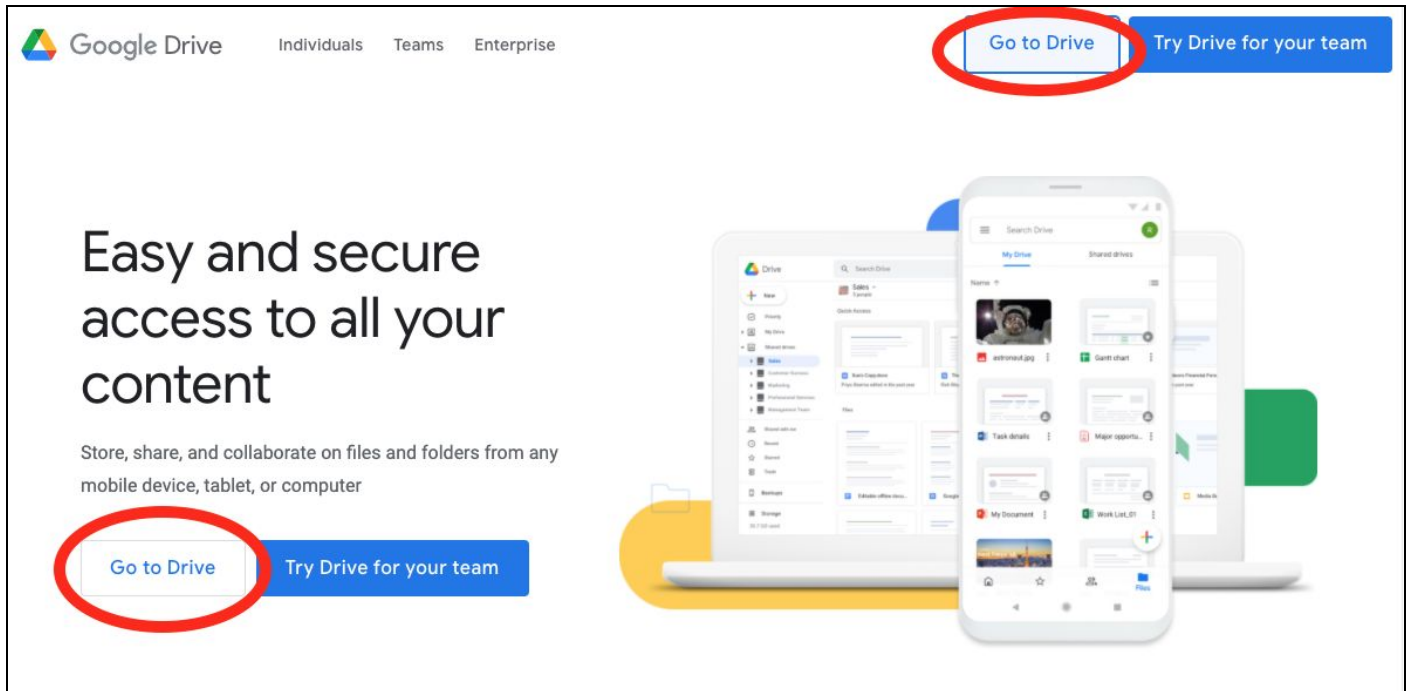


How to Upload Files to Google Drive and Share Files to Selected Users

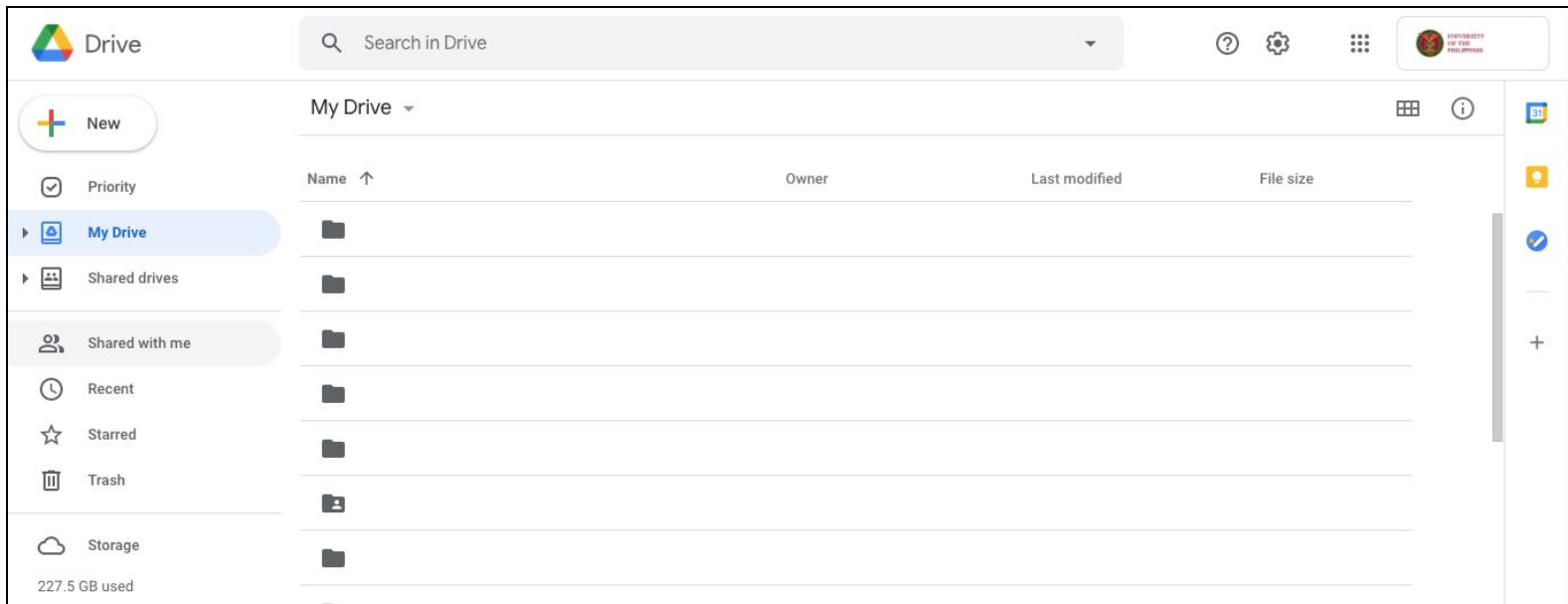
1. Go to drive.google.com, and click the “Go to Drive” button.



