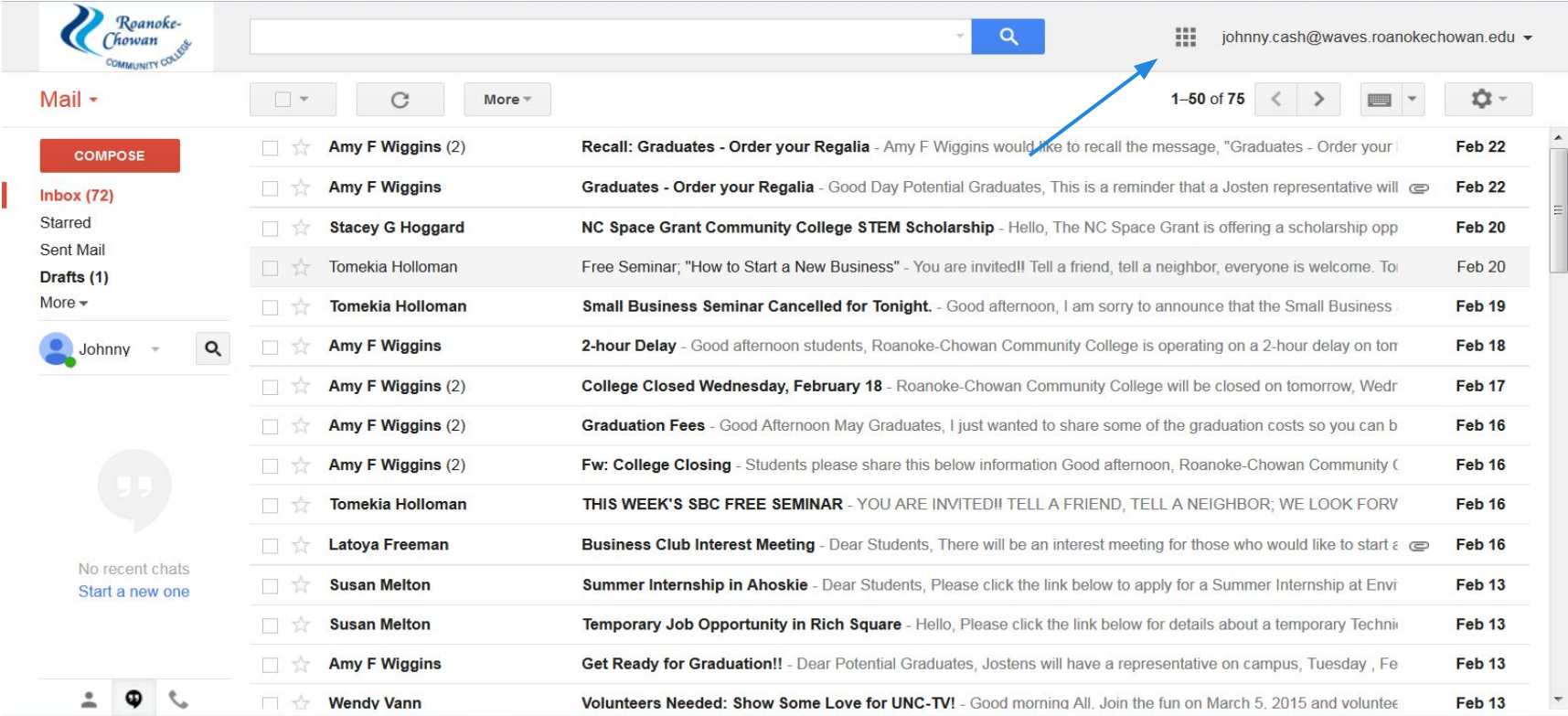


Uploading a File to Google Drive

Why upload to Google Drive?

Uploading to Google Drive allows you to save files and access them from anywhere as long as you have an Internet connection. This is good if you need a file for class but don't want to carry around a USB drive that could be lost or damaged.

On your Gmail homepage, press the tiled icon on the top right of your screen.



The screenshot shows a Gmail interface for a user named Johnny. The top right corner features a tiled app icon (a 3x3 grid of squares) next to the email address johnny.cash@waves.roanokechowan.edu. A blue arrow points to this icon. Below the header, the inbox list contains 15 email entries with details such as sender names, subject lines, and dates. On the left side, there are navigation options like 'Compose', 'Inbox (72)', 'Starred', 'Sent Mail', and 'Drafts (1)'. At the bottom left, there is a chat section with the message 'No recent chats Start a new one'.

