

Tech Tools: Google Drive Sharing

Fall Workshop 2019

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[Club Name Here]	[Officer Position Here]	[desired email address]@aggienetwork.com	DesiredPasswordHere
Waco McLennan County	VP Membership	WacoMembership@aggienetwork.com	Members19!
	VP Fundraising	WacoFundraising@aggienetwork.com	
	VP Programs	WacoPrograms@aggienetwork.com	
	VP Special Events	WacoEvents@aggienetwork.com	
	Corresponding Secretary	WacoCorrespond@aggienetwork.com	
	Exam Packs	WacoExamPacks@aggienetwork.com	
	Scholarship	WacoScholarship@aggienetwork.com	
	Treasurer	WacoTreasurer@aggienetwork.com	
	Historian	WacoHistorian@aggienetwork.com	


Having the addresses for the officer positions available will make this process easier



Google

Google Search

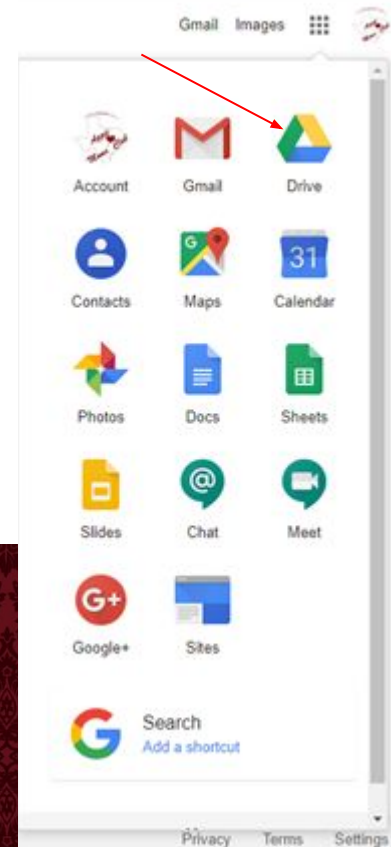
I'm Feeling Lucky

On the Google front home screen click on the  icon in the upper right corner

Google

Google Search

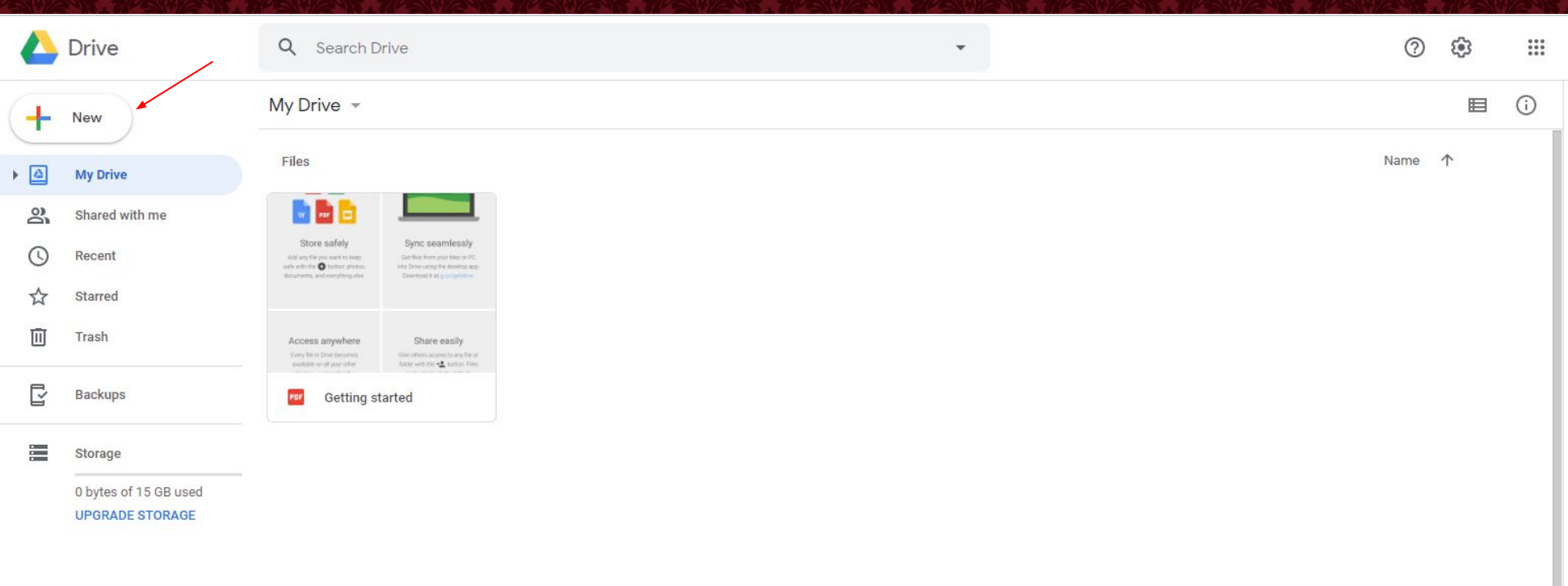
I'm Feeling Lucky



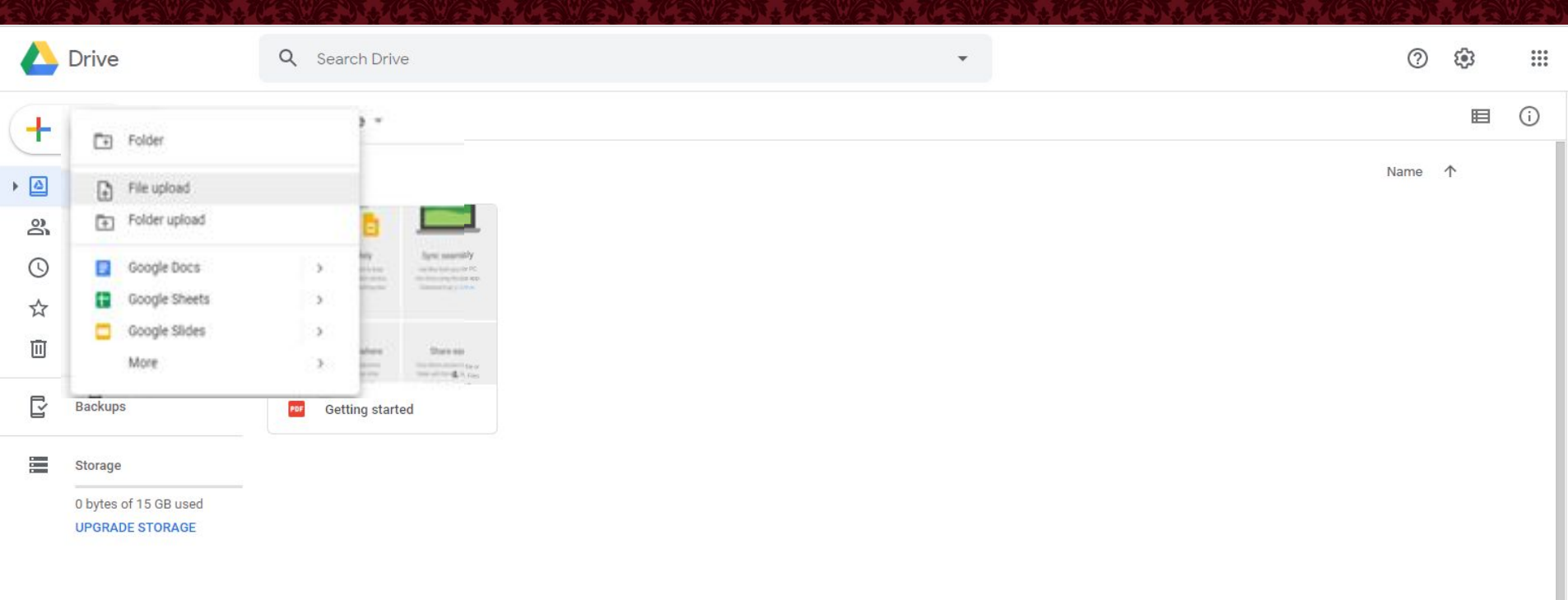
From the drop down menu choose the Google Drive Icon.



