

Candoo How To Use Google Drive

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What is **Google Drive**

Google Drive is an online web browser storage service. Google Drive gives you the power to upload and save a range of file types – documents, photos, audio, and videos – to Google servers, or the "cloud." Drive can serve as a backup solution, or as a way to free up space on your device.

Benefits of Google Drive

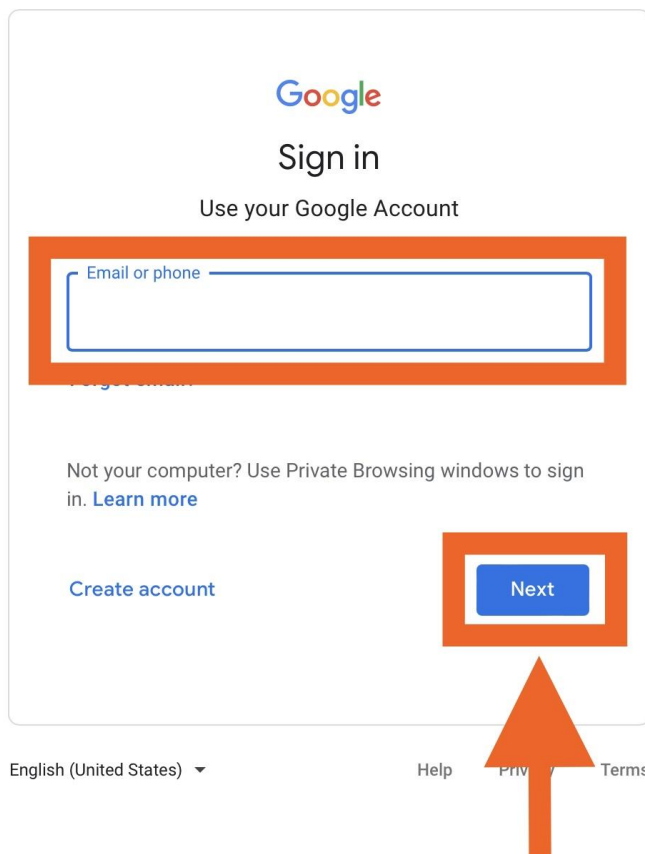
- Storing files: By default, Google gives you 15 GB of free storage space across Gmail, Google Drive, and Google Photos. If you ever reach that limit, you can always pay for more space by upgrading to a Google One account.
- Sharing files: Files are private until you share them. At any time, you can invite others to view, edit, or download files and documents.
- Accessing files from anywhere: Files can be accessed from any smartphone, tablet, or computer. Offline access is also available.
- Comprehensive search: Drive can recognize images and text in scanned documents, making searching for files easier.
- Secure storage: Drive files are protected by high-level encryption, the same security protocol used on other Google services.

How to Login

To open Google Drive visit the site: drive.google.com.

When you open the website you'll be prompted to sign in to Google Drive using your Google account (Gmail, etc).

