



Exploring Google Drive

Overview

Google offers many services and products. They are best known for their internet search engine, google.com. They also have a popular email service called Gmail. This handout will focus on another product of theirs called Google Drive.

Google Drive – a cloud storage platform and suite of applications that are hosted by Google. It allows users to store files remotely, separate from their computer's internal hard drive. Files can be edited and shared with other users for a collaborative experience.

- Each account comes with 15GB of free storage. More storage is available to purchase.

Google Account vs. Gmail Account

A Google account is required in order to use the apps inside of Google Drive. You can use any email address (@yahoo, @hotmail etc.) to use the Google Drive applications. Therefore, you do not need to use Gmail in order to use the other Google Drive apps.

Any email address that is @gmail.com is known as a Gmail account and is automatically a Google account, giving you access to the Google Drive apps.

You can login directly at **drive.google.com** or if you use Gmail, you can log in at **gmail.com** and find the link to Google Drive in the upper right corner

Applications

Docs – Word processing app similar to Microsoft Word or Apple Pages

Sheets – Data spreadsheet app similar to Microsoft Excel or Apple Numbers

Slides – Presentation creation app similar to Microsoft PowerPoint or Apple Keynote

- Can upload and export as Microsoft files with Google Drive
- Share and collaborate in real time with other users on docs, sheets, and slides
- Docs, sheets, and slides do not count against your storage limit, Microsoft files do

Forms - Build questionnaires, surveys, and quizzes from scratch and gather data

Drawings – Basic photo editing tools

Calendar - Create events, send invites via email, set notifications

Photos – upload & share photos, create albums, 15GB of free storage (separate from Google Drive's 15GB)

- Add other compatible apps through Google Workspace Marketplace

Sharing Files

- Every file you create will be found under the “My Drive” category
- Documents that other people share with you are in the “Shared with Me” category
- Share files through a link or by typing in specific email addresses
- Control if others can view, edit, or comment on your document

Google Back up and Sync

- Copy your computer's files to Google Drive
- Automatically sync specific folders on your computer to Google Drive
- Sync the files created in Google Drive to your computer's hard drive as a back up