



ProVol Digital

Step by step guide

Google Drive



ProVol Digital

Professional volunteer management
and training through digitalisation



Google Drive

- Google Drive is a free of charge **cloud-based storage service** where you can **save, access and share files online**. Files may be documents like Word or PDF, photos, videos, audios and more.
- Google Drive is accessible via web browser on computers, smartphones and tablets or via the mobile app on smartphones and tablets .
- Google Drive can be synced with other Google services like Gmail, Google Docs, Google Analytics and Google+.

Step by step

Step 1: Create a Google account

Step 2: Configure your Google account

Step 3: Get started with Google Drive

Step 4: Create a new folder and add a file or folder
to your Google Drive

Step 5: Edit and share files on your Drive

Create a Google account

- Search `Google account` on your web browser. If you already have a Google Account click on `Go to Google Account` and sign in.
- If you do not have an account yet, click on `Create an account`. Write your name in the designated slots and choose an e-mail address and a password of your choice.
- Click on `next` .

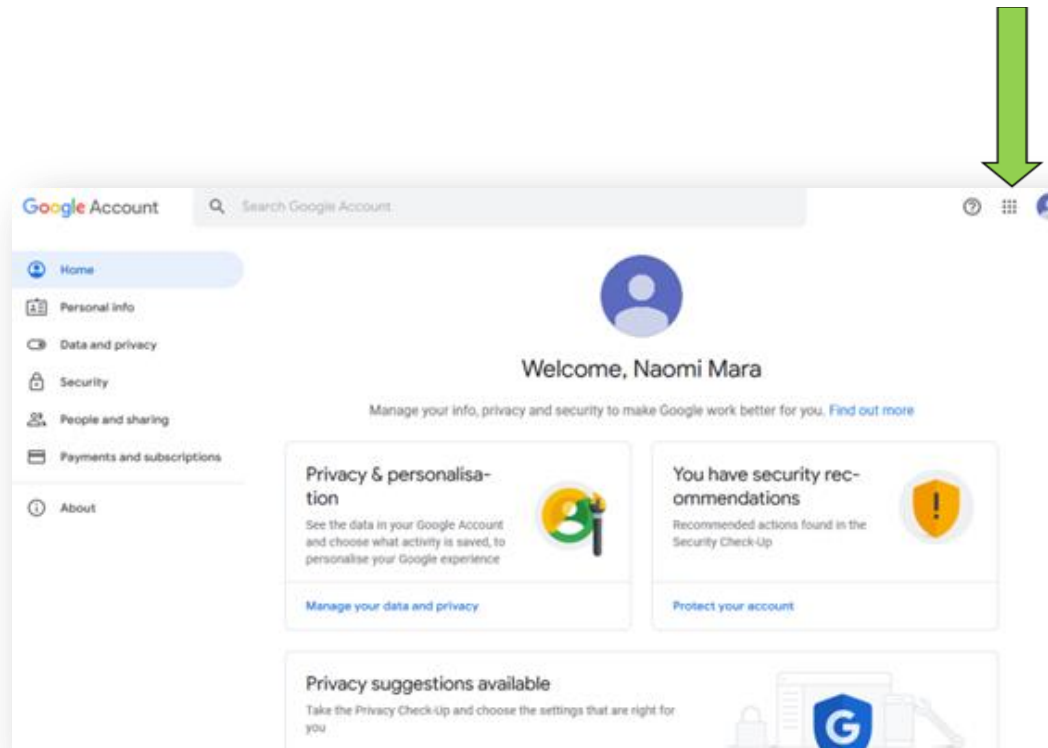


Configure your Google account

- Complete your registration process by configuring your account. Some information is necessary (e.g. date of birth), some is optional (e.g. phone number). Click on `next`.
- You can choose if you want to personalize your settings in 5 steps or use the default settings with one step. We recommend the 5 steps.
- You are asked whether you want to save your web and app activity, your Youtube activity, whether you want personalized ads and whether you want to receive privacy reminders or not.

Get started with Google Drive

- Once you are signed in you are at the home screen of your google account. Click on the square with the dots in the top right corner to get to Google Drive.

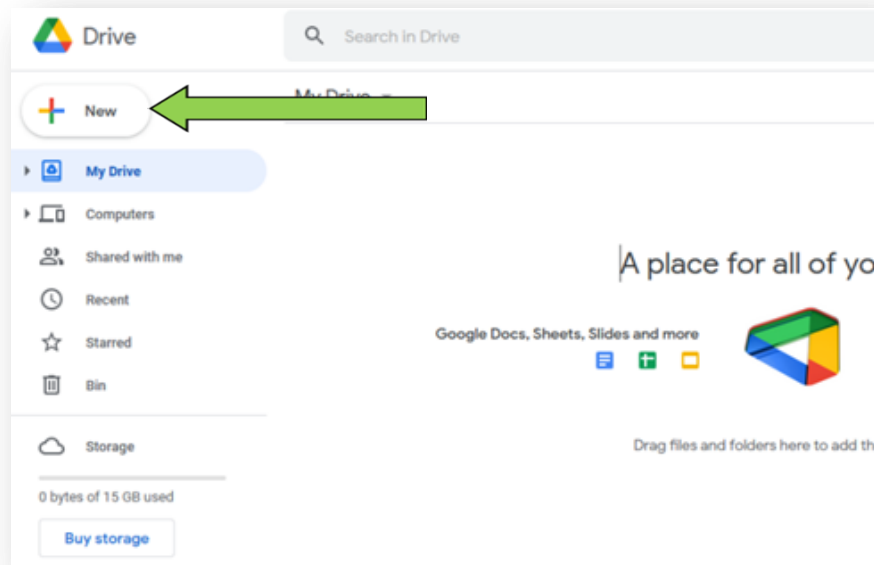


Create folders and add files

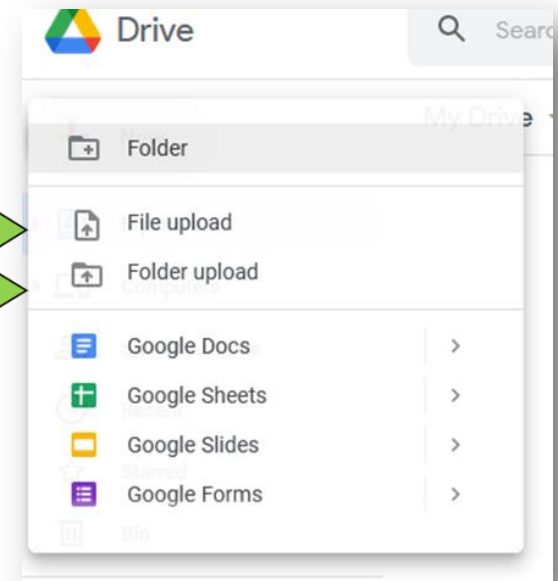
- To create a new folder click `New` and choose `Folder` . Name the folder and click `create` .
- To upload a file or folder from your computer or tablet to your Drive click on the second or third option.
- A window showing all files on your device will open automatically. Choose the file you want to upload and click `open` .

Create folders and add files

New folder



Upload
folder or files



Edit and share files

- Click on a file to open and edit it. You can easily edit the document by just writing in it. Any changes will be saved automatically.
- To share the file, click on `share` in the top right corner.
- Add the e-mail address of the person (or several) you want to share it with.
- You can choose who can access your document: either everybody who has the link to the file or only people you specifically gave access to.
- Click `done` to share your file.

Edit and share files

