

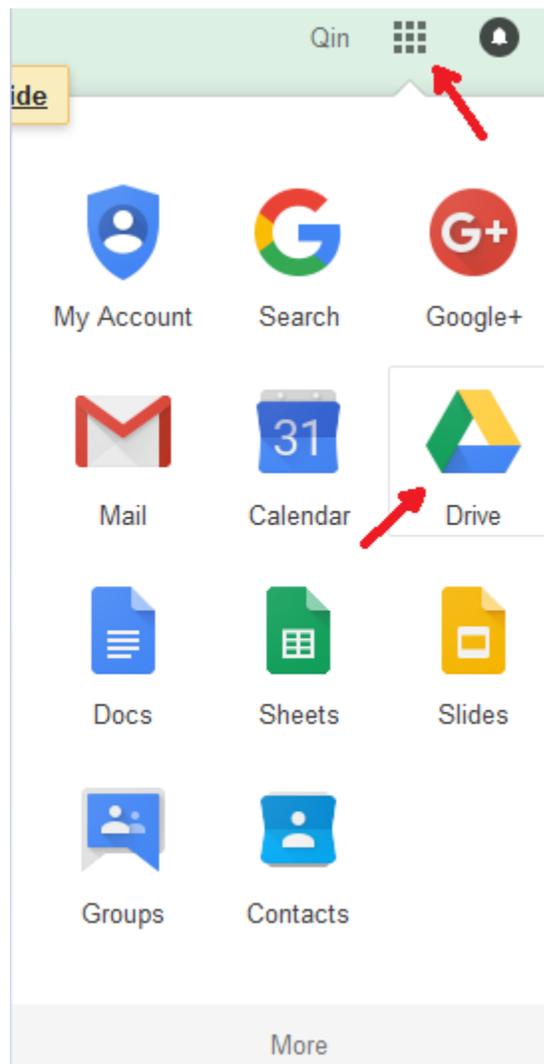
# LU Google Drive

You can store files (any kind), save email attachments and back-up photos directly to Google Drive.

Share files up to 5TB with anyone, even if they don't have a Google account. Files in Drive are private, until you decide to share them. You can quickly invite others for sharing files. Sharing settings allow you to decide how to share files - grant permission to view, comment or edit so you stay in control and avoid multiple versions and file merging. It's online collaboration made easy.

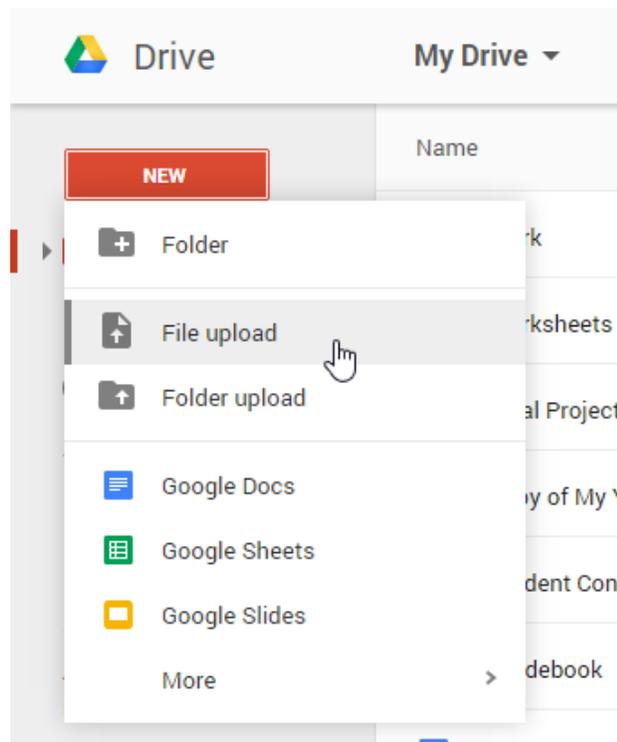
The files stored in Google Drive stay safe no matter what happens to your Smartphone, tablet or computer. Google Drive is encrypted using SSL, the same security protocol used on Gmail and other Google services.