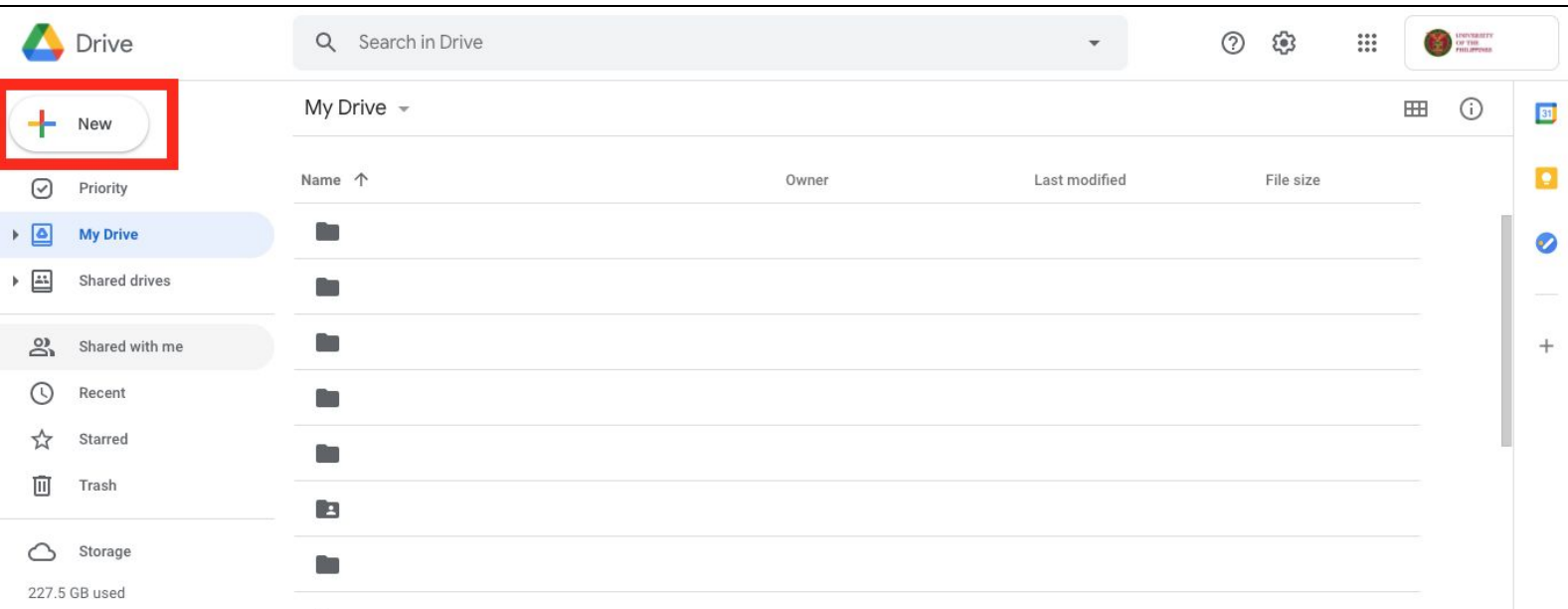
2. Sign in using your UP Mail account ("[username](mailto:username@up.edu.ph)"@up.edu.ph). Enter your password when prompted.

