

**How To
Access
Google
Drive From
Your Gmail
Email**





This module will show you how to get to the Friends Chapter Drive on Google Drive, from your Gmail email. If you run in to any issues, contact Rhonda Harris,

Email: rhonda.harris@friendsofgastateparks.org

Phone: 770-383-8900

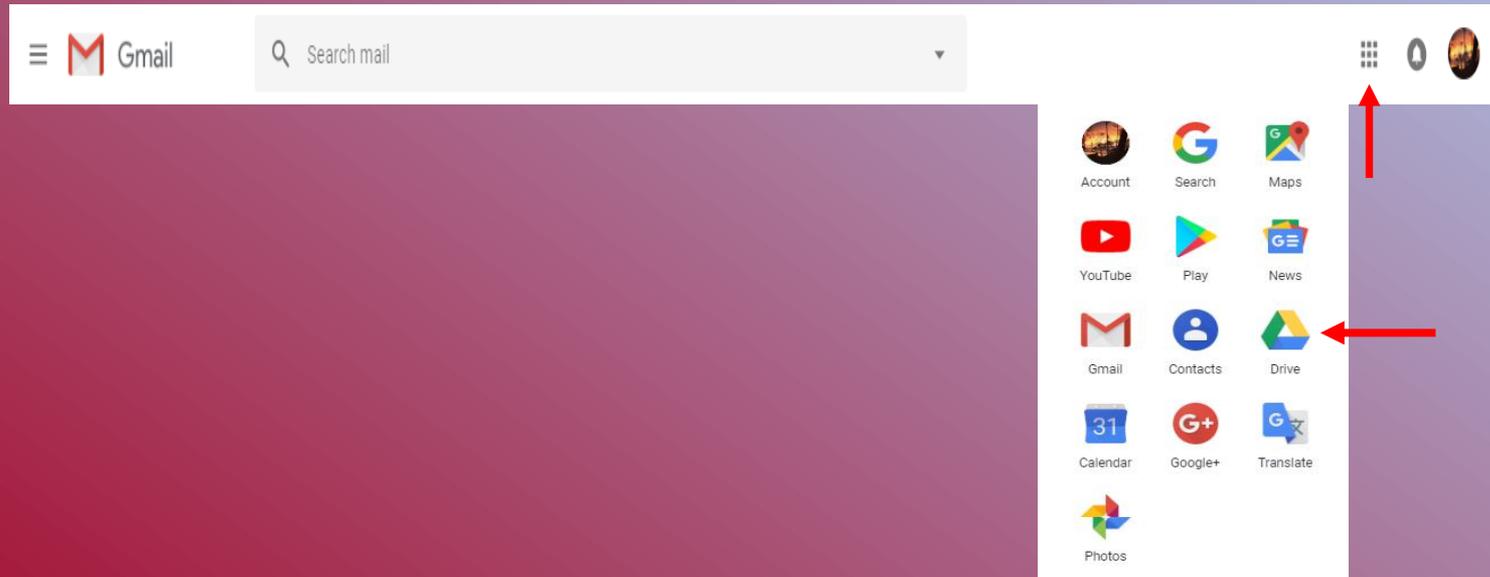
Google Hangouts: Visit <http://hangouts.google.com> Click New Conversation and then enter Rhonda's email address.

You may also send Rhonda a live chat while working in chapter services, <https://lc.chat/now/10608367/1> or look for the chat box in the lower right-hand side of the screen.

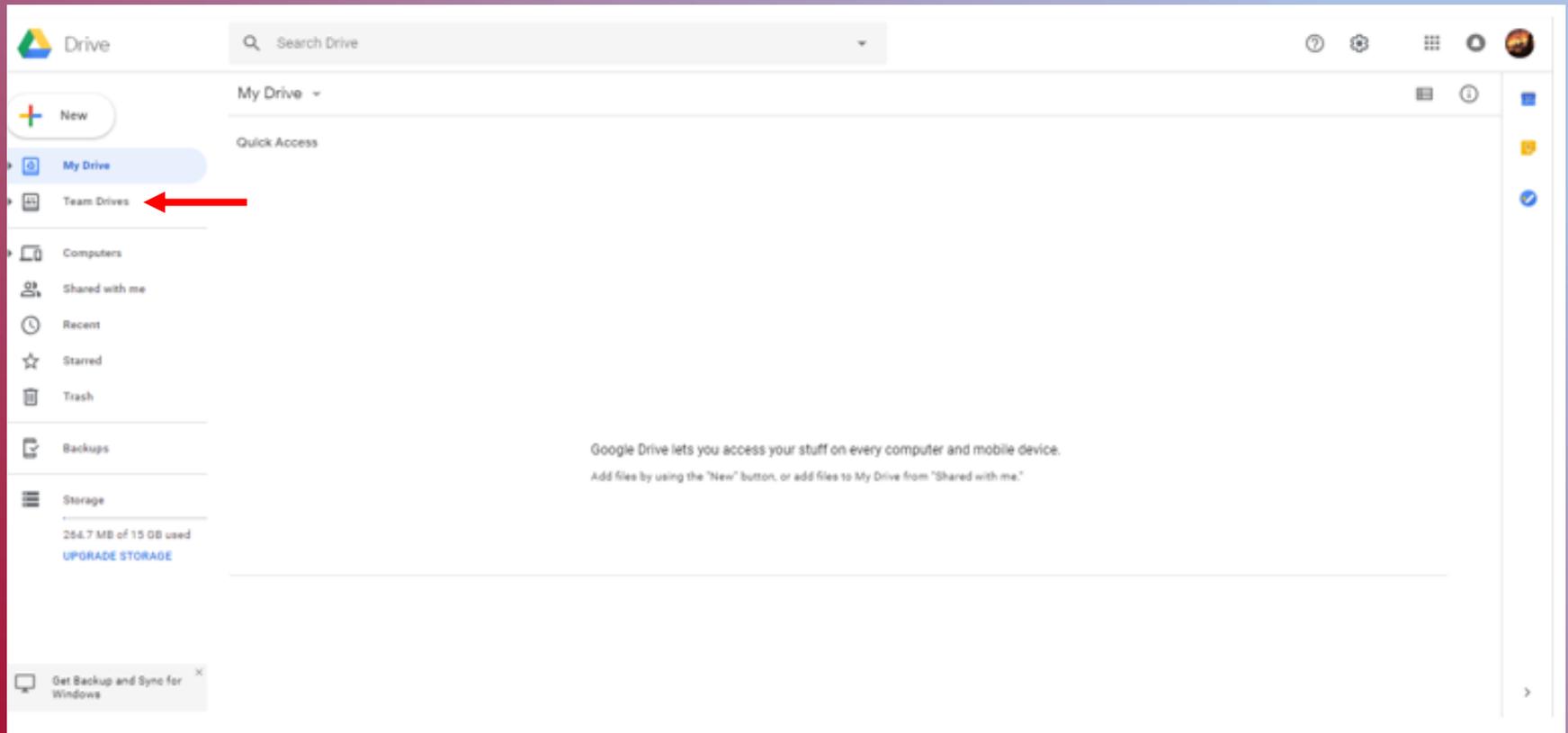
In order to have access to the Friends Chapter Drive and your Chapter's Folder, contact Rhonda to have your email address added to the chapter group.