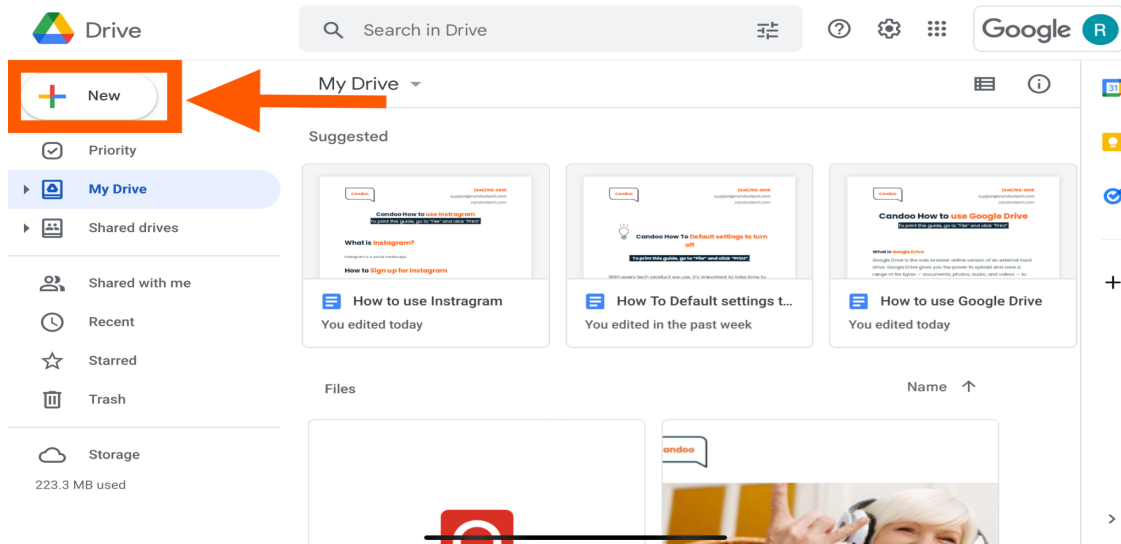
Step 1 - Click on the box that states "Email or phone". Enter your email or phone number associated with your Google account. Click next to sign in.



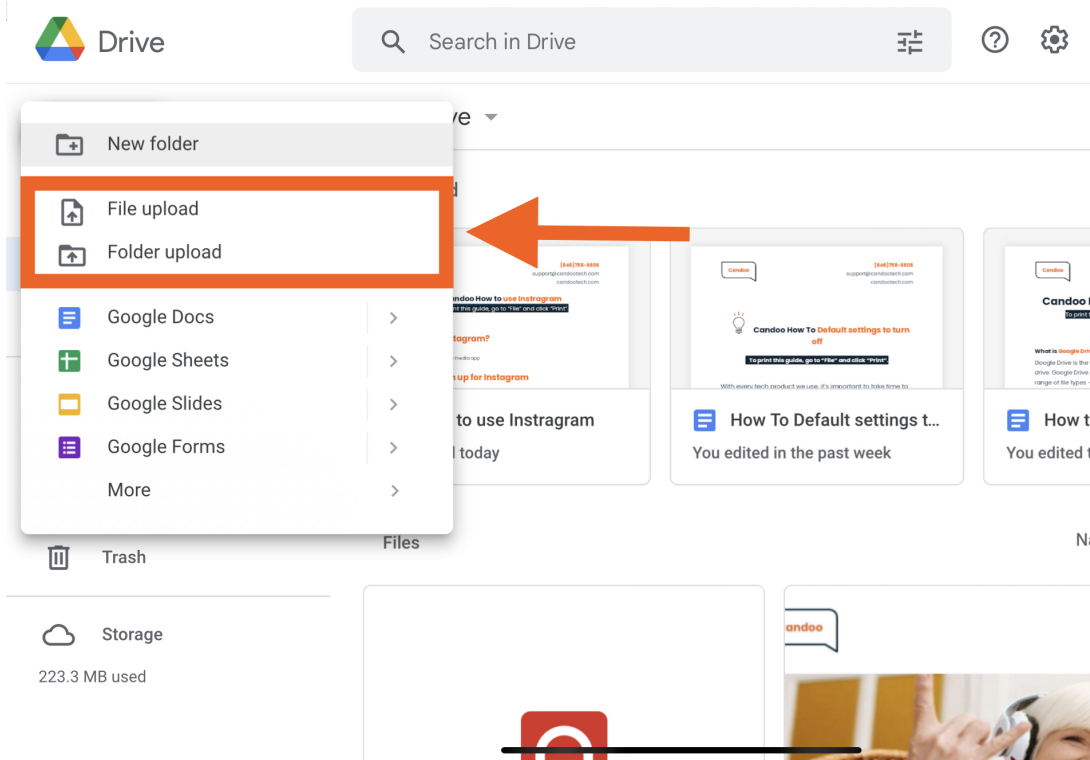
The image shows a screenshot of the Google Sign in page. The Google logo is at the top, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone" which is highlighted with a thick orange border. Underneath the input field, there is a link for "Forgot your email?". Below that, there is a note: "Not your computer? Use Private Browsing windows to sign in. [Learn more](#)". At the bottom left, there is a link for "Create account". At the bottom right, there is a blue "Next" button, which is also highlighted with a thick orange border. A large orange arrow points upwards from the bottom center towards the "Next" button. At the very bottom of the page, there are links for "English (United States)", "Help", "Privacy", and "Terms".

