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

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.