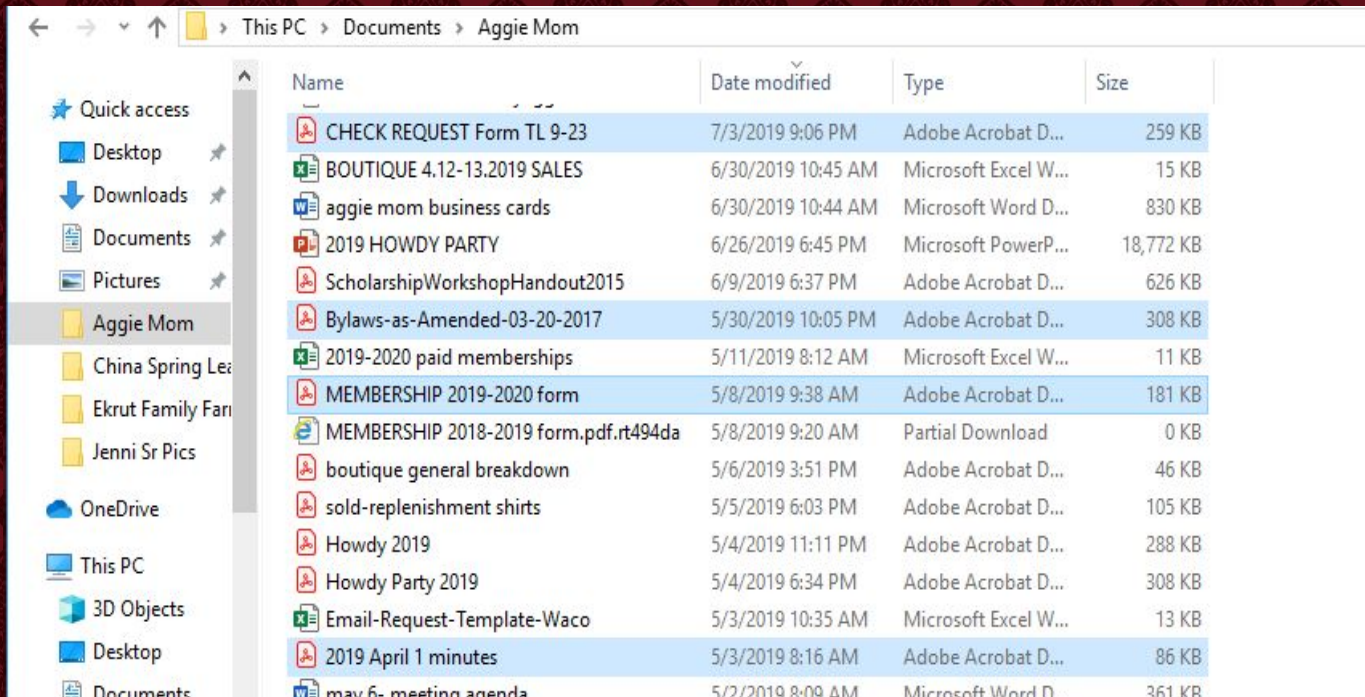
*Each email will have their own google drive for storage and can choose share what they feel needed.



Files can be uploaded to the drive. There is no need to change file types, they can upload in the format they are in.



From the  drop down box, you can locate the files you want to upload by clicking on the "file upload" option



Highlight the files to be uploaded.

*To highlight more than one file simply hold down the ctrl button on your keyboard when selecting each document.



