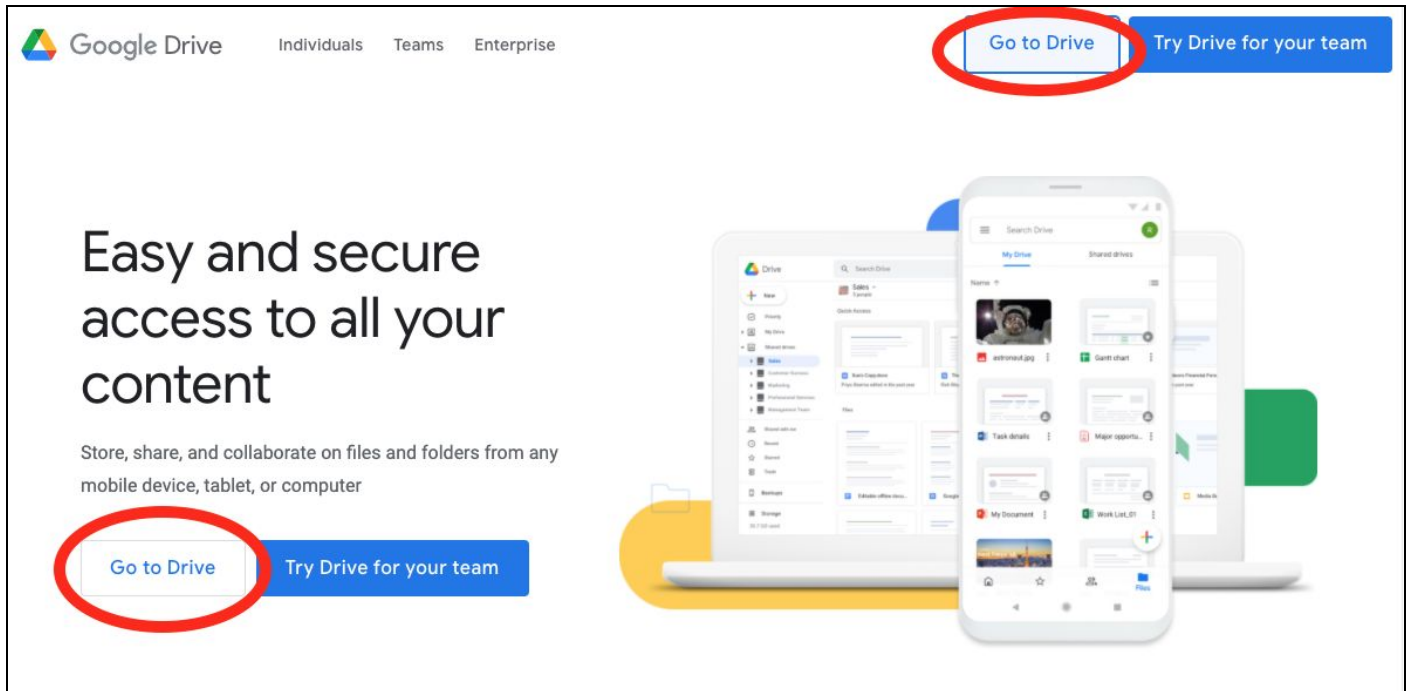**How to Upload Files to Google Drive and Share Files to Selected Users**
