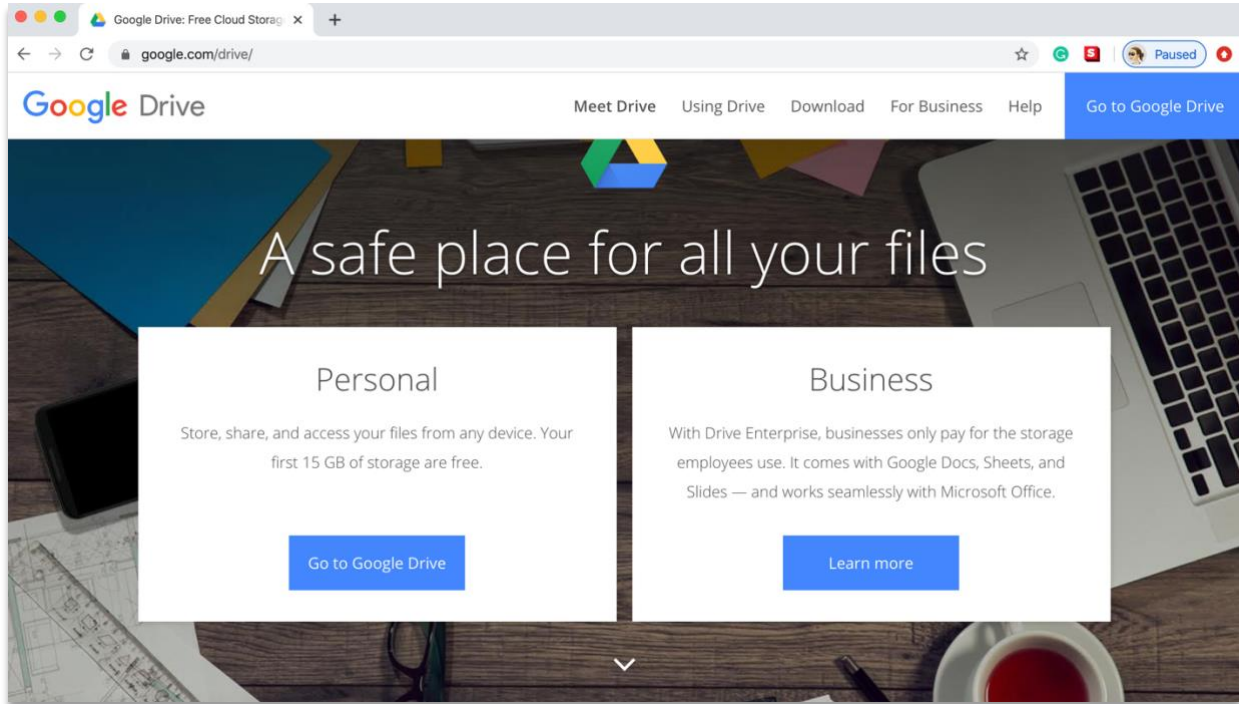# HOW TO SET UP AND USE GOOGLE DRIVE

1. If you don't already have one, set up a free Google Account by going to www.google.com/drive and clicking on "Go to Google Drive" under the Personal account.

