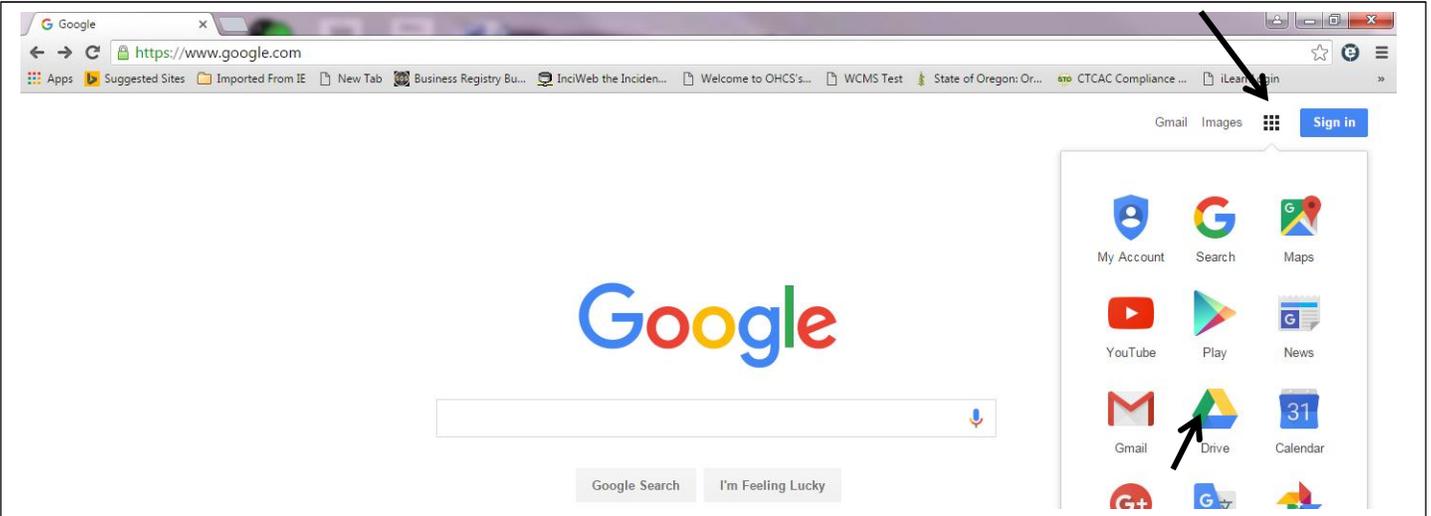


Google Drive File Sharing

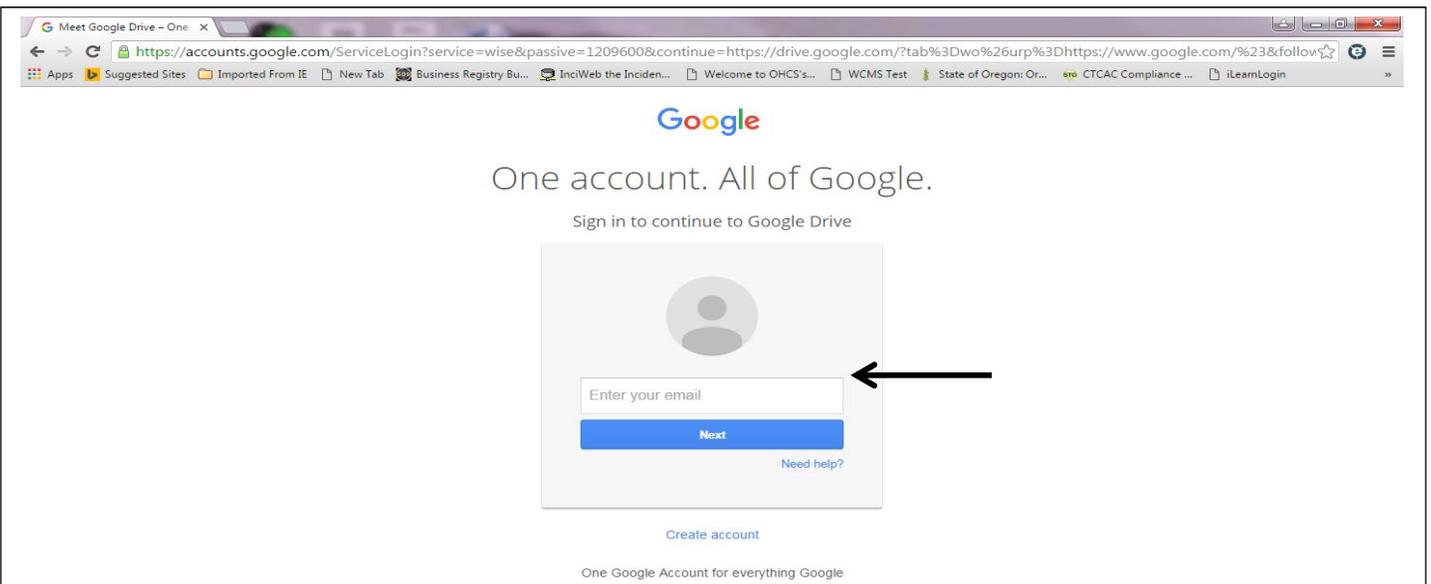
Google Drive account login can be reached by going to <https://www.google.com>. Google's privacy policy can be located by following this link: <http://www.google.com/policies/privacy/>.

