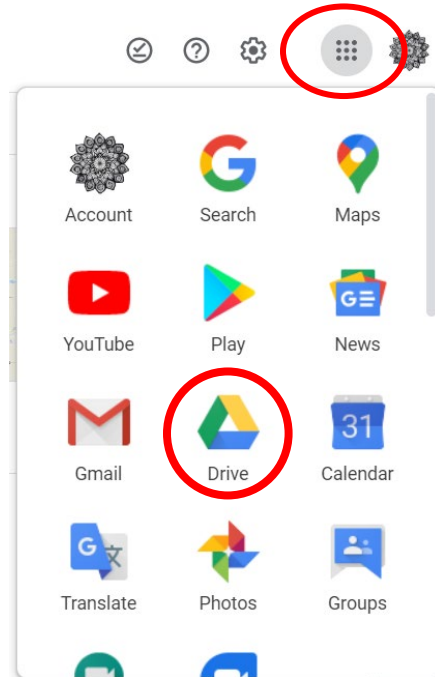
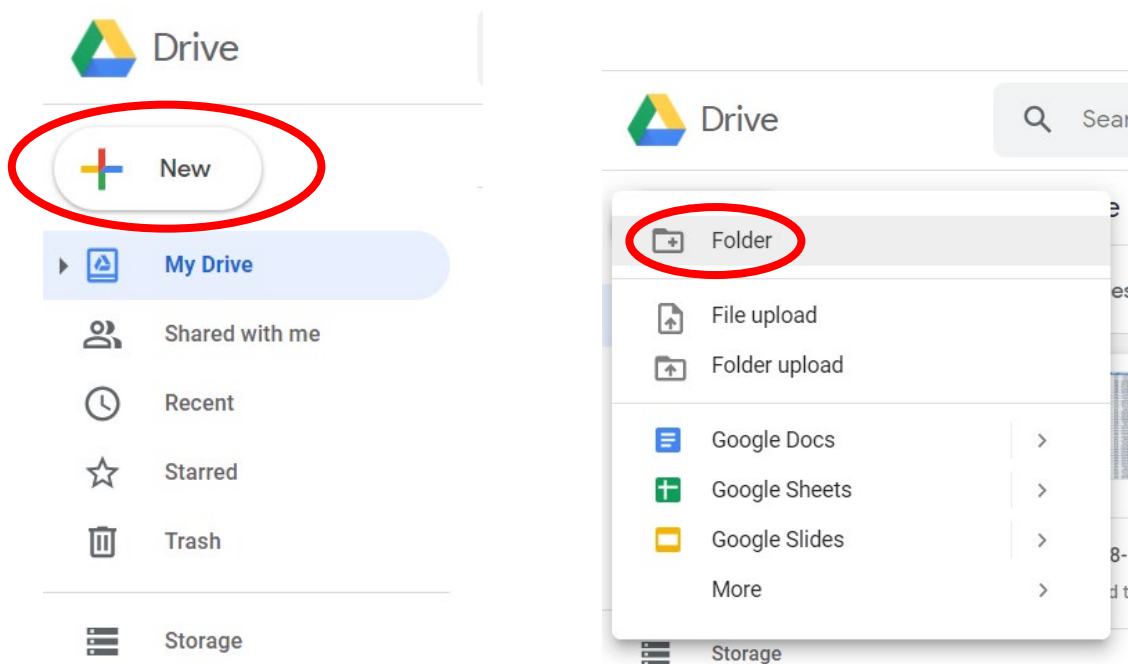


Sharing Files Using Google Drive

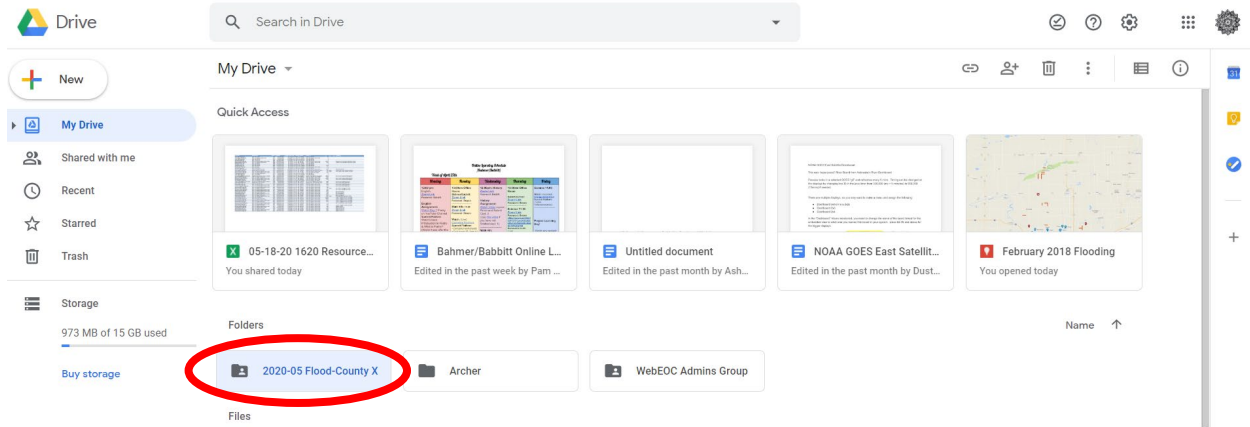
1. Log into your Google Account and click on the button with all the dots in the top right to access the different Google components. Click on "Drive".



