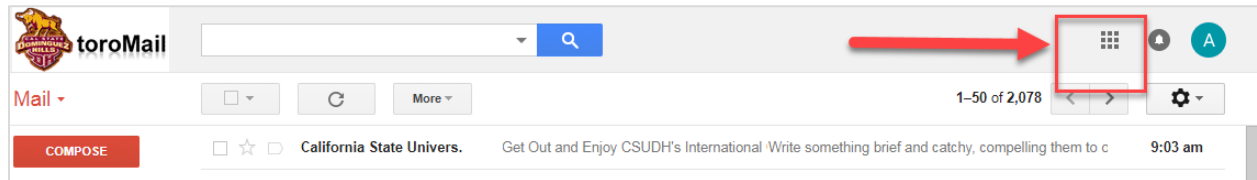


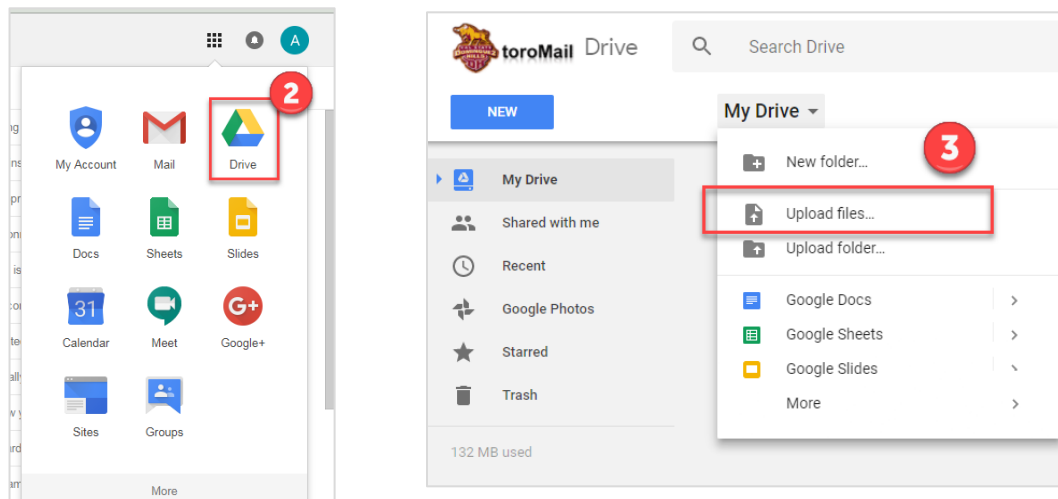
Google Drive: UPLOADING AND SHARING FILE

As a student you get unlimited space in your google drive, using your ToroMail login. To upload files, you must have the file already saved somewhere on your computer.

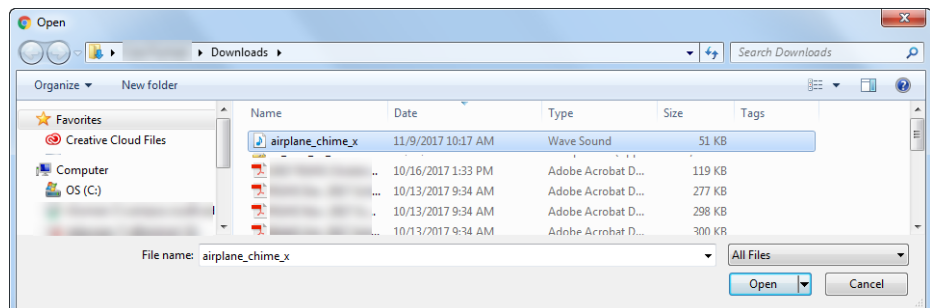
1. Login to **ToroMail** and then click on **Google Apps**.