Steps to Share a file:

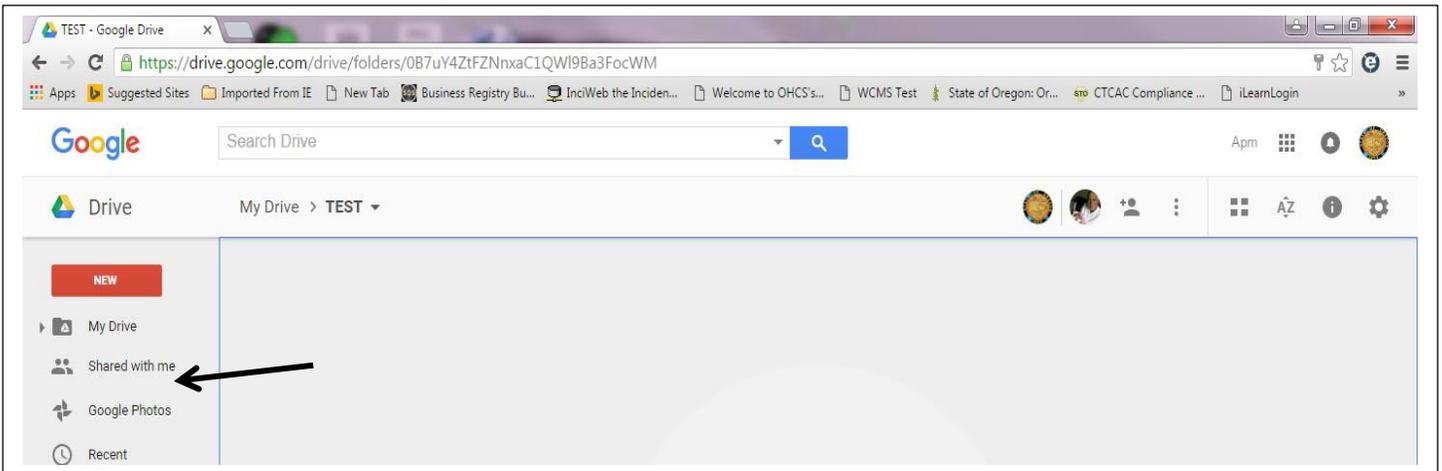
1. Once at Google.com, click on the small grid in the upper right-hand corner and select Drive:



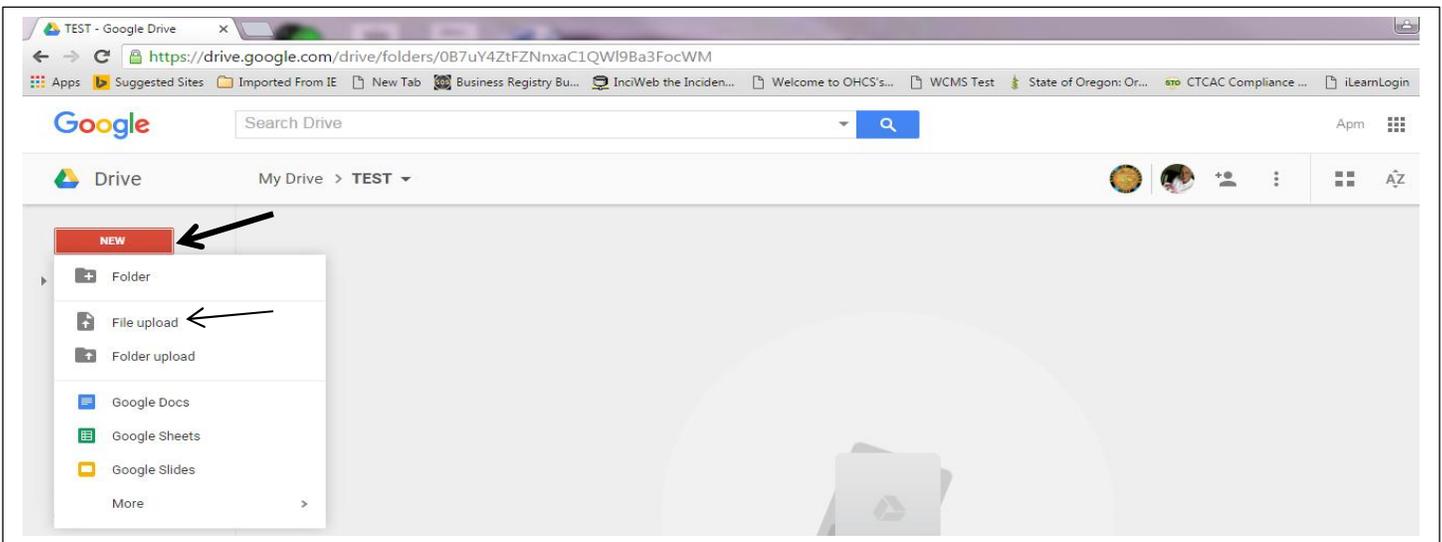
2. This will bring up the following screen where you will login using the ID you created for sharing files with OHCS:



3. Once you have logged-in: You should see the folder that OHCS has shared with you in “My Drive”. Open the shared folder: (In this example, TEST is the shared folder)



Now you are ready to upload files to the shared folder:



4. Click on the “New” button to bring up options box seen above. Then click on “File Upload”, choose your file and double-click to insert your file into the shared folder.
5. Once you have uploaded all the requested files to the shared folder, email your Compliance Officer to let them know you are done.
That’s it! If you have any questions, please contact your CO or Kimber DeBoie at Kim.DeBoie@oregon.gov