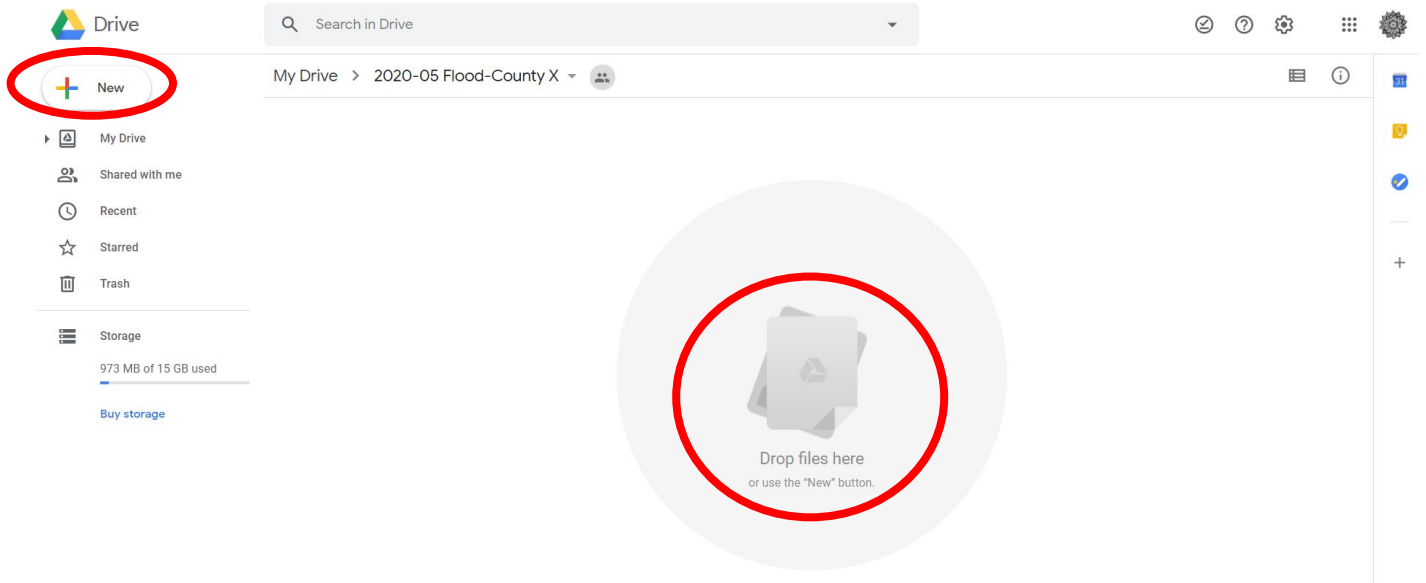
2. Click on the "New" button in the top left and then select "Folder". Name it "2020-05 Flood – County Name".



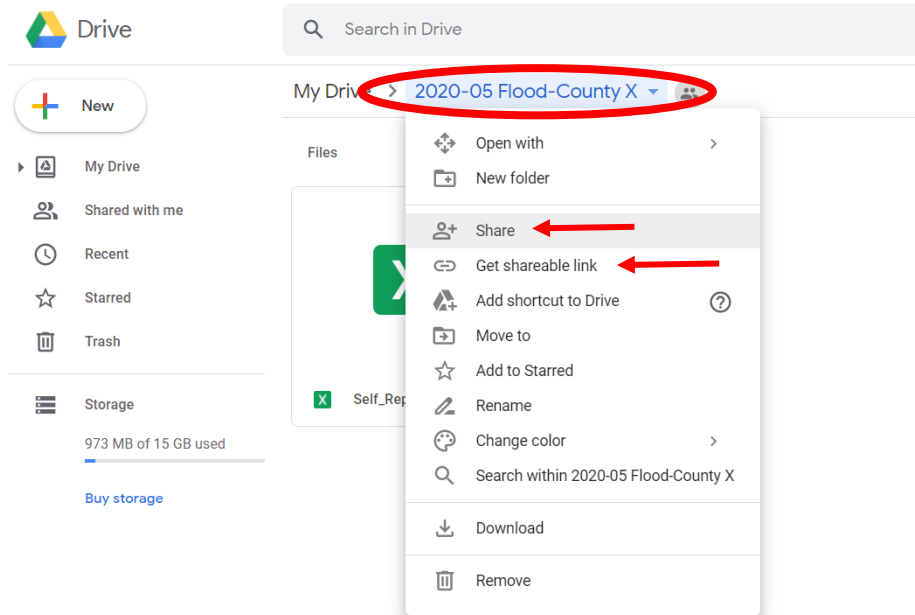
3. Double click on the new folder you just created.



4. You can either drag and drop the files you want to share to the middle of the screen or click the New button > File Upload and browse to add the files.



5. Once you have all the files you want to send uploaded you will share it with MSP/EMHSD. Click your Folder name near the top of your screen and a dropdown menu will appear.



- a. **Share** will allow you to enter an email address to share the folder with directly.
- b. **Get Shareable Link** will allow you to copy the link to your clipboard and manually paste it into an email to MSP/EMHSD staff. Be sure that the Link Sharing is set to “On”.

