How to Share Documents on Google Drive

1. Log on to your Gmail account
2. In the top right, there is something that looks like a grid (or a lot of small boxes that make a larger box). Click it and then click "Drive" on the bottom row. This will open up "Google Drive."
3. Once you're in "Google Drive," click the up arrow next to "Create." This is the upload button.
4. It will ask you if you want to upload a file or a folder. Click file.
5. Browse your documents and upload the appropriate file.
6. Once uploaded, make sure to open the file.
7. Once it's opened, click the blue "Share" button in the top right.
8. At the bottom of the pop up box, there's a box where you can invite people to join the document. In that box, put in my email address (XXXXXXX@emich.edu). Make sure the box that says "Notify people via email" is checked. Then click "Share & Save."