful upload.

You have successfully
uploaded a file to
the Google Drive
Stop Here