Login to <https://mirarco.laurentian.ca>

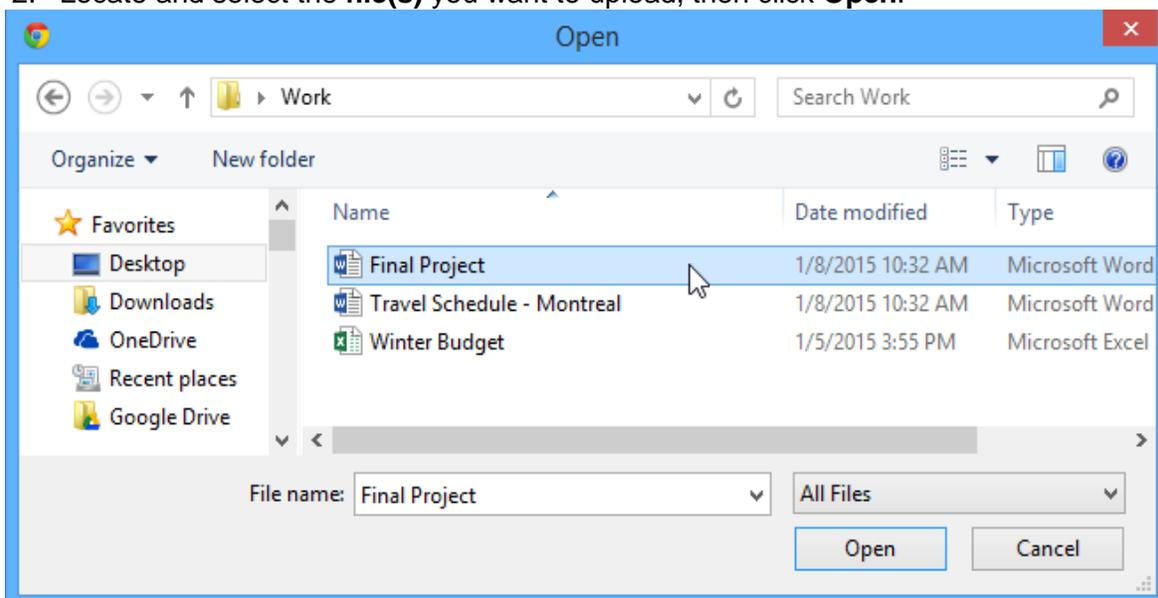


## To upload a file:

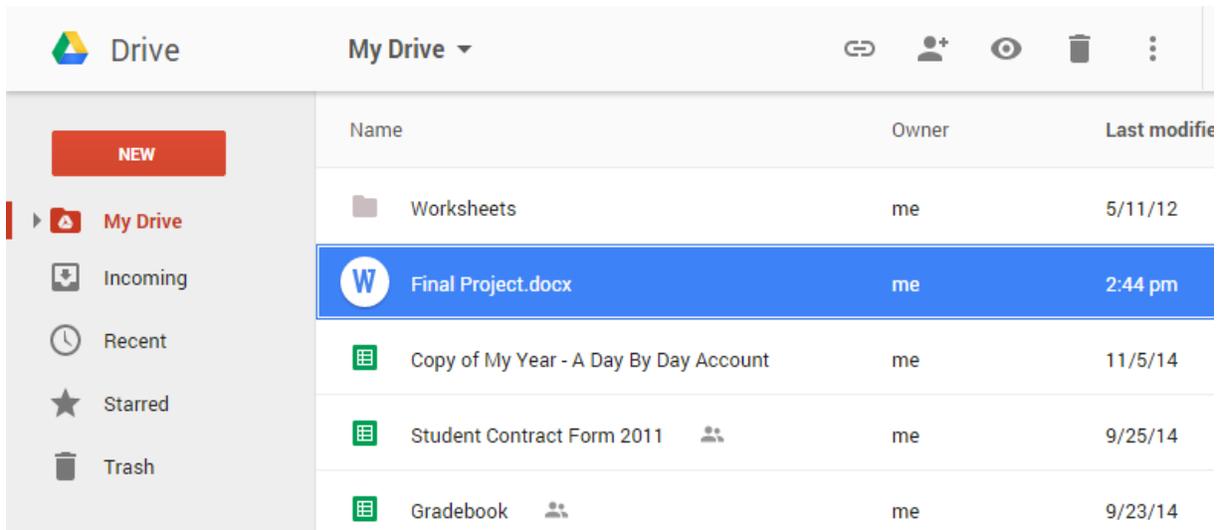
1. From Google Drive, locate and select the **New** button, then select **File upload**.



