How To: Upload Files/Folders to Google Drive



Note: Turning Sync on will allow your existing Bookmarks, Usernames and Passwords to show in Google Chrome from any device that you use.

- 1. Launch Google Chrome
- Go to <u>http://www.drive.google.com/</u>
 Towards the upper left corner, make sure that you click "My Drive"

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4. Click "+ New" directly above "My Drive"

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5. Select either "File Upload" or "Folder Upload"



- 6. Navigate to where the file or folder is saved (i.e. Desktop, Downloads, Documents, etc.)
- 7. Either Double Click the File/Folder or Click on the File/Folder once and click "Open"

Favorites	C Desktop C		Q Search			
🙏 Applicatio	Name		Date Modified			Kind
Documents	Screen Shot 2022-01-11 at 1.47.01 PM		Today at 1:48 PM		58 KB	PNG image
Ownloads			Today at 1:46 PM			PNG image
🚍 Desktop						
Pictures						
Cicloud Dri						
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Locations						
A Network						
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8. You should then see an Upload progress window in the lower right corner

Alternative Upload Method

- 1. Launch Google Chrome
- 2. Go to <u>http://www.drive.google.com/</u>
- 3. Find the File/Folder that you wish to upload
- 4. Drag and drop the file/folder onto the Google Drive Screen
 - a. You should then see an Upload progress window in the lower right corner