How to Upload a files

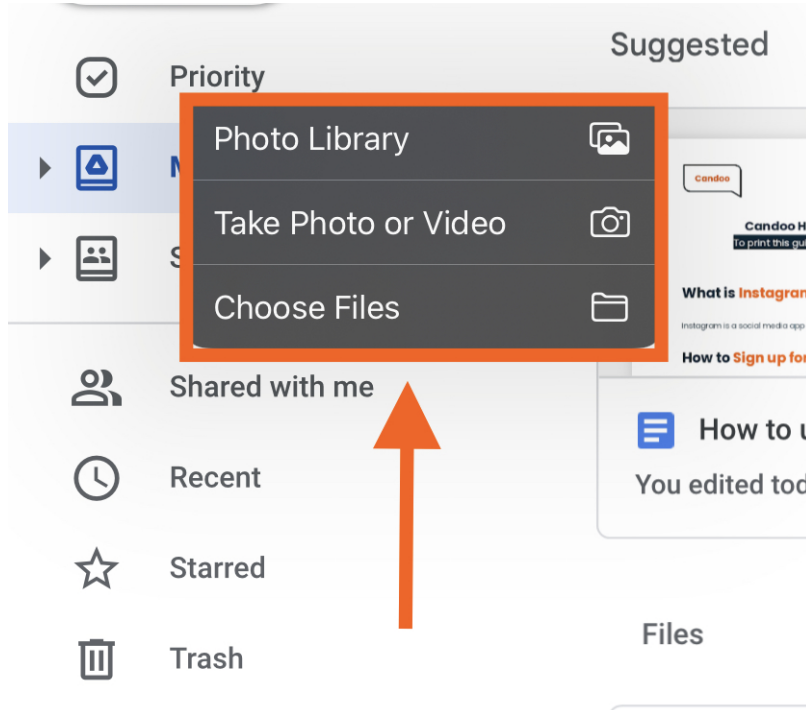
Step 1 – Click on the "New" button on the top-left side of the screen



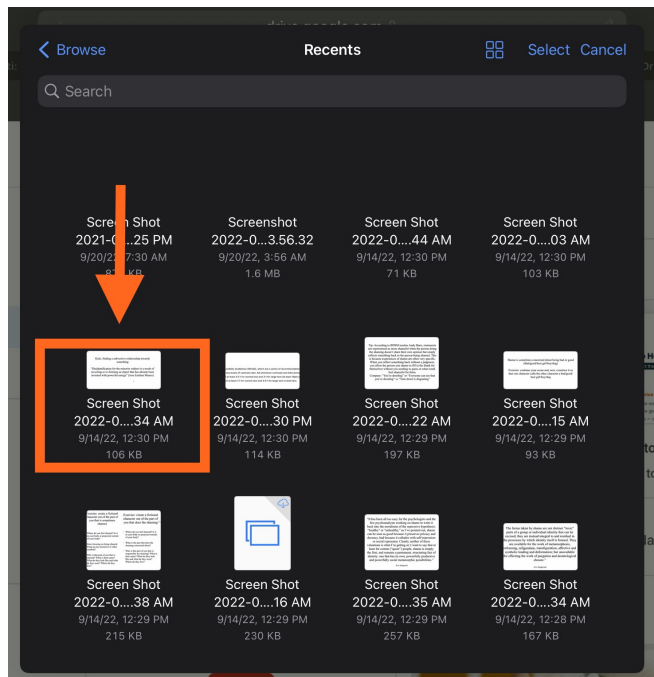
Step 2 – Select either "File upload" to upload any type of file or "Folder upload" to upload a folder containing several files.