2. Locate and select the **file(s)** you want to upload, then click **Open**.



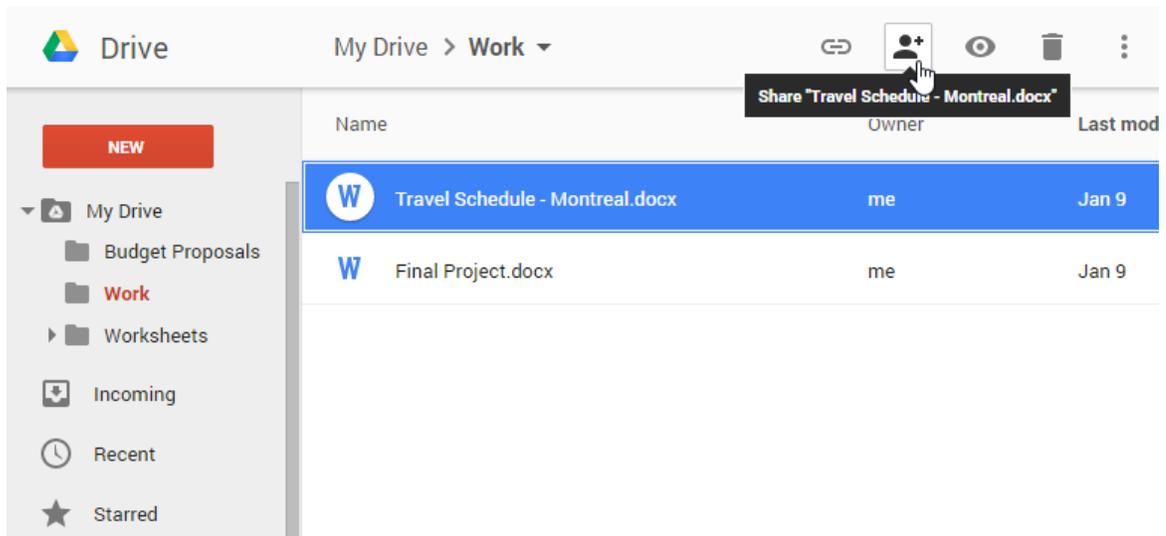
3. The file(s) will be uploaded to your Google Drive.



*You also can upload a folder similarly.*

### To share a file with a limited group of people:

1. Locate and select the file you want to share, then click the **Share** button.



2. A dialog box will appear. In the **People** box, type the email addresses of the people you'd like to share the file with. If you'd like, you can add a **message** that will be emailed to the people you share the file with.
3. Click **Send**. Your file will be shared.

Share with others

Get shareable link 

People

jfillory@gmail.com	 Can edit ▾
Hey Julia, Here's the schedule for our upcoming trip! I'm so excited! Olenna	

Advanced

For more control over your files, you can click the drop-down arrow to decide whether people can **edit**, **comment** on, or simply **view** the file.

Share with others

Get shareable link 

People

 Julia Fillory × Add more people...	 Can edit ▾
Hey Julia, Here's the schedule for our upcoming trip. I'm so excited Olenna	<ul style="list-style-type: none"><li>✓ Can edit</li><li>Can comment</li><li>Can view</li></ul>

