

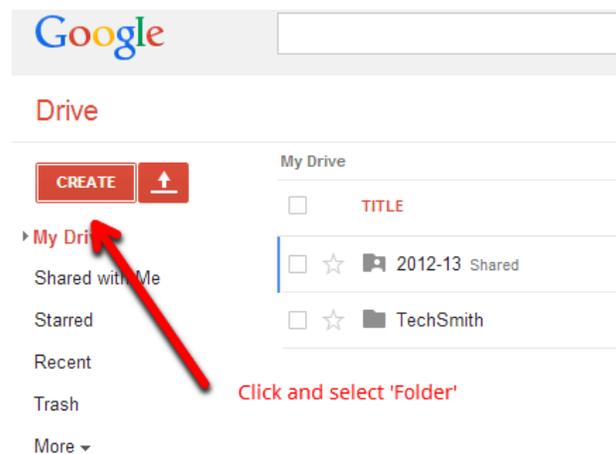
Create and Share a folder in Google Drive

Folders make it easy to organize all of your files and Google Docs in Google Drive.

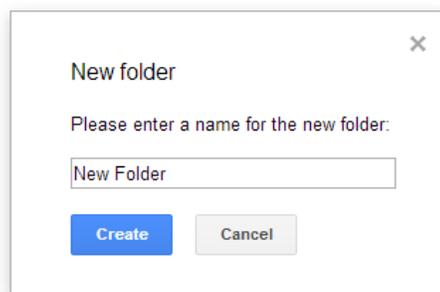
Create a folder in Google Drive

To create a folder in your Google Drive on the web, follow these steps:

1. Click the red **Create** button at the top left of your Google Drive.



2. Select **Folder** from the drop-down menu.
3. Enter a folder name into the text box and click **OK**.



4. The folder will be created, and you can find it under **My Drive**.

How to Share

With Google Drive, you can share files — like documents, images, and PDFs — without having to email them as attachments. Sharing is as easy as indicating which email addresses or mailing lists should have access to a given file.

Share a folder

1. Check the box next to the file or folder you'd like to share.
2. Click the  Share icon.
3. Choose a visibility option: "Private," "Anyone with the link" or "Public on the web."

Sharing settings

Visibility options:

 **Public on the web**
Anyone on the Internet can find and access. No sign-in required.

 **Anyone with the link**
Anyone who has the link can access. No sign-in required.

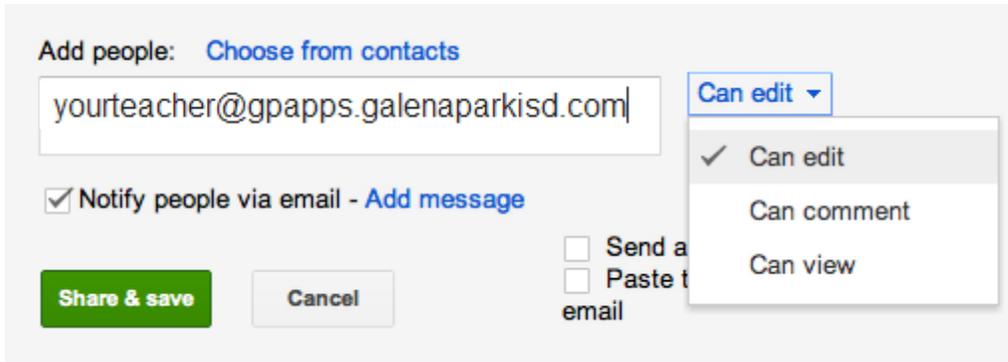
 **Specific people**
Shared with specific people.

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

Note: Items with any visibility option can still be published to the web. [Learn more](#)

[Learn more about visibility](#)

4. Type the email addresses of the people you want to share with in the text box below "Add people." **The Students must enter the teacher's GPISD Google account, e.g.- asmith@gpapps.galenaparkisd.com.**
5. Choose the access level from the drop-down menu next to each collaborator: "Can view," "Can comment," or "Can edit."



6. Click **Share & save**.

Modified from Google Support