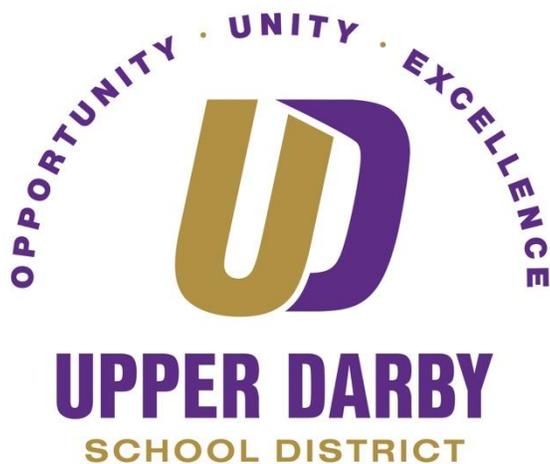
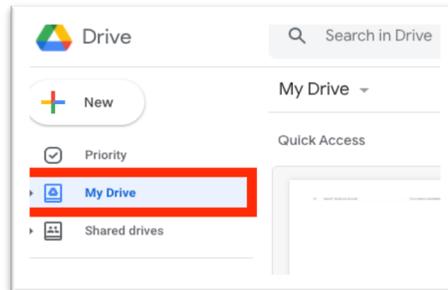


How To: Create Folders in Google Drive

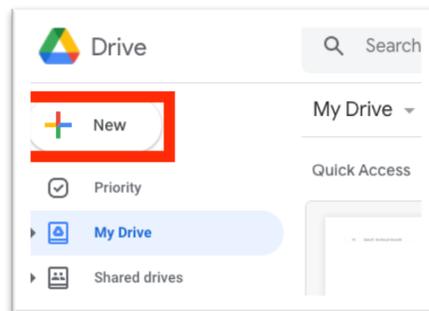


The following instructions provide information on how to create folders in Google Drive in order to better organize your files and Google Drive.

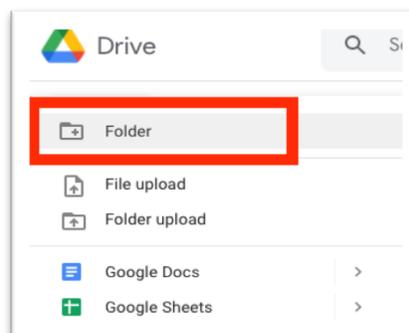
1. Login to [Google Drive](https://drive.google.com) using your district email
2. Click on “My Drive” on the left column



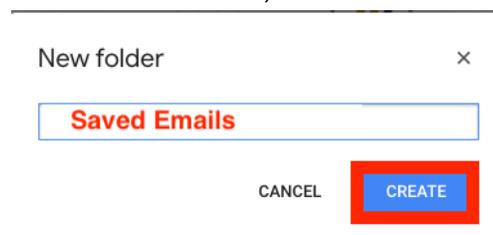
3. Once you're in My Drive, click “+New”



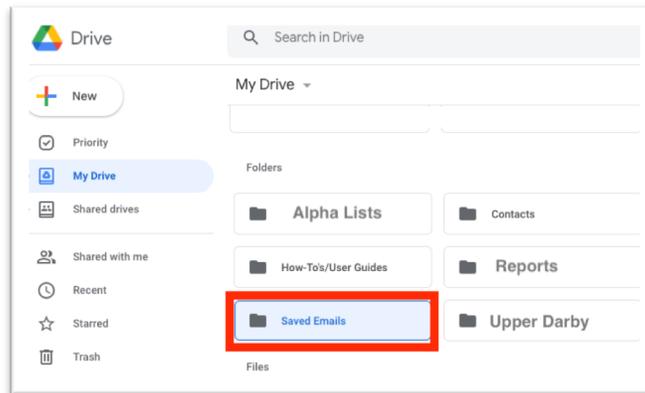
4. From the drop-down menu, click “Folder”



5. You will then be prompted to give your new folder a name (i.e. Saved Emails)
6. Once you give the new folder a name, click “Create”

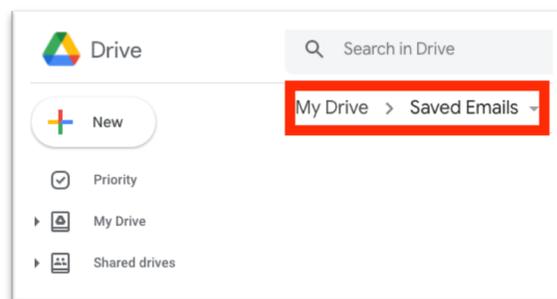


7. You should then see the new folder in your google drive



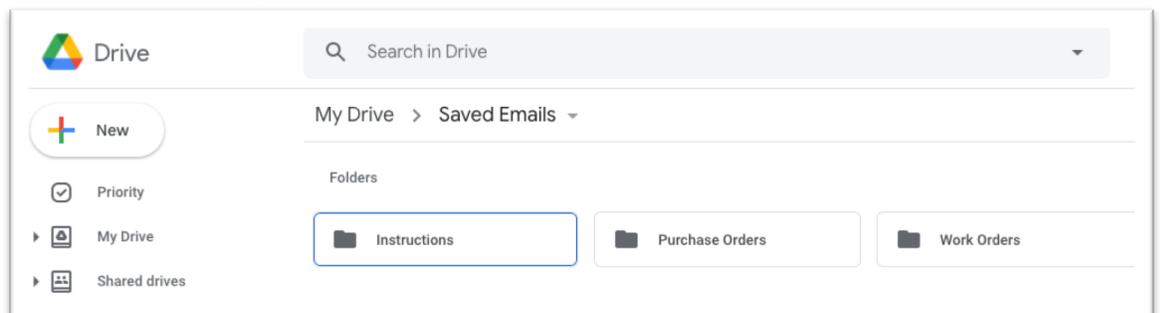
*****You have Successfully Created a Folder in Google Drive***
The following instructions provide information on creating subfolders/organizing your files**

8. Double click on the folder that you just created (or an existing folder)
a. Once you do this, you will see the header information change



b. Once you are in the folder, you can upload individual files to this new folder or continue organizing your Google Drive by creating additional folders

9. Repeat steps 2 through 6
c. In step 6, give the folder name a name that corresponds to the file name (i.e. If you're saving an email regarding purchase orders, name the folder "Purchase Orders")



10. Repeat Step 8 through 9 as needed