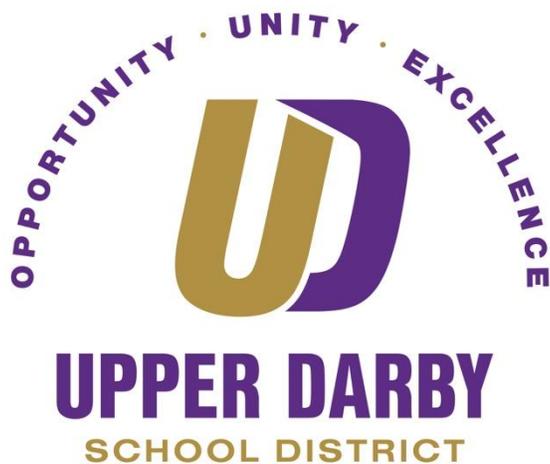
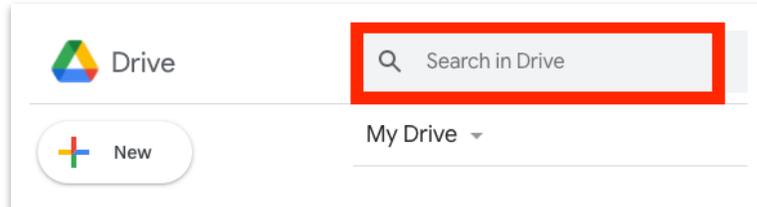


How To: Create Folders in Google Drive

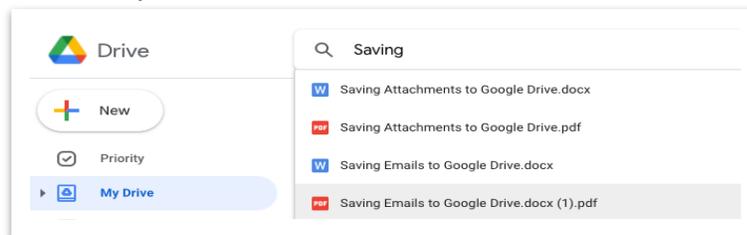


The following instructions provide information on how to search for files in Google Drive.

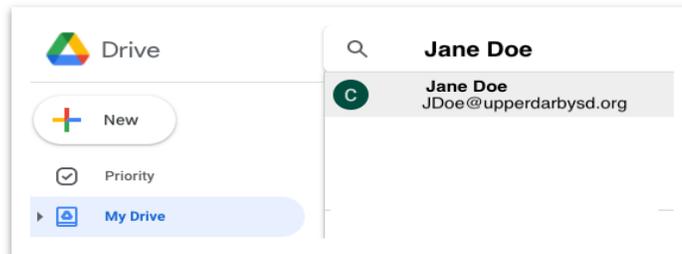
1. Login to [Google Drive](#) using your district email
2. At the top of Google Drive, there is a gray “Search in Drive” Box
 - a. You can use this search box in several different ways



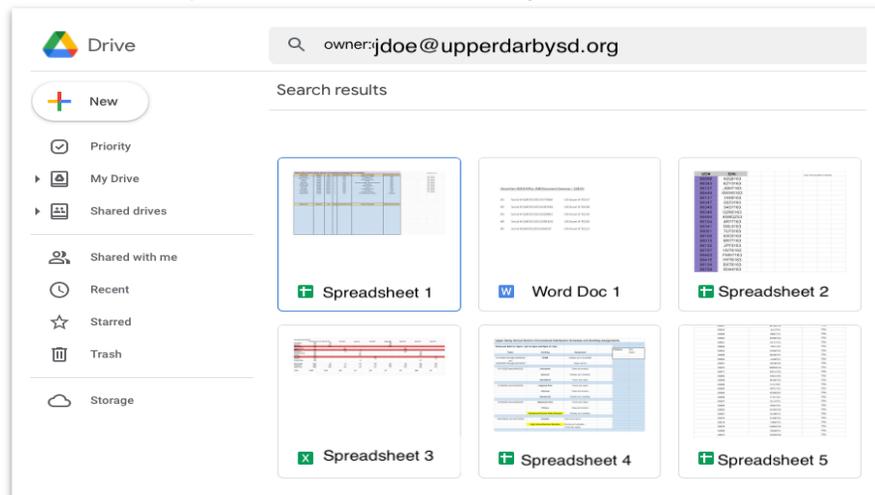
3. The first way to search for a file is to:
 - a. Enter the partial or full name of the file