Search Drive



- New
- Priority
- My Drive
- Shared with me
- Recent
- Starred
- Trash

My Drive

Quick Access



Tech Tools to help Streamline your Club

Full Workshop 1/19/19

Streamlining ?liu76szSW
You edited today



Scholarship Criteria.docx
You opened today



CHECK REQUEST Form.pdf
You shared in the past month

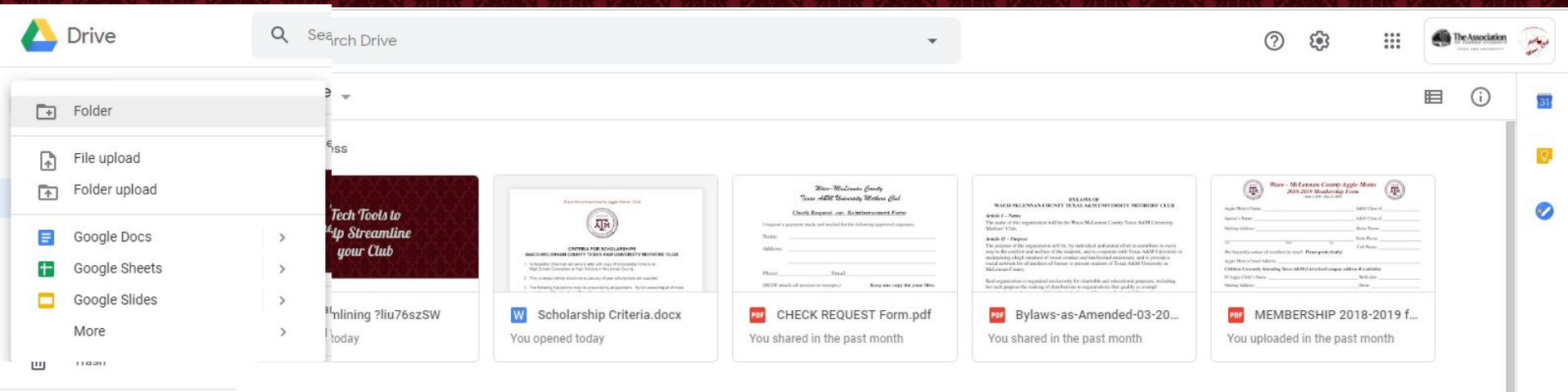


Bylaws-as-Amended-03-20-...
You shared in the past month

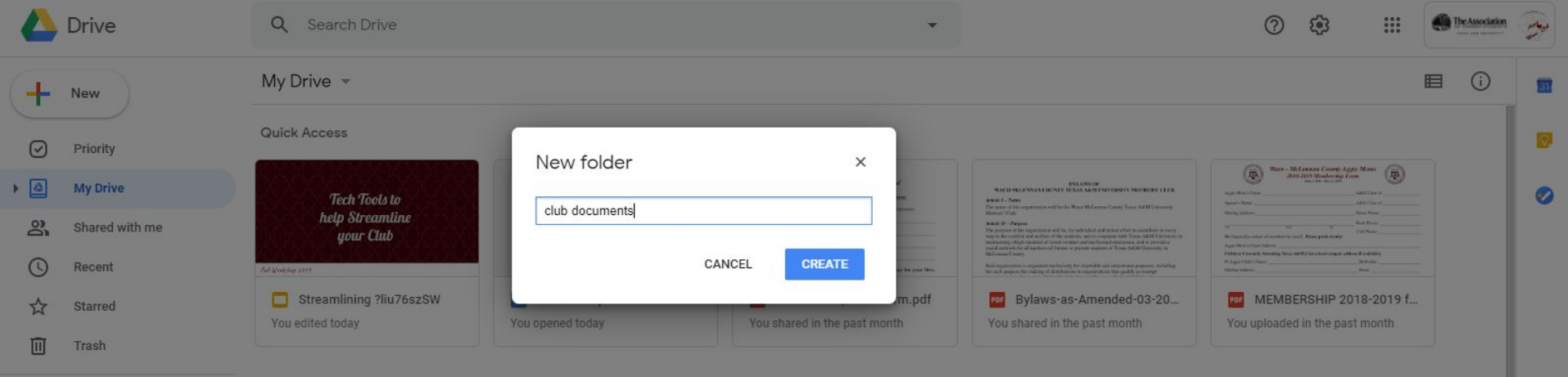


MEMBERSHIP 2018-2019 f...
You uploaded in the past month

Once the files are uploaded they can be categorized by folders.



Creating a new folder is also done in the  drop down menu by clicking on the “Folder” option.



For this example, we will use a folder that is named “Club Documents”. In this folder are documents that may be needed by all officers. Repeat this process until you have created the folders needed.

The screenshot displays the Google Drive interface. At the top, there is a search bar labeled "Search Drive" and a navigation menu on the left with options like "New", "Priority", "My Drive", "Shared with me", "Recent", "Starred", "Trash", and "Storage" (1.1 GB used). The main area shows "My Drive" with a "Quick Access" section containing five items: a "Tech Tools to help Streamline your Club" folder (edited today), a "Scholarship Criteria.docx" document (opened today), a "CHECK REQUEST Form.pdf" document (shared in the past month), a "Bylaws-as-Amended-03-20..." PDF document (shared in the past month), and a "MEMBERSHIP 2018-2019 f..." PDF document (uploaded in the past month). Below this is a "Folders" section with five folders: "club documents", "Directories", "files", "membership info", and "Monthly meetings and info". The interface is set to sort items by "Name".

Upon Completion of the folder naming there you will find the folders on the drive home page. Documents can be dragged and dropped into the folders as desired.

The screenshot displays the Google Drive interface. On the left sidebar, the 'My Drive' section is active, showing a folder named 'club documents'. The main area shows a 'Quick Access' section with a document titled 'Streamlining ?liu76szSW' and a 'Folders' section containing 'Directories', 'files', 'membership info', and 'Monthly meetings and info'. The 'Documents' section shows four items: 'Scholarship Criteria.docx', 'CHECK REQUEST Form.pdf', 'Bylaws-as-Amended-03-20...', and 'MEMBERSHIP 2018-2019 f...'. The top navigation bar includes the Drive logo, a search bar, and utility icons. The bottom of the image features a large white text overlay on a dark red patterned background.