Sender	Subject	Date
Amy F Wiggins (2)	Recall: Graduates - Order your Regalia - Amy F Wiggins would like to recall the message, "Graduates - Order your	Feb 22
Amy F Wiggins	Graduates - Order your Regalia - Good Day Potential Graduates, This is a reminder that a Josten representative will	Feb 22
Stacey G Hoggard	NC Space Grant Community College STEM Scholarship - Hello, The NC Space Grant is offering a scholarship opp	Feb 20
Tomekia Holloman	Free Seminar; "How to Start a New Business" - You are invited!! Tell a friend, tell a neighbor, everyone is welcome. To	Feb 20
Tomekia Holloman	Small Business Seminar Cancelled for Tonight. - Good afternoon, I am sorry to announce that the Small Business	Feb 19
Amy F Wiggins	2-hour Delay - Good afternoon students, Roanoke-Chowan Community College is operating on a 2-hour delay on ton	Feb 18
Amy F Wiggins (2)	College Closed Wednesday, February 18 - Roanoke-Chowan Community College will be closed on tomorrow, Wedr	Feb 17
Amy F Wiggins (2)	Graduation Fees - Good Afternoon May Graduates, I just wanted to share some of the graduation costs so you can b	Feb 16
Amy F Wiggins (2)	Fw: College Closing - Students please share this below information Good afternoon, Roanoke-Chowan Community C	Feb 16
Tomekia Holloman	THIS WEEK'S SBC FREE SEMINAR - YOU ARE INVITED!! TELL A FRIEND, TELL A NEIGHBOR; WE LOOK FORV	Feb 16
Latoya Freeman	Business Club Interest Meeting - Dear Students, There will be an interest meeting for those who would like to start e	Feb 16
Susan Melton	Summer Internship in Ahoskie - Dear Students, Please click the link below to apply for a Summer Internship at Envi	Feb 13
Susan Melton	Temporary Job Opportunity in Rich Square - Hello, Please click the link below for details about a temporary Technii	Feb 13
Amy F Wiggins	Get Ready for Graduation!! - Dear Potential Graduates, Jostens will have a representative on campus, Tuesday , Fe	Feb 13
Wendy Vann	Volunteers Needed: Show Some Love for UNC-TV! - Good morning All. Join the fun on March 5, 2015 and voluntee	Feb 13

After you press the icon, a window will pop up below it. Press the “Drive” button. It is located on the middle row on the right.

The screenshot shows a Gmail inbox interface. On the left, there is a sidebar with navigation options: 'COMPOSE', 'Inbox (86)', 'Starred', 'Sent Mail', 'Drafts (1)', and 'More'. Below this is a search bar for 'Johnny'. The main area displays a list of emails with columns for checkboxes, star status, sender names, subject lines, and dates. A Google services menu is overlaid on the right side of the screen, containing icons for Search, +You, Sites, Mail, Calendar, Drive, Docs, Sheets, and Slides. A blue arrow points to the Drive icon in this menu.