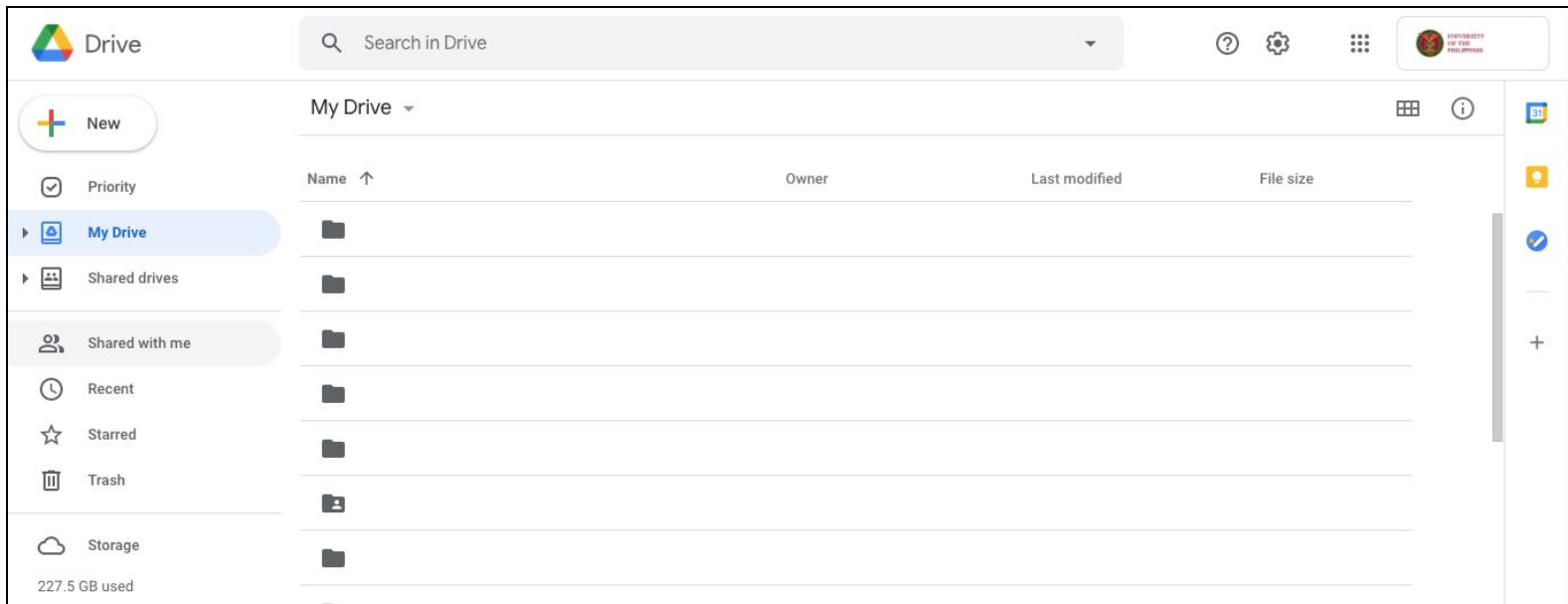
1. Go to drive.google.com, and click the "Go to Drive" button.
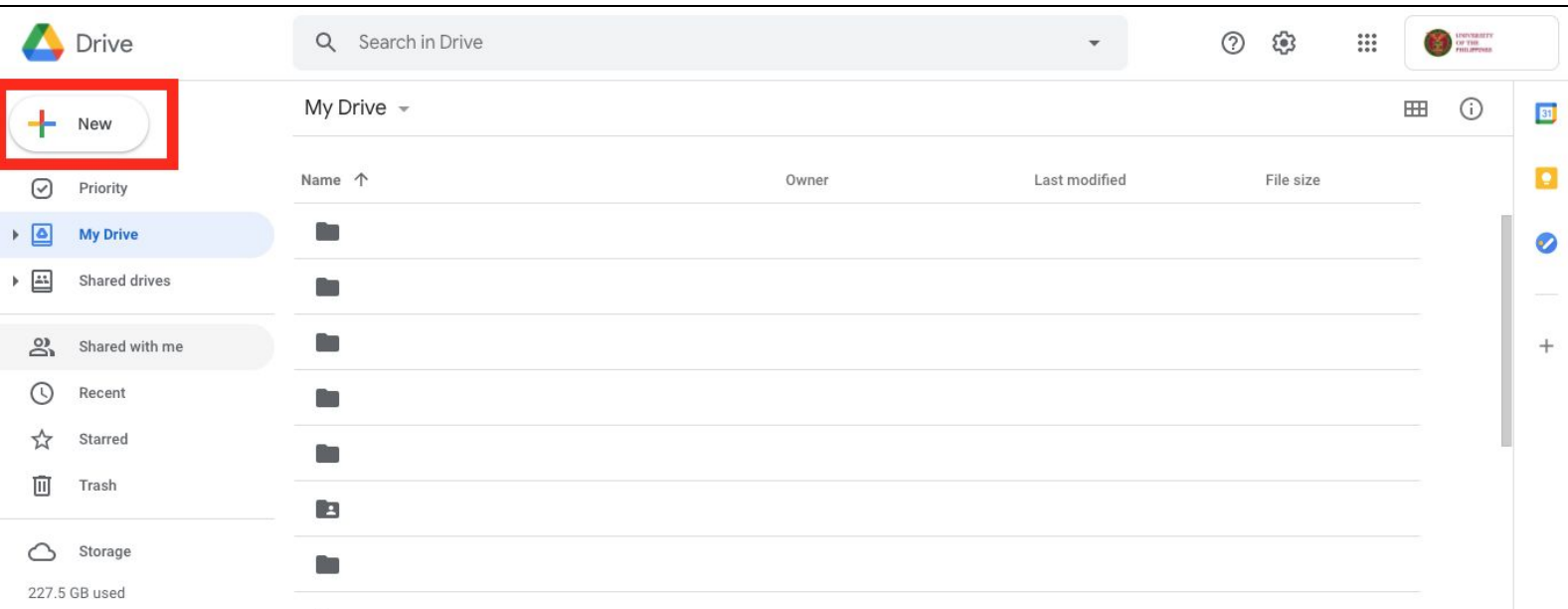

