



G Suite™

Google Drive

Learn how to use Google Drive: Upload and download files; share files; organize folders; manage file versions; recover deleted files; and more.

Google Drive

1.1 Google Drive Views

- View My Drive
- Switch to Other Views

1.2 Find Files

- Search for Files
- Toggle List and Grid View
- Sort Files
- Filter Results
- Show File Location

1.3 Open Files and Folders

- Open a Folder
- Preview a File
- Open a File

1.4 Create Files and Folders

- Create a Google File
- Copy a File
- Rename a File
- Create a Folder

1.5 Move and Add Content to New Locations

- Move Files or Folders
- Add Files to My Drive

1.6 Star and Color Code Content

- Star a File or Folder
- Remove from Starred
- Color Code a Folder

1.7 Manage Workspaces

- Create a Workspace
- Add Files to a Workspace
- Remove a File from a Workspace
- Hide or Remove a Workspace

1.8 Delete and Restore Files

- Delete a File
- Restore a Deleted File
- Permanently Delete a File

1.9 Share Content

- Share a File or Folder
- Get a Sharable Link

1.10 Change Access to Content

- Set Sharing Expiration
- Remove Access
- Change Owner

1.11 Upload and Download Files

- Upload a File or Folder
- Automatically Convert Uploads
- Download a File or Folder

1.12 Manage File Versions

- View History of a File or Folder
- Upload a New Version
- Download or Delete a Previous Version

1.13 Sync with Your Computer

- Install Drive File Stream
- Open Drive File Stream
- Make Content Available Offline
- Pause or Resume Syncing

1.14 Manage Notifications

- Adjust Notifications
- View Drive File Stream Notifications