Once you have sent Rhonda your email address and have been added to the chapter group, log in to your Gmail email.

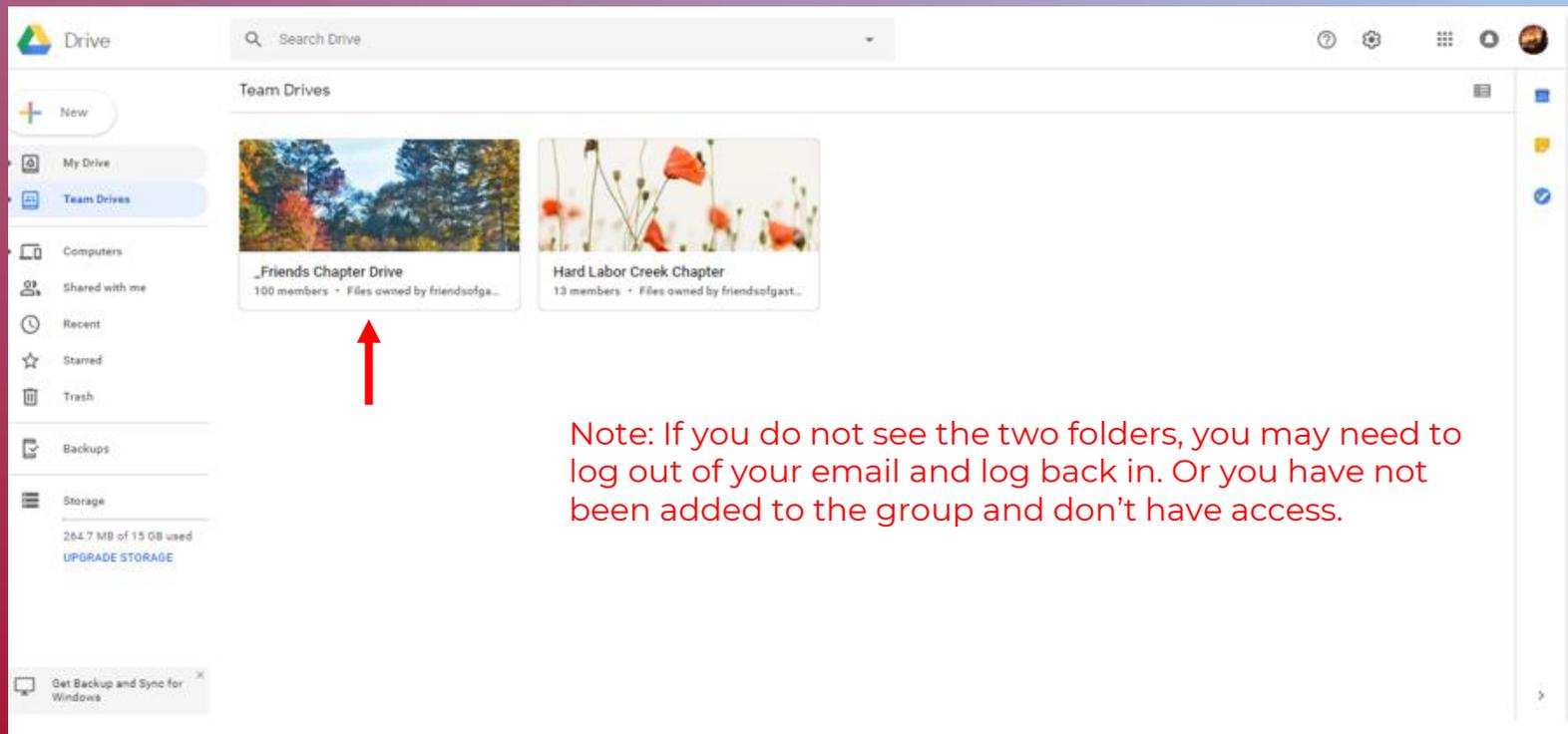
Now that you are logged in, at the top of your page, on the far right-hand side, click on the grid box. Then click Drive in the drop-down box.



This is your Google Drive page. On this page you will see a menu on the left-hand side. Click **Team Drives**.