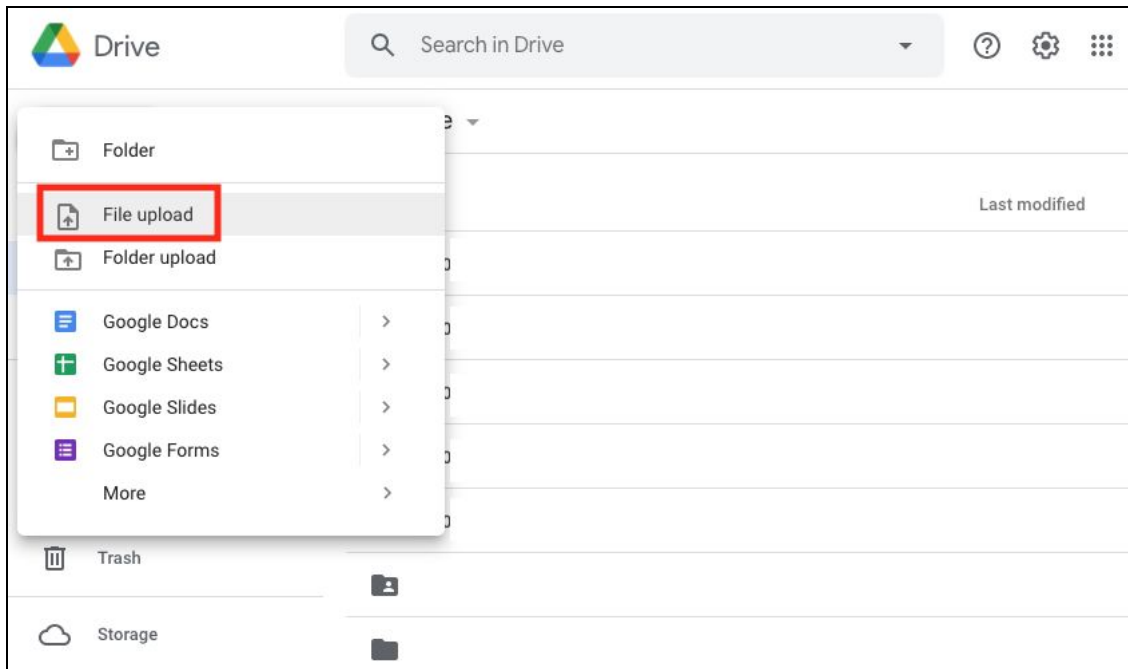2. Sign in using your UP Mail account ("username"@up.edu.ph). Enter your password when prompted.