To share the folder with others
click on the folder to be shared.
In this case “Club Documents”

The screenshot shows the Google Drive interface. At the top, there is a search bar and navigation icons. Below the search bar, the breadcrumb path is 'My Drive > club documents'. To the right of the folder name is a share icon (three people) with a red arrow pointing to it. Below the breadcrumb, there is a list of files:


- Bylaws-as-Amended-03-...** (PDF icon)
- CHECK REQUEST Form...** (PDF icon)
- club letterhead.pdf** (PDF icon)
- tax exempt form blank.pdf** (PDF icon)

The interface also shows a left sidebar with navigation options like 'New', 'My Drive', 'Shared with me', 'Recent', 'Starred', 'Trash', and 'Storage' (1.1 GB used). On the right, there are icons for calendar, search, and help.



Once the folder is open, click on the icon, located next to the file name. This will open up the option choosing who to share with.

The image shows a Google Drive interface with a 'Share with others' dialog box open. The dialog box has a title 'Share with others' and a 'Get shareable link' button. Below the title, there is a link to 'Link sharing on Learn more'. A dropdown menu is set to 'Anyone at aggienetwork.com with the link can view', and a 'Copy link' button is next to it. The shareable link is displayed as 'https://drive.google.com/drive/folders/1agd06TYmTJLlezve615Yib5kDGE9rWyd?us'. Below the link, there is a 'People' section with an input field 'Enter names or email addresses...'. A dropdown menu is open next to the input field, showing two options: 'Can organize, add, & edit' (checked) and 'Can view only'. A 'Done' button is at the bottom left of the dialog, and an 'Advanced' link is at the bottom right. The background shows a folder named 'club documents' containing a PDF file titled 'Bylaws' and another PDF file titled 'tax exempt form blan...'. The top navigation bar includes the Drive logo, a search bar, and various utility icons.

By clicking on the pencil  you can determine if you want those you are sharing with to have the ability to edit or to just view.

Share with others Get shareable link

Link sharing on [Learn more](#)

Anyone at aggienetwork.com with the link can view Copy link

<https://drive.google.com/drive/folders/1agd06TYmTJLlezev615Yib5kDGE9rWyd?us>

People

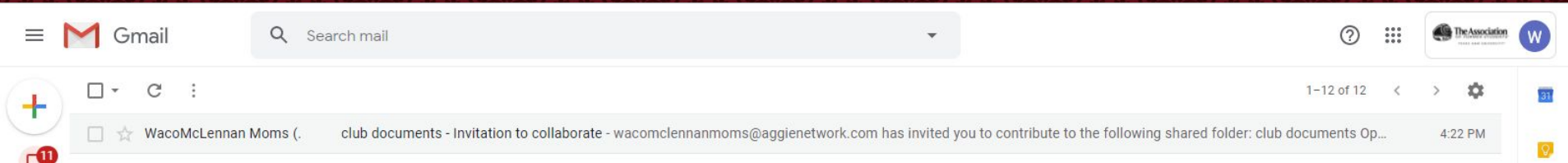
- wacomembership@aggienetwork.com × Can organize, add, & edit
- Wacofundraising@aggienetwork.com × Add Can view only

Add a note Advanced

Shared with Rachael Delaney, Waco McLennan County VP Membership and one other Notify people

Send Cancel Advanced

Using the email address for the position, begin adding the people the folder is to be shared with.



The final step is to contact one of the officers and ensure they received the invitation and that it links correctly. Their email should look like this

The image shows a Gmail interface on a desktop. At the top, there's a search bar with the text "Search mail". Below it, the email title is "club documents - Invitation to collaborate" with an "Inbox x" tag. The sender is "WacoMcLennan Moms (via Google Drive) <drive-shares-noreply@google.com>" and the recipient is "to me, Wacofundraising, rdelaney0810". The time is "4:22 PM (4 hours ago)". The main content of the email is a white box with the text: "wacomclennanmoms@aggienetwork.com has invited you to **contribute to** the following shared folder:" followed by a folder icon and the name "club documents". Below this is a blue "Open" button. At the bottom of the email, there is a footer with the text: "Google Drive: Have all your files within reach from any device. Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA" and the Google logo.

When opened, the email should indicate if they have restricted access and can only view, or if they have access to make contributions to the folder. This will now be accessible in their google drive and will have updates live time