A screenshot of the Google sign-in page for Google Drive. At the top is the Google logo, followed by the text 'Sign in' and 'Continue to Google Drive'. Below this is a text input field labeled 'Email or phone' with a vertical cursor. Underneath the field is a link for 'Forgot email?'. A message reads 'You do not have this computer? Use Guest mode to sign in privately. [Learn more](#)'. At the bottom left is a link for 'Create an account', and at the bottom right is a blue button labeled 'Next'.

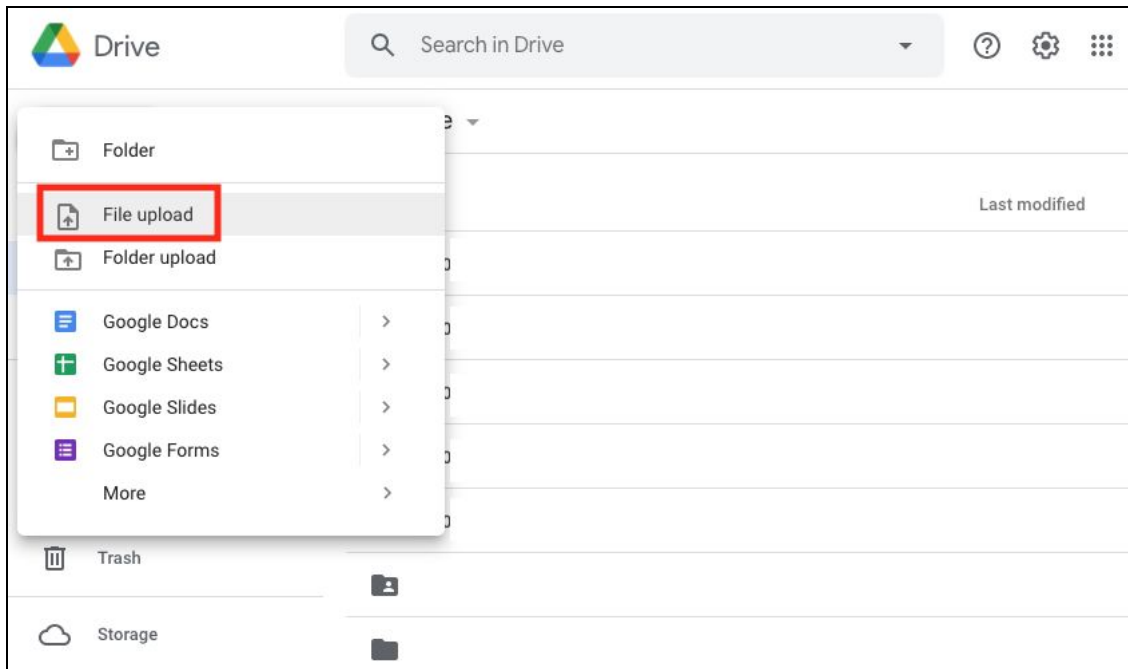
3. You will now be in your Google Drive.