2. Once you have a Google account, go to www.drive.google.com to add folders and files. Drag your NYSATA scholarship folder from your computer's desktop into the center of the Google Drive files area, or click "New" near the top left and go to "folder upload" to search for your desktop folder, and allow the folder and files to upload.
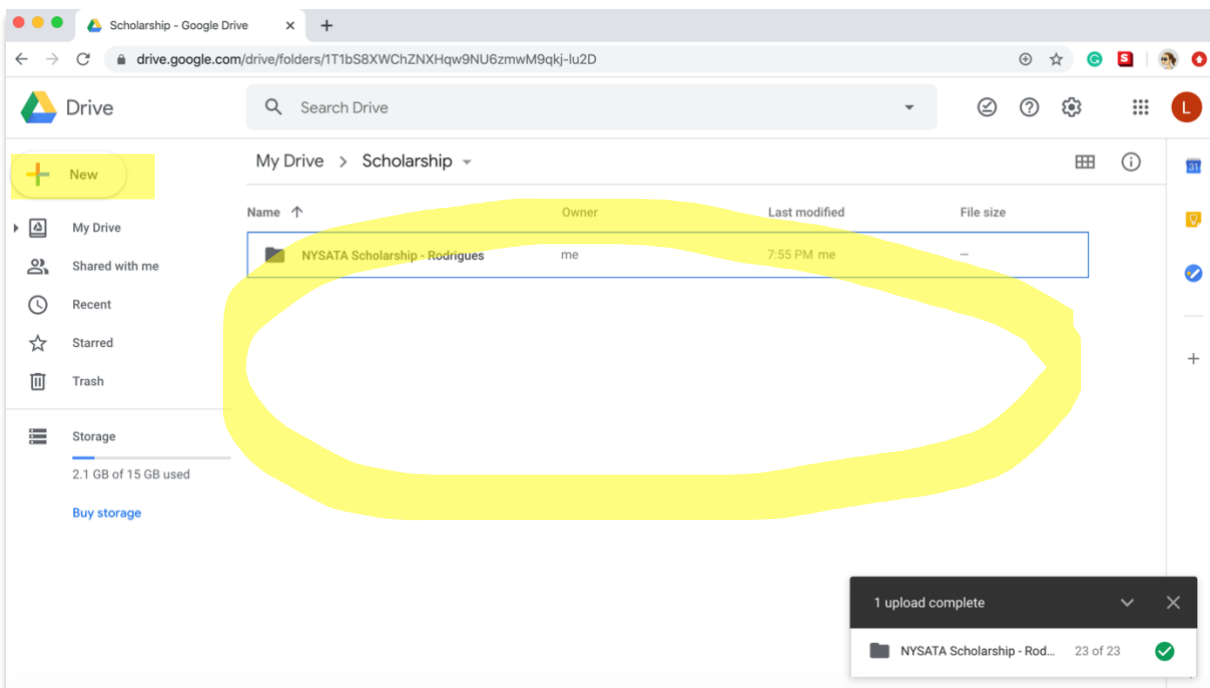
3. Once your folder is uploaded to Google Drive, select the folder and click the icon that looks like a chain to turn on link-sharing. You should also see the message that "Anyone with the link can view." If you see a different version of this message, you may need to make some adjustments to your sharing permissions.
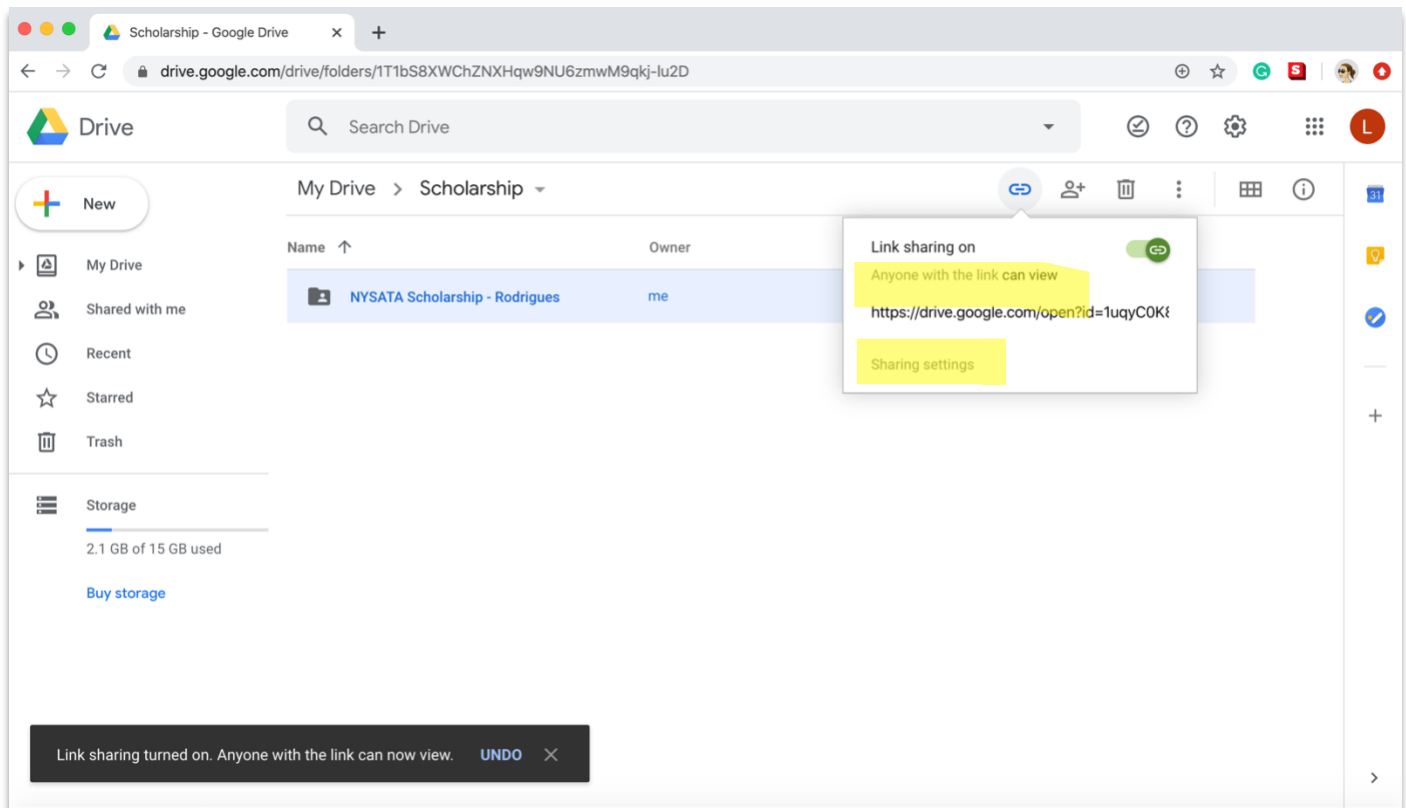
Under that chain/link icon, click on *Sharing settings*, where you'll be able to adjust who can view the link and whether or not they need to be signed in to Google to view the linked folder.