2. Click on **Drive**.
3. Click on **Upload files**.

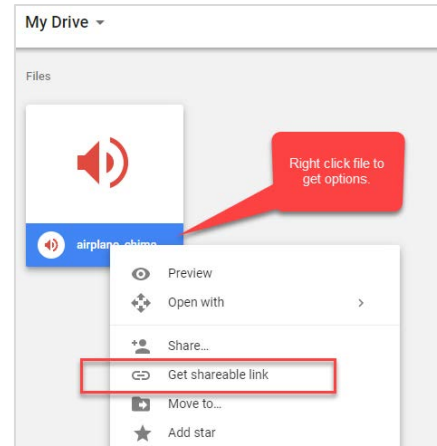


4. Locate the file on your computer. Select the file, then click **Open**.

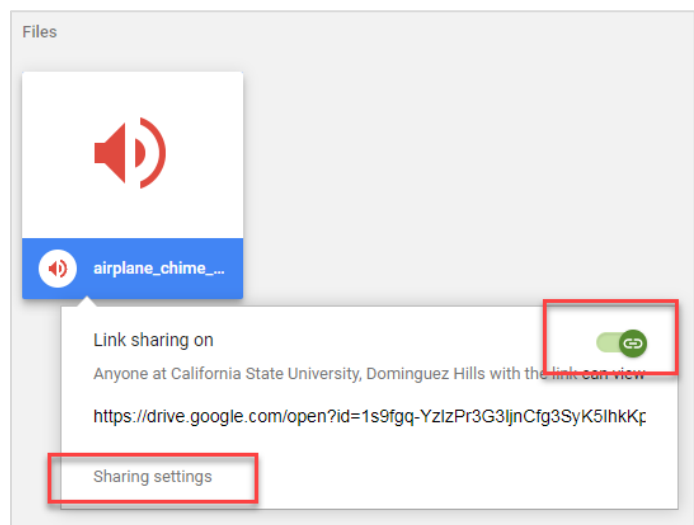


The file is then uploaded to your drive.

5. **Right-click** the file to bring up the options.
6. Click **Get Shareable link**.

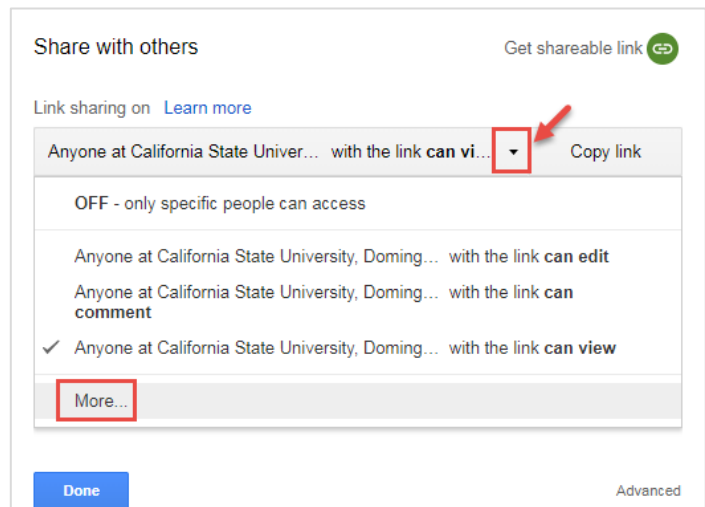


7. If link sharing is toggled off, **toggle on** to get link. (Green button on image)



8. Click on **Sharing Settings**.

9. In the dialogue box that opens click on the **Drop-down arrow** and then click **More**



10. This will open up more settings.

NOTE: IN ORDER FOR YOU INSTRUCTOR AND CLASSMATES TO VIEW YOUR FILE YOU MUST SELECT "ON – ANYONE WITH THE LINK." THE CSUDH OPTIONS WILL NOT GRANT ACCESS TO YOUR INSTRUCTOR. PLEASE MAKE SURE THAT THE CORRECT SHARING LINK IS SELECTED OR YOU MAY NOT GET CREDIT FOR YOUR ASSIGNMENT.

Link sharing

- On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.
- On - Anyone with the link**
Anyone who has the link can access. No sign-in required.
- On - California State University, Dominguez Hills**
Anyone at California State University, Dominguez Hills can find and access.
- On - Anyone at California State University, Dominguez Hills with the link**
Anyone at California State University, Dominguez Hills who has the link can access.
- Off - Specific people**
Shared with specific people.

Access: Anyone (no sign-in required) Can view ▾

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

Save Cancel [Learn more about link sharing](#)

11. Click **Save**

12. Click on **Copy link** and then click **Done**.

13. You can now paste the link to your destination of choice: email, web page, etc.

Share with others Get shareable link

Link sharing on [Learn more](#)

Anyone with the link can view ▾ **Copy link**

<https://drive.google.com/file/d/0Bw0Cm2xiuWCdZG9UYTI0TUJTa3M/view?usp=sha>

People

Enter names or email addresses...

Done Advanced