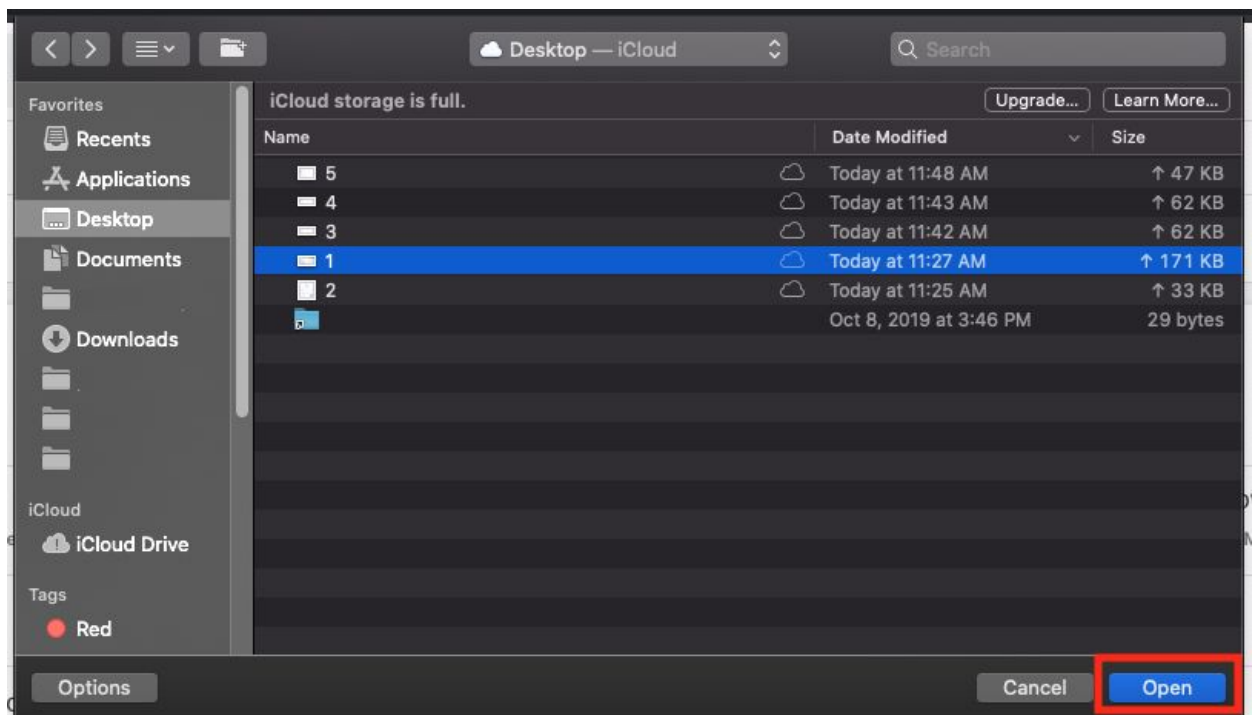
4. Click the "New" button with the Plus sign.



