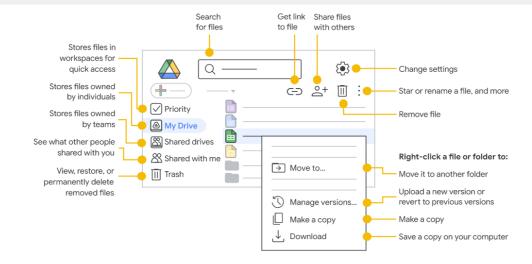


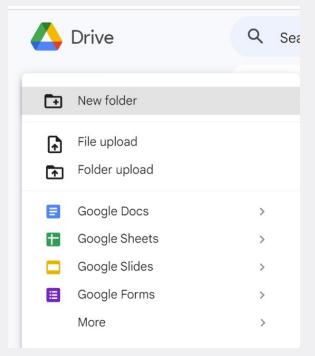
# Googel Drive Basics

### 2. Work with files stored in Drive.



#### 1. Click New to...

- Upload any file (such as Microsoft Outlook files, Adobe PDF files, and videos) or folder from your computer.
- Create new documents right in your browser.



#### 3. Share your files and folders by clicking

Share <sup>2+</sup> and then choose what collaborators can do. They'll get an email notification, too.



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## CARD 1