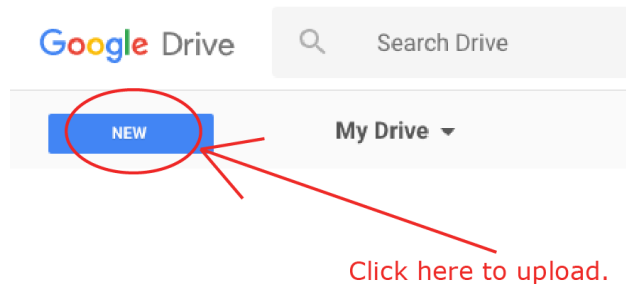


## How to upload files to Google Drive and create a shareable link

1. Begin by going to [www.google.com/drive/](http://www.google.com/drive/).
2. Next, sign in with a Gmail account.
  - a. If you don't have a Gmail account, you'll have to create one to use Google Drive.
3. After you've signed in, you can upload documents by simply dragging and dropping them into your browser.
  - a. You can also click the "New" button circled in red below.
  - b. Next, you'll click "File upload."
  - c. You'll then be greeted with a dialogue box that will let you choose the file you want. Select your file(s) and click "Open" in the bottom right hand corner.



4. To organize your files and create a folder, you'll once again click the "New" button.
  - a. This time, select "Folder."
  - b. You'll then be prompted with a dialogue box that asks you to name your folder.
  - c. Once you've named your folder, it should appear near the top of your screen.
5. To put items in your folder, click and drag a file onto your folder and drop it in.
6. To share a folder or a file you must get a shareable link. To do this, right click the folder and select "Get shareable link."
  - a. A dialogue box will appear with your shareable link. Copy this link and paste it into your online application.