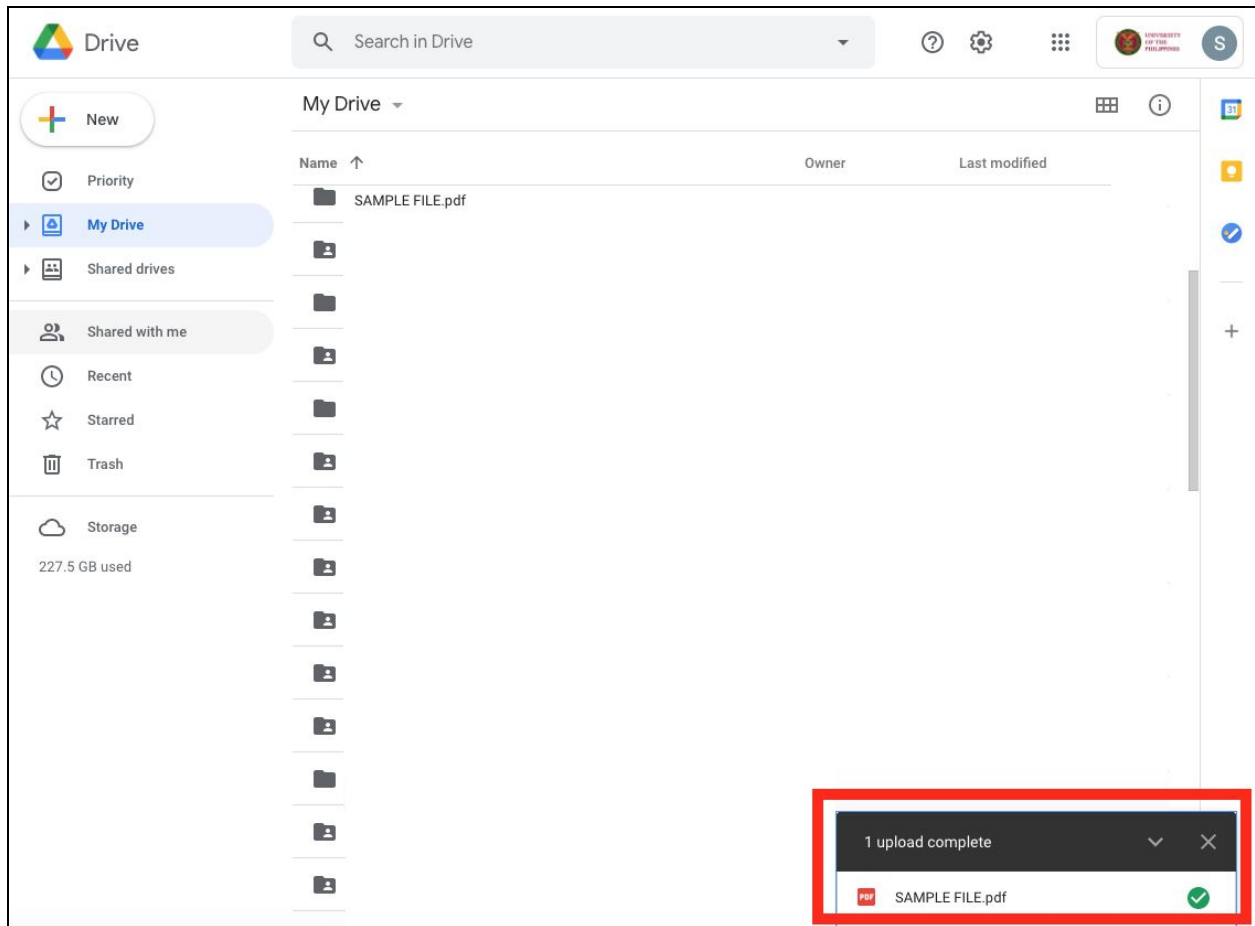
5. Click “File Upload”



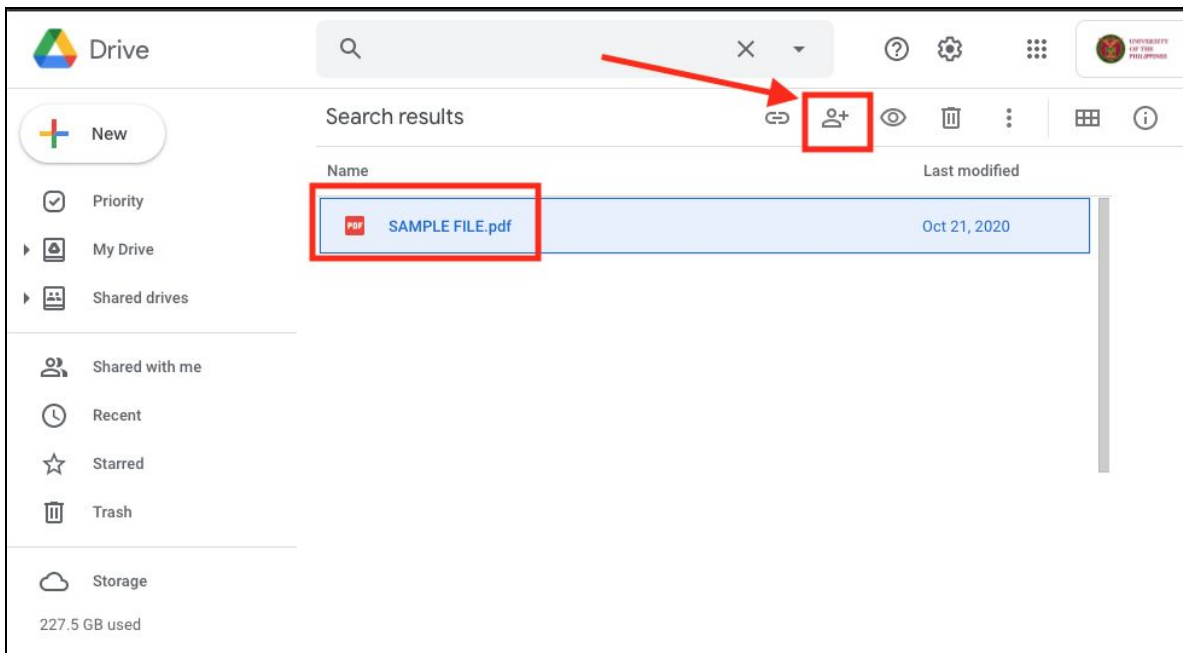
6. You will be asked to select the file/s saved in your computer that you want to upload into Google Drive. Click on the file/s, and then click “Open” or “Select” or for the upload to begin.