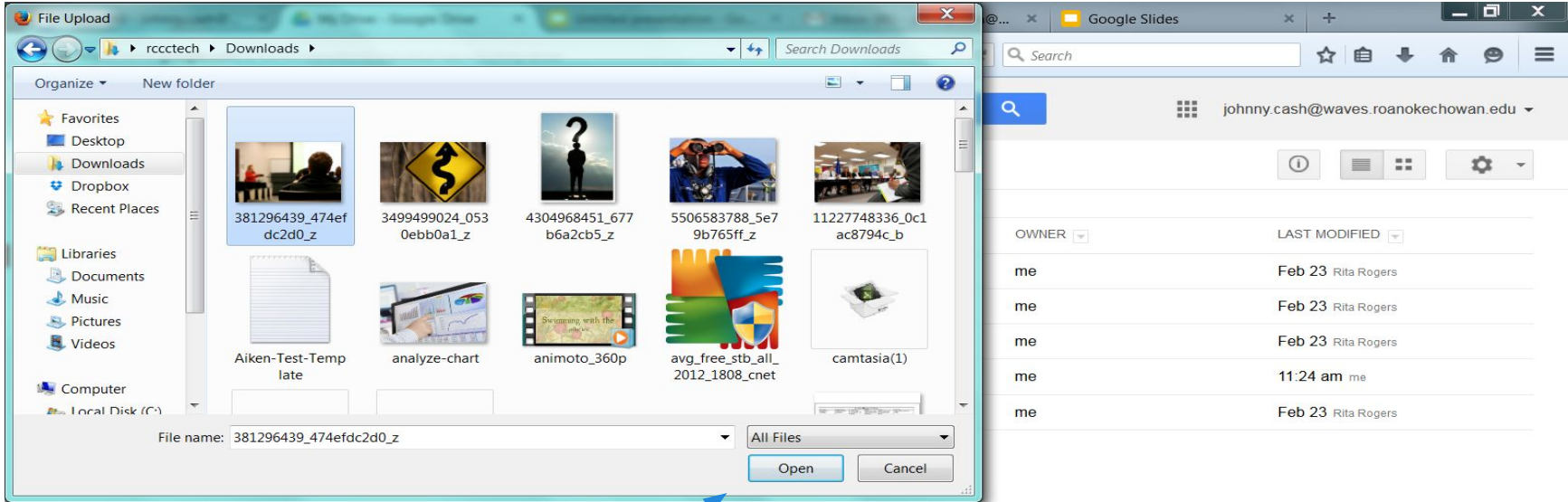
Sender	Subject	Date
Amy F Wiggins (2)	Graduation Fees - Good Afternoon May Graduates, I just wanted to share some	Feb 11
Amy F Wiggins (2)	Fw: College Closing - Students please share this below information Good after	Feb 11
Tomekia Holloman	THIS WEEK'S SBC FREE SEMINAR - YOU ARE INVITED!! TELL A FRIEND, T	Feb 11
Latoya Freeman	Business Club Interest Meeting - Dear Students, There will be an interest mee	Feb 11
Susan Melton	Summer Internship in Ahoskie - Dear Students, Please click the link below to e	Feb 11
Susan Melton	Temporary Job Opportunity in Rich Square - Hello, Please click the link below	Feb 11
Amy F Wiggins	Get Ready for Graduation!! - Dear Potential Graduates, Jostens will have a rep	Feb 11
Wendy Vann	Volunteers Needed: Show Some Love for UNC-TV! - Good morning All, Join t	Feb 11
Tremaine Kwasiokui	Fwd: FW: Flyer - Hello. Please see the attached announcement for a fundraiser f	Feb 11
Rita Rogers	FW: List of tasks - From: Rita Rogers Sent: Wednesday, February 11, 2015 11:2	Feb 11
Teresa A Drew	Financial Literacy Event - Please see attachment.	Feb 11
Tremaine Kwasiokui	Fwd: FW: New Employee - Susan Melton - Hello. I would like to introduce you all to Ms. Susan Melton. Ms. Susan Mel	Feb 11
Amy F Wiggins	Potential Graduates List - Good morning students, I continue to hope your semester is going good. I have listed belo	Feb 11
'Ashley Eure' via wave-s.	I'd like to add you to my professional network on LinkedIn - LinkedIn I'd like to add you to my professional networl	Feb 10
Tremaine Kwasiokui	Internship Opportunity - Dear Students, I am contacting you to inform you that my organization is hiring a food and fi	Feb 9

This will take you to your Drive homepage. Press the upload button (looks like an arrow pointing up with a line under it) that is next to the red “CREATE” button on the left side of the screen. After that, press the “Files” button on the window that appears.