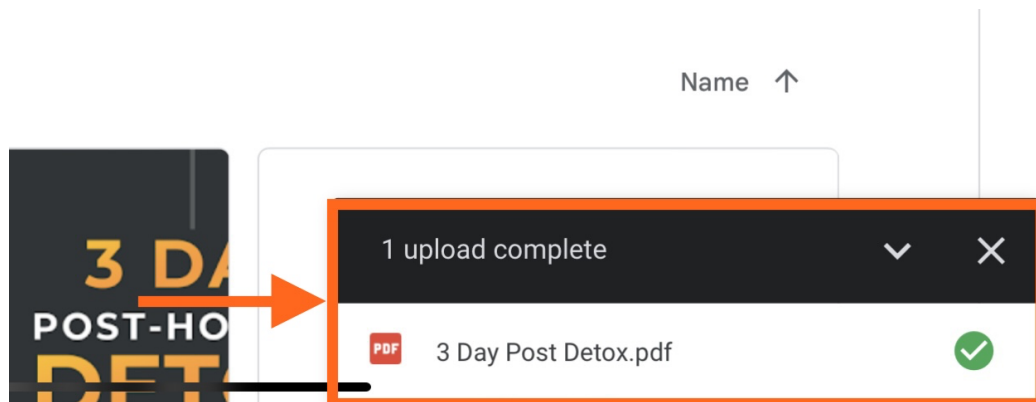
Step 3 - Choose the location where the file you want to upload is located. If you're using a desktop computer you can drag and drop the file onto the Drive homepage to automatically upload it.



Step 3 - Select the file you want to upload.

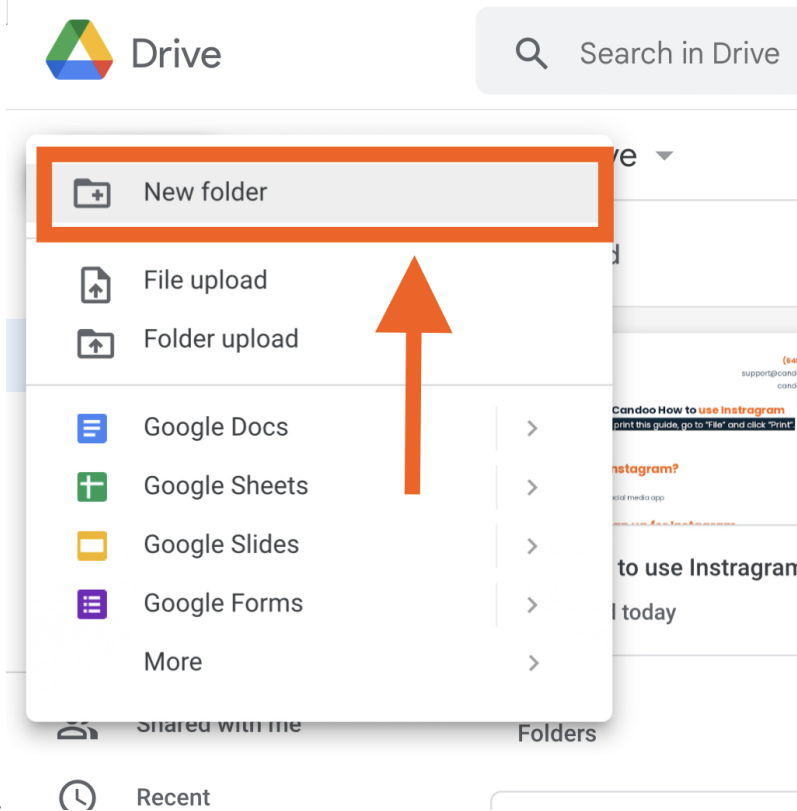


Step 4 - The bottom right corner will display an update of your files being uploaded and show when the upload is complete.

