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 <u>www.google.com/drive</u> and clicking on "Go to Google Drive" under the Personal



2. Once you have a Google account, go to <u>www.drive.google.com</u> 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.

Cholarship - Google Drive X +									
← → C â drive.google.com/drive/folders/1T1bS8XWChZNXHqw9NU6zmwM9qkj-lu2D ④ ☆ ⑥ 질 ④ ○									
	Drive	Q Search Drive		Ŧ	9	19 3	000 000 000		
+	New	My Drive > Scholarship -		c) 2+	•	===	i	31	
▶ 🙆	My Drive	Name 个	Owner	Link sharing on	60			Q,	
3	Shared with me	NYSATA Scholarship - Rodrigues	me	Anyone with the link can view https://drive.google.com/open?id=	1uqyC0K{			0	
S	Recent			Sharing settings					
☆	Starred							+	
Ū	Trash								
=	Storage								
	2.1 GB of 15 GB used								
	Buy storage								
Link sharing turned on. Anyone with the link can now view. UNDO ×								>	

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.

Share with others Get share	able link 🕞	Link	sharing	
Link sharing on Learn more Anyone with the link can view C	opy link	0	S On - Public on the web Anyone on the Internet can	find and access. No sign-in required.
https://drive.google.com/drive/folders/1uqyC0K818VcS7yRsPdvgXjxK6	HGpxbV3?u	•	 On - Anyone with the li Anyone who has the link ca Off - Specific people 	nk an access. No sign-in required.
People Enter names or email addresses	<i>i</i> -	Access	Shared with specific people	₂. ed) Can view only ▼
Done	Advanced	Note: Ite	ems with any link sharing optio	n can still be published to the web. Learn more Learn more about link sharing

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						
0	On - Public on the web Anyone on the Internet can find and access. No sign-in required.					
•	On - Anyone with the lin Anyone who has the link ca	nk an access. <mark>No sign-in required.</mark>				
	On - Anyone at	School District School District can find and access.				
	On - Anyone at Anyone at	School District with the link School District who has the link can access.				
	Off - Specific people Shared with specific people	э.				
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.