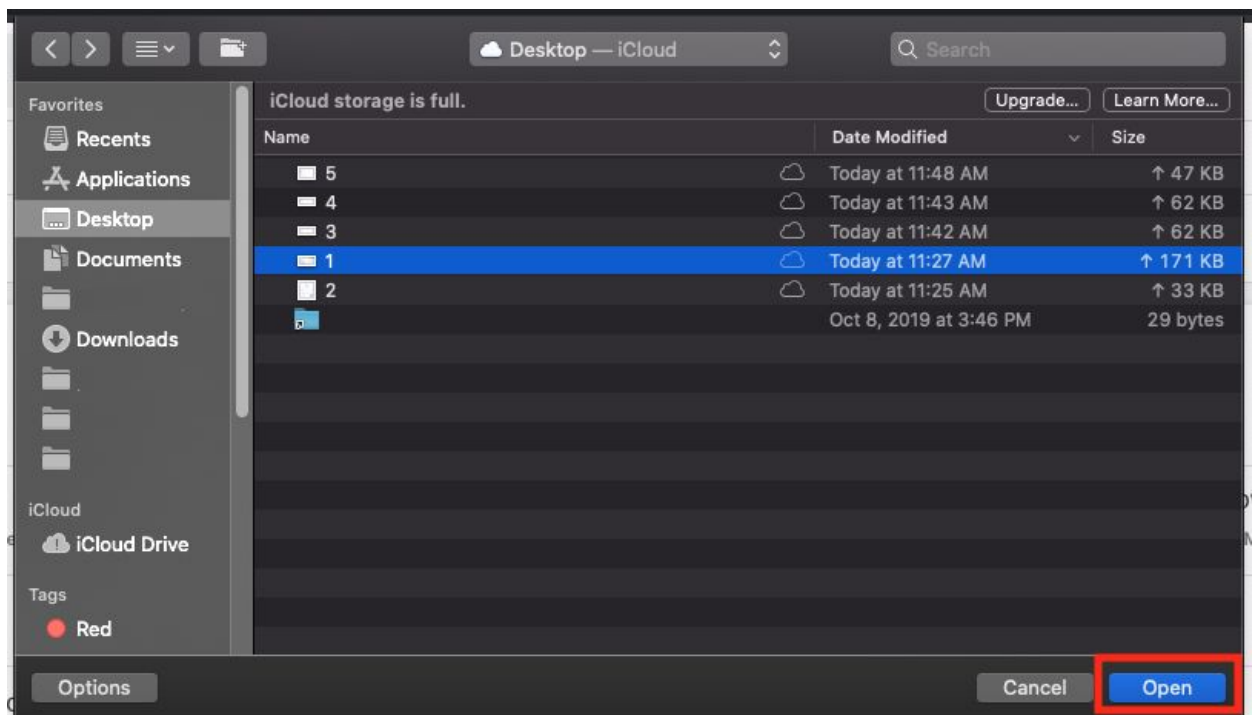3. You will now be in your Google Drive.

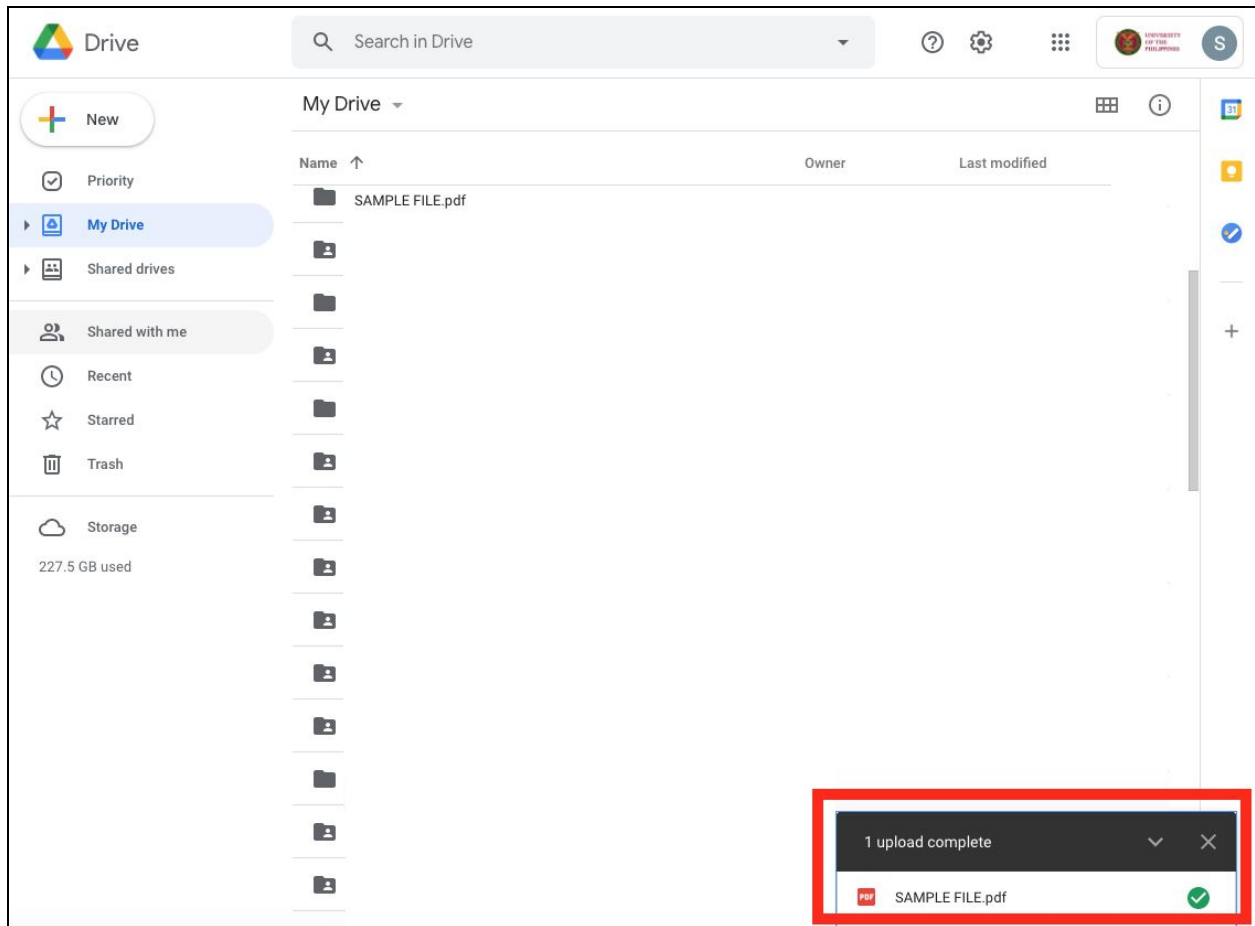4. Click the "New" button with the Plus sign.

5. Click "File Upload"

6. You will be asked to select the file/s saved in your computer that you want to upload into Google Drive. Click on the file/s, and then click "Open" or "Select" or for the upload to begin.