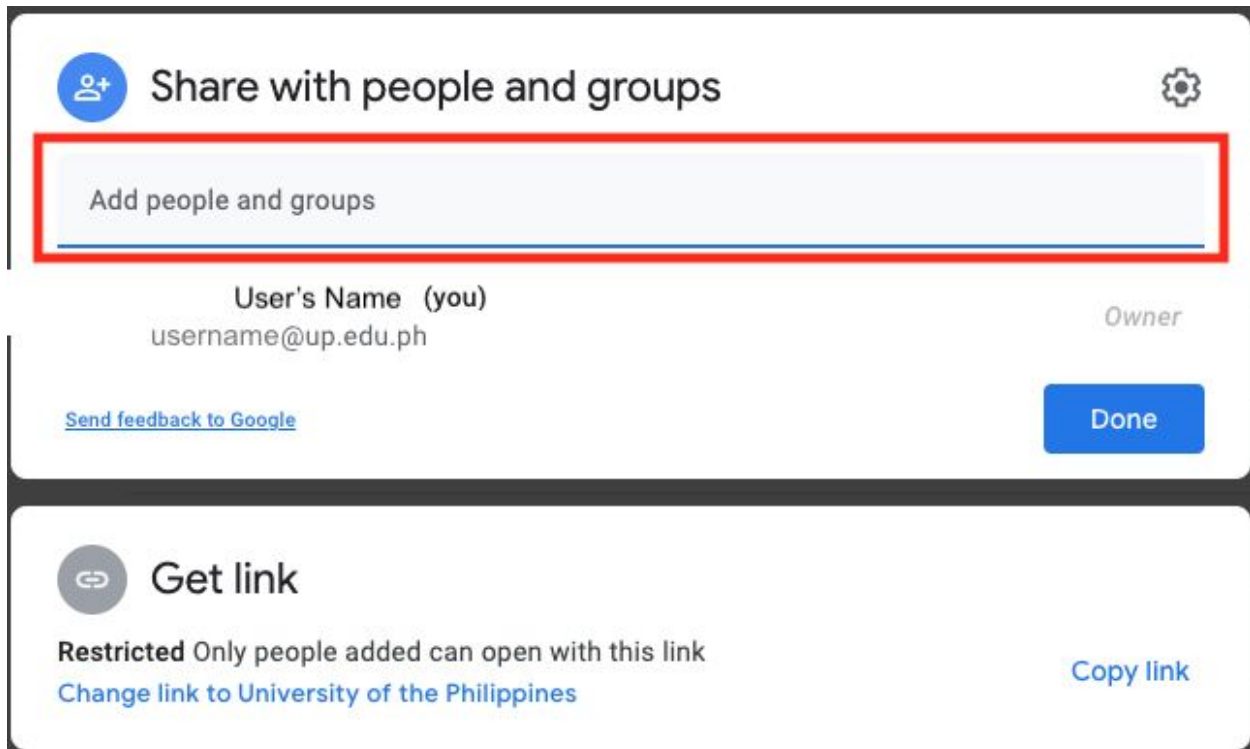
7. A tracker/notification found at the bottom of the page will let you know when the file is done being uploaded.



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.

The image shows a screenshot of the Google Drive sharing interface. The top section is titled "Share with people and groups" and features a search bar labeled "Add people and groups". Below this, a list of users is displayed with their access levels. The user "User 1" is highlighted with a red rectangular box, and their access level is set to "Editor". The user "User 2" is also listed with an "Editor" access level. The "You" user is listed as the "Owner". At the bottom of the sharing section, there is a "Send feedback to Google" link and a blue "Done" button. The bottom section is titled "Get link" and shows the link is "Restricted" (only people added can open with this link). There is a "Copy link" button and a link to "Change link to University of the Philippines".

Share with people and groups

Add people and groups

User	Access Level
You	Owner
User 1	Editor
User 2	Editor

[Send feedback to Google](#) [Done](#)

Get link

Restricted Only people added can open with this link. [Copy link](#)

[Change link to University of the Philippines](#)