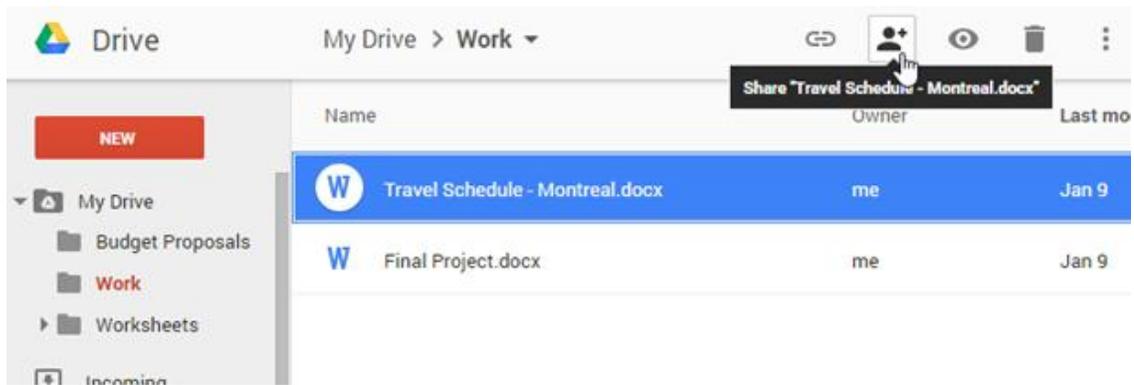
Advanced

## Sharing with a link

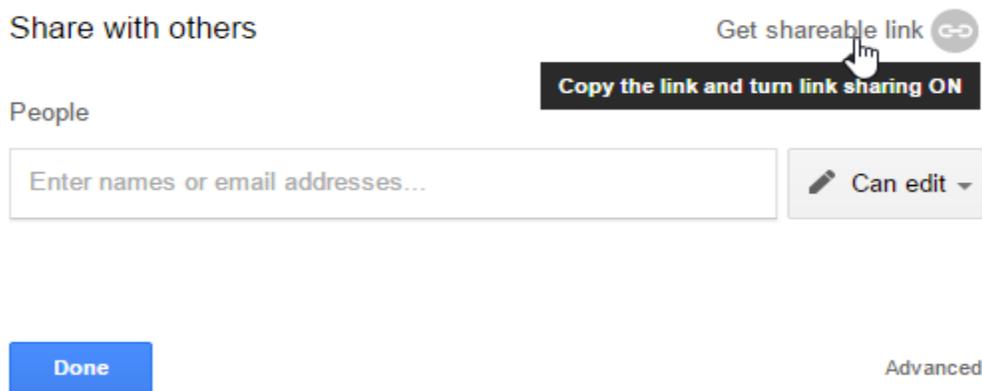
You can easily share a file with a larger group of people by providing a **link** to any file in your Google Drive. A **link** is basically a URL or web address for any file you want to share. This can be especially helpful for files that would be **too large** to send as an email attachment, like video files. You can send the link to the group of people. They click the link will be redirected to the file.

### To share a link:

1. Locate and select the **file** you want to share, then click the **Share** button.

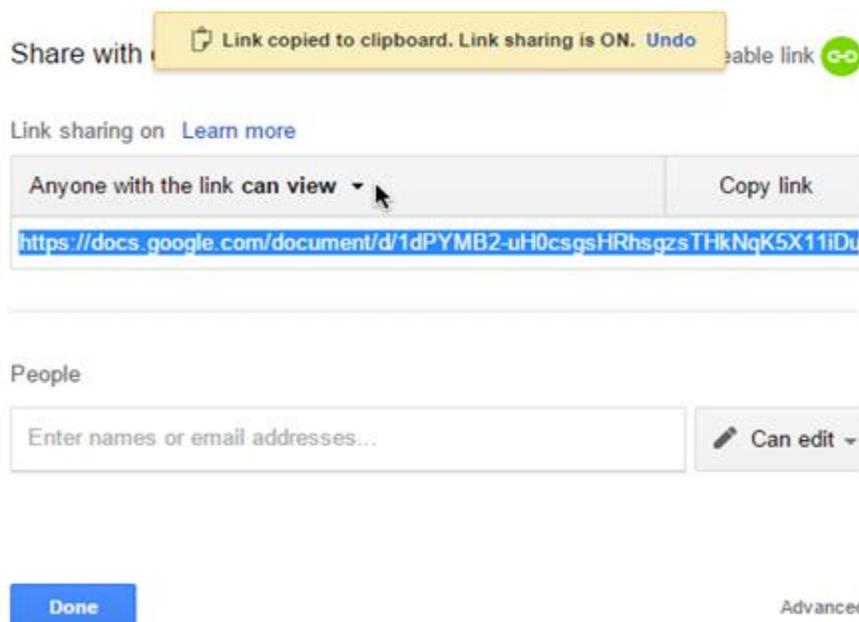


2. A dialog box will appear. Click **Get shareable link**.



3. A link the file will be **copied** to your web clipboard. You can then **paste** the link in an email message or on the Web to share the file. When you're finished, click **Done**.

Before click **Copy link**, you can click the drop-down arrow to decide whether people can **edit**, **comment** on, or simply **view** the file.



Click **Advanced** and click **Change**

## Sharing settings

Link to share (only accessible by collaborators)

<https://drive.google.com/a/laurentian.ca/file/d/0ByW3JnzqahBeQk4wRk91cVZHaGc/v>

Who has access

	Private - Only you can access	<a href="#">Change...</a>
	Qin Liang (you) qliang@mirarco.org	Is owner

Invite people:

 Qin  Add more people...  Can edit ▾

Notify people - [Add message](#)

Send a copy to myself

[Send](#) [Cancel](#)

Owner settings [Learn more](#)

- Prevent editors from changing access and adding new people
- Disable options to download, print, and copy for commenters and viewers

Select a sharing option that you need, can click **Save** and **Send**

## Link sharing

-  **On - Public on the web**  
Anyone on the Internet can find and access. No sign-in required.
-  **On - Anyone with the link**  
Anyone who has the link can access. No sign-in required.
-  **On - Laurentian University**  
Anyone at Laurentian University can find and access.
-  **On - Anyone at Laurentian University with the link**  
Anyone at Laurentian University who has the link can access.
-  **Off - Specific people**  
Shared with specific people.

Access: Anyone (no sign-in required) [Can view](#) ▾

Note: Items with any link sharing option can still be published to the web.

[Learn more](#)

Save

Cancel

[Learn more about link sharing](#)

## Collaboration tools

Whenever you **share** a file in a Google Drive format, you'll have the option to allow your co-editors to **change** and **edit** the file. Google Drive offers several tools that enhance **collaboration** by making it easier to communicate with your co-editors and to see which changes have been made and by whom.