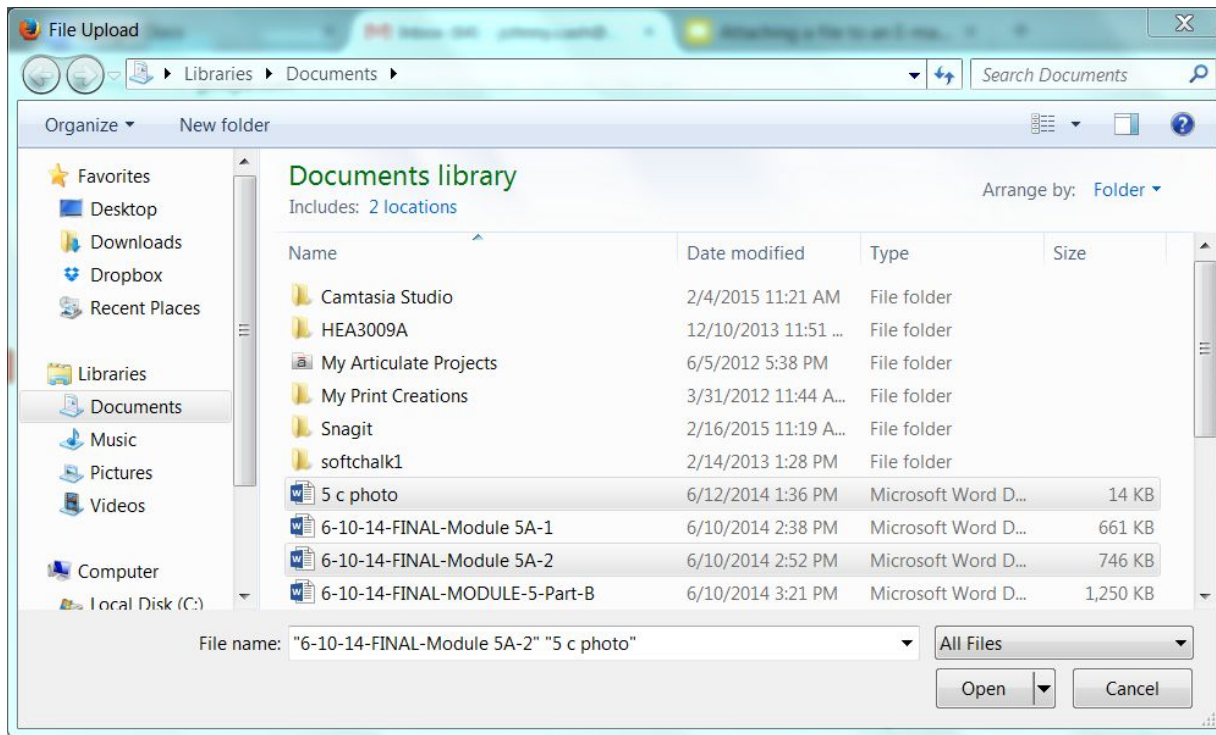
The screenshot shows the Google Drive interface in a web browser. The browser's address bar displays the URL: `https://drive.google.com/a/waves.roanokechowan.edu/?tab=mo#my-drive`. The page header includes the Roanoke-Chowan Community College logo and the user's email address: `johnny.cash@waves.roanokechowan.edu`. The main content area is titled "Drive" and shows a sidebar on the left with navigation options: "My Drive", "Shared with me", "Starred", "Recent", "Trash", and "More". The "My Drive" section is expanded, showing a list of files and folders. A red "CREATE" button and an upload button (an arrow pointing up with a line underneath) are visible. A blue arrow points to the upload button. A dropdown menu is open over the "Files..." option, showing "Files..." and "Enable folder upload...". Another blue arrow points to the "Files..." option in the dropdown. The main list of files includes:

	OWNER	LAST MODIFIED
... to an E-mail Shared	me	Feb 23 Rita Rogers
... mail to another email program. Shared	me	Feb 23 Rita Rogers
... Sending an E-mail. Shared	me	Feb 23 Rita Rogers
... Untitled presentation	me	11:21 am me
... Viewing your sent messages. Shared	me	Feb 23 Rita Rogers

Your file upload window will appear. Locate the file and click on it. Press the “Open” button to upload it.



If you want to send multiple files, hold down the CTRL key (Command or CMD if you're on a Mac) and then click all of the files you want. Then let go of the CTRL or CMD key. Click "Open" to attach the files.



A loading bar will appear on the bottom right of your screen. After it's finished uploading, a message saying "Upload complete" will appear. You will then see the file listed under My Drive titles as shown below.

The screenshot shows a web browser window with multiple tabs. The active tab is 'My Drive - Google Drive'. The address bar shows the URL: https://drive.google.com/a/waves.roanokechowan.edu/?tab=mo#my-drive. The page header includes the Roanoke-Chowan Community College logo and the user's email address: johnny.cash@waves.roanokechowan.edu.

The main content area is titled 'Drive' and shows a list of files in 'My Drive'. The files are listed in a table with columns for checkboxes, titles, owners, and last modified dates. A blue arrow points from the 'Untitled presentation' row to a notification box in the bottom right corner.

<input type="checkbox"/>	TITLE	OWNER	LAST MODIFIED
<input type="checkbox"/>	381296439_474efdc2d0_z.jpg	me	11:29 am me
<input type="checkbox"/>	Attaching a file to an E-mail Shared	me	Feb 23 Rita Rogers
<input type="checkbox"/>	Forwarding email to another email program. Shared	me	Feb 23 Rita Rogers
<input type="checkbox"/>	Sending an E-mail. Shared	me	Feb 23 Rita Rogers
<input type="checkbox"/>	Untitled presentation		
<input type="checkbox"/>	Viewing your sent messages. Shared		

The notification box in the bottom right corner says 'Upload complete' and shows the file '381296439_474efdc2d0_z.jpg' with the status 'Uploaded' and a 'Share' link.

0.01 GB used

For Gmail Help

Contact our [24/7 technical support site](#) or On-campus support at 252 862 1242 or online@roanokechowan.edu or visit the library, Room 09.