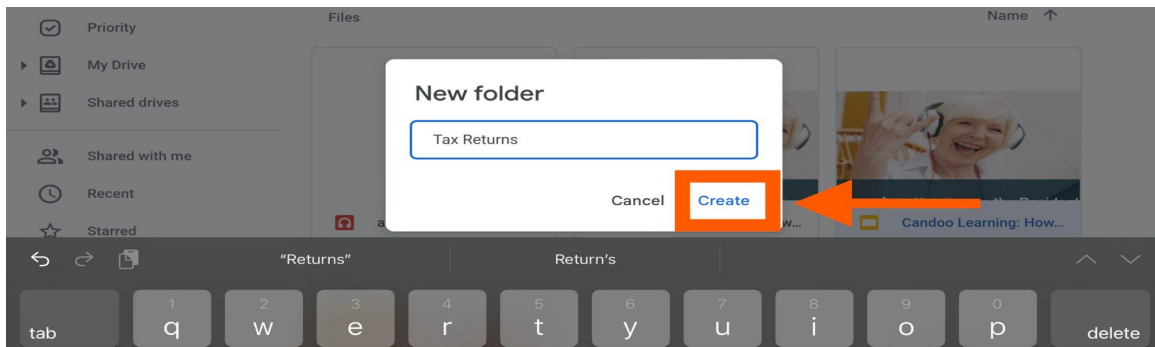


How to Manage Files and folders

Step 1 - Click on the 'New' button in the top left corner discussed earlier. This time tap on 'New Folder' to create a new folder



Step 2 - Name your new folder and tap on 'Create'.



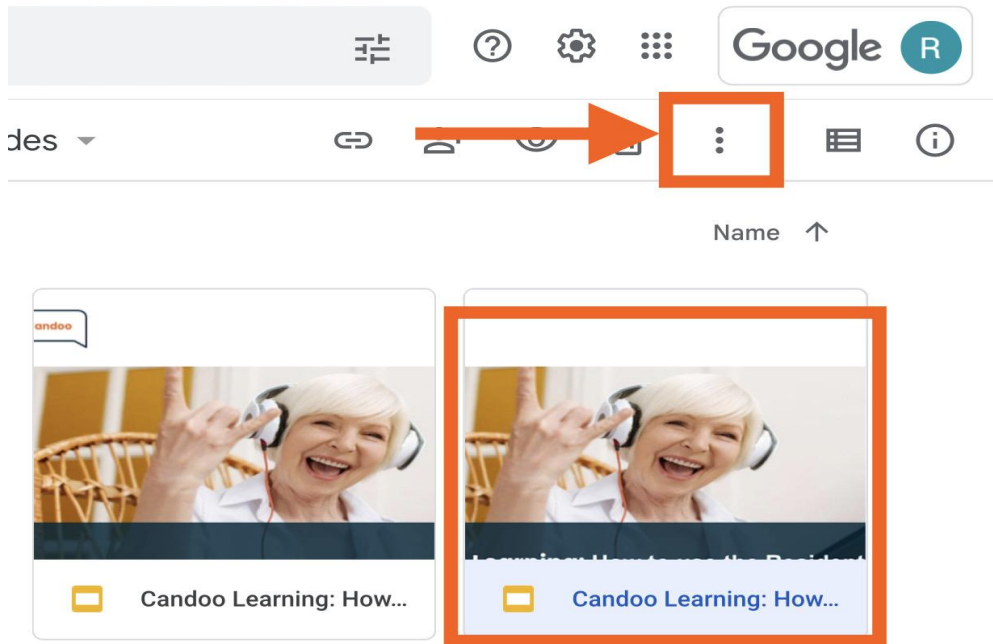
Step 3 - To move a file to your new folder tap on the file and it will highlight in blue as shown below. Tap on the three vertical dots in the top right corner.



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Step 4 - Tap on 'Move to' and select the folder you want to move the file to. When finished tap on the blue move here button.