- b. Or enter the name or email address of the person who shared the file with you



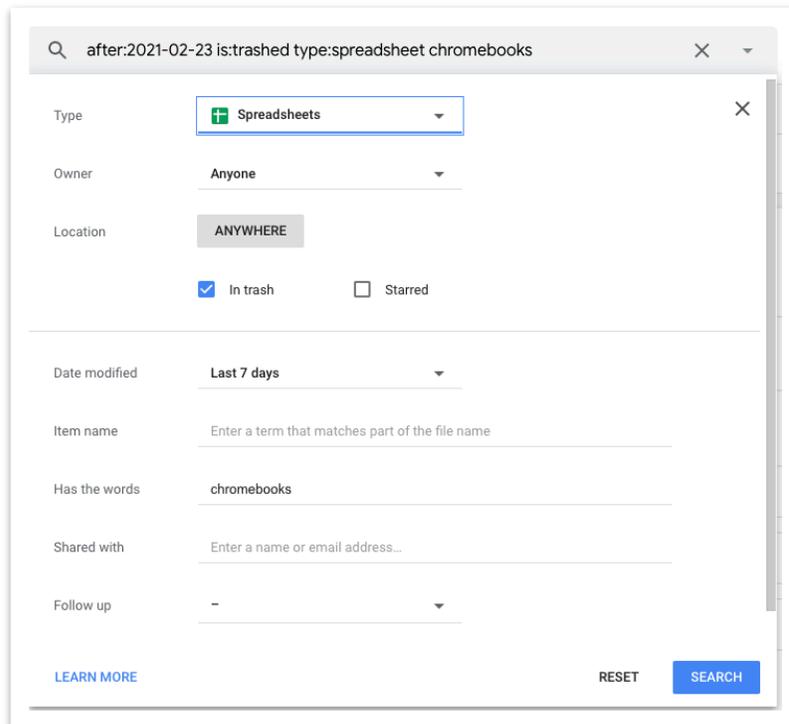
- i. Once you click on the person’s name, you will see a list of all of the files that that person has shared with you



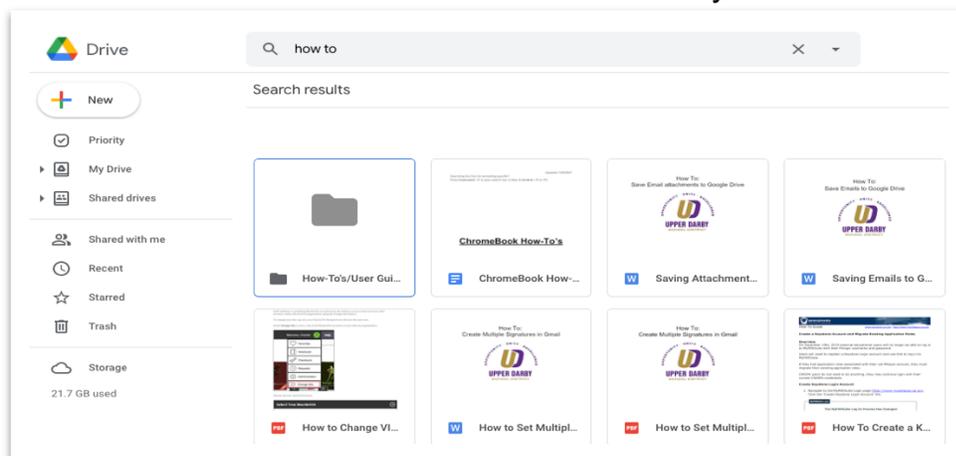
- The second way is to the Advanced Search
- On the far-right side of the gray Search in Drive box, click the down arrow



- Once you do this, a drop-down menu will appear. In this menu, enter as much filtering information as you can that pertains to the file
- Click the blue Search button



- Google will then return all files that meet the criteria that you entered.



- If you do not see the file that you're looking for, repeat steps 5 through 7 but try changing your filtering information