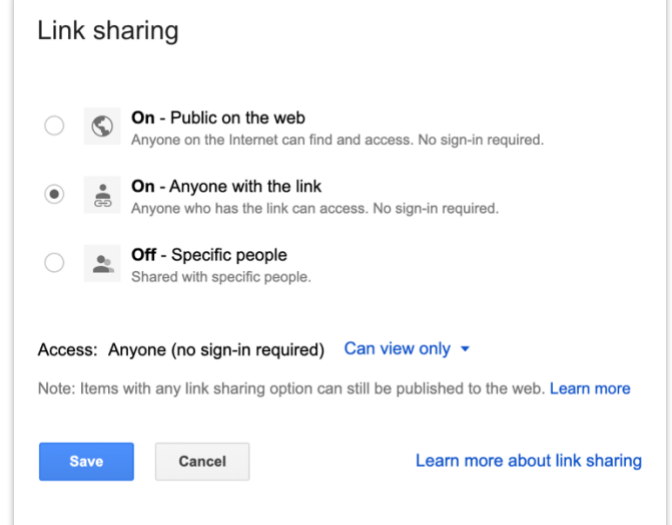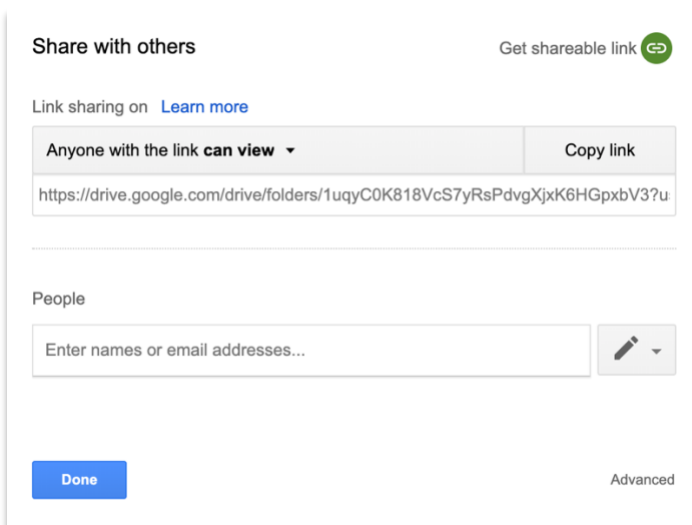
If you're using a school Google account, you may see additional options that allow you to only share with those in your district. Please make sure you set your link sharing as "On – Anyone with the link" can view, with no sign-in required.

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** - ▨▨▨▨▨▨▨ School District
  Anyone at ▨▨▨▨▨▨▨ School District can find and access.

○ 🏢 **On** - Anyone at ▨▨▨▨▨▨▨ School District with the link
  Anyone at ▨▨▨▨▨▨▨ School District who has the link can access.

○ 👥 **Off** - Specific people
  Shared with specific people.

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

Note: Items with any link sharing option can still be published to the web. Learn more

Save   Cancel   Learn more about link sharing

Copy the link to your Google Drive folder and paste it into the online NYSATA Scholarship form, and complete the submission of your form.