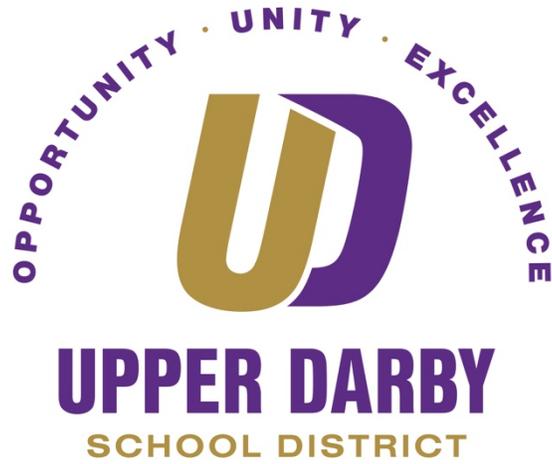
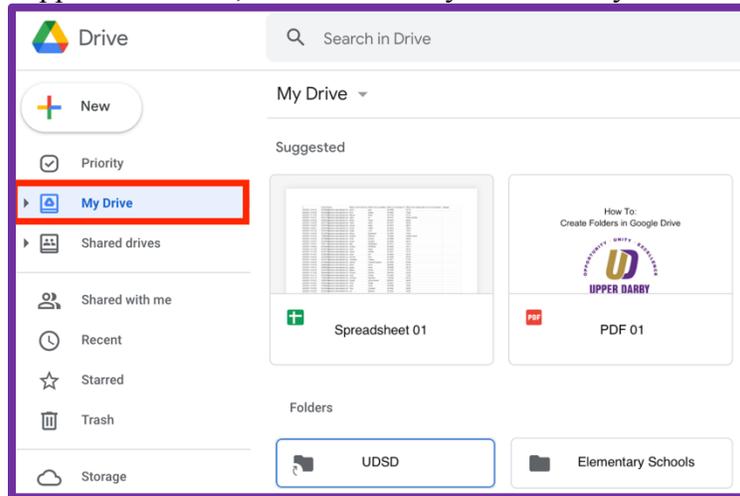


# How To: Upload Files/Folders to Google Drive

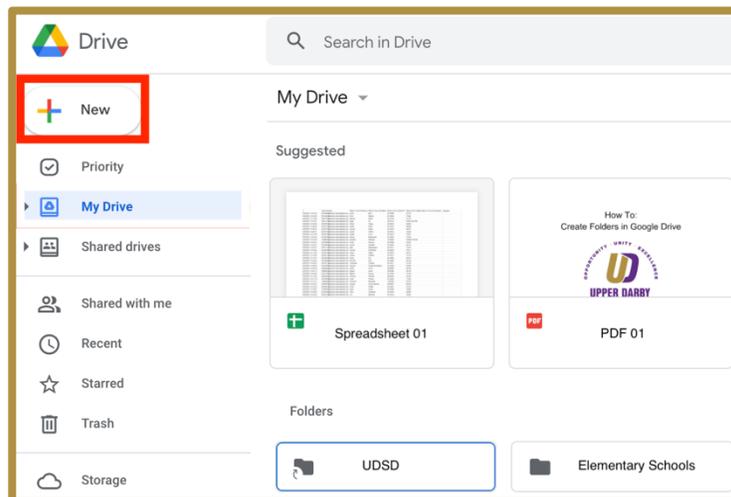


**Note:** Turning Sync on will allow your existing Bookmarks, Usernames and Passwords to show in Google Chrome from any device that you use.

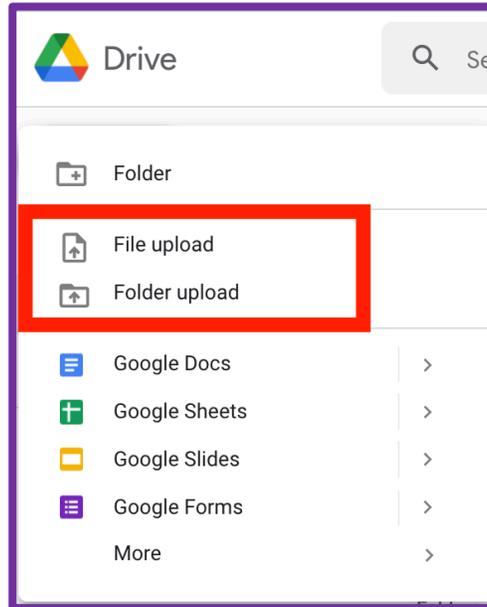
1. Launch Google Chrome
2. Go to <http://www.drive.google.com/>
3. Towards the upper left corner, make sure that you click “My Drive”



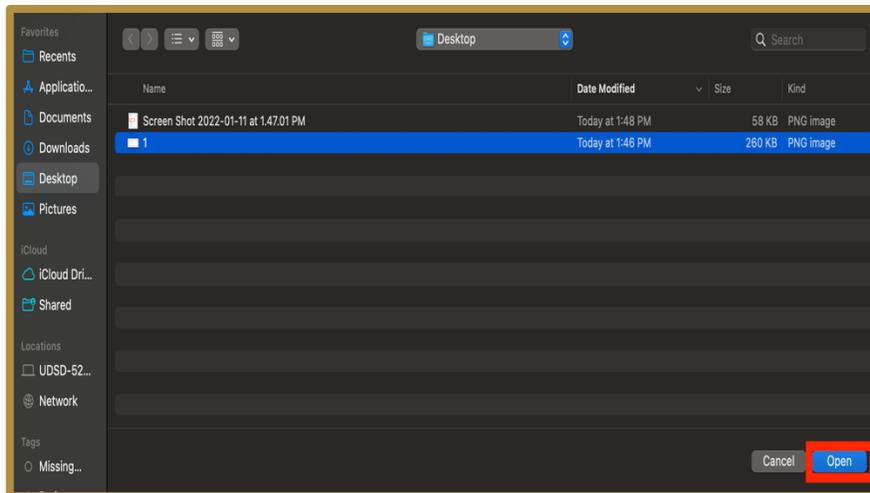
4. Click “+ New” directly above “My Drive”



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”



8. You should then see an Upload progress window in the lower right corner

## **Alternative Upload Method**

1. Launch Google Chrome
2. Go to <http://www.drive.google.com/>
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