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

🔼 Drive	Q Saving
	Saving Attachments to Google Drive.docx
- New	Saving Attachments to Google Drive.pdf
Priority	W Saving Emails to Google Drive.docx
My Drive	Saving Emails to Google Drive.docx (1).pdf

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

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

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- New	My Drive 👻	

- 6. 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
- 7. Click the blue Search button

Туре	F Spreadsheets -	>
Owner	Anyone 👻	
Location	ANYWHERE	
	✓ In trash	
Date modified	Last 7 days 👻	
Item name	Enter a term that matches part of the file name	
Has the words	chromebooks	
Shared with	Enter a name or email address	

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

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