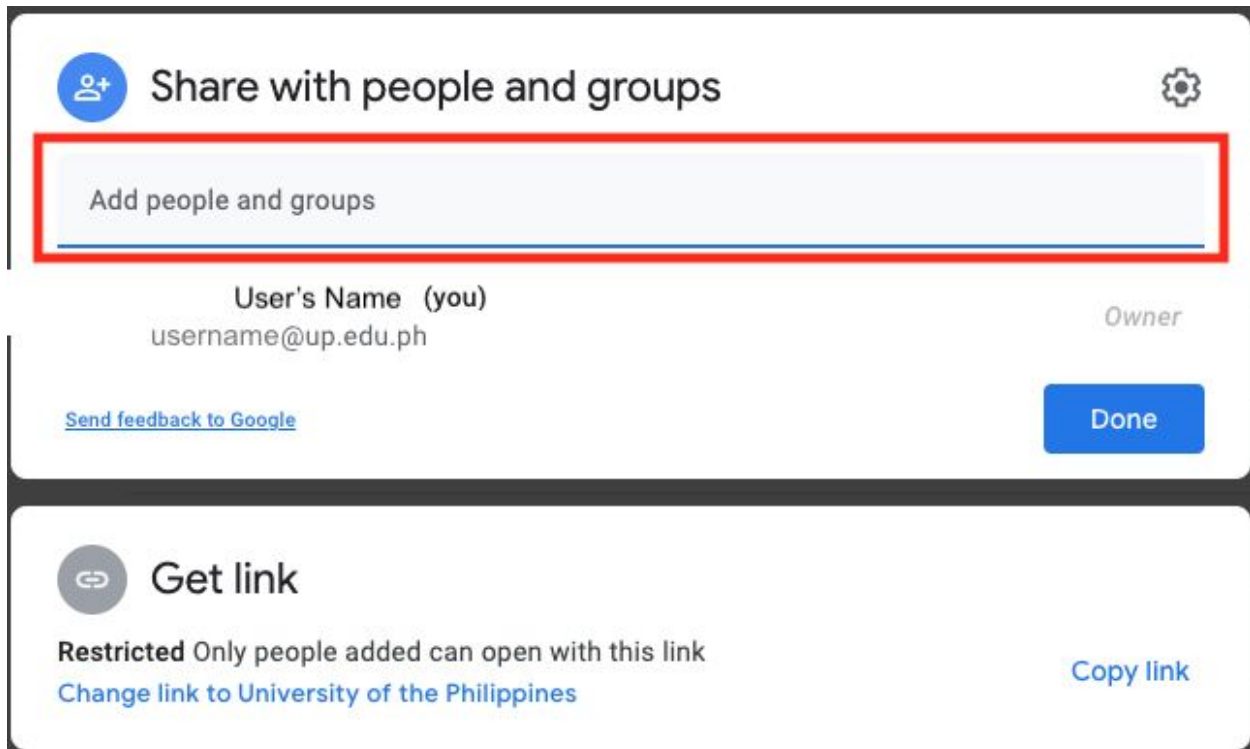
7. A tracker/notification found at the bottom of the page will let you know when the file is done being uploaded.

8. To share the file/s with specific people/users only, select the file. Then, click the "Share" icon (icon of a person and a plus sign) found at the top of the bar.
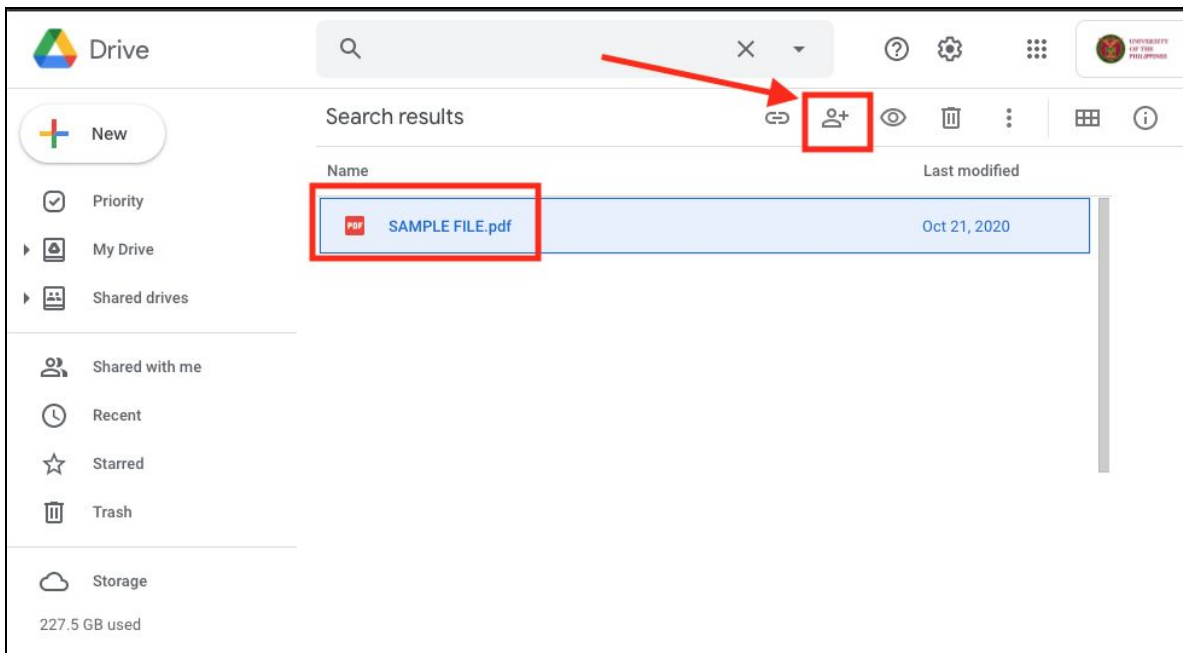
9. In the box, type the UP Mail addresses or emails of the persons you want to share the file with.

10. You can then assign the level of access for each person. Only the "Editor" access will allow the other users to modify the file. Make sure the "Notify people" box is checked, so the recipients will receive email notifications that you have shared a file with them. Then, click send.

11. You may assign specific levels of access for each person that the file is shared with: Viewer, Commenter, and Editor. You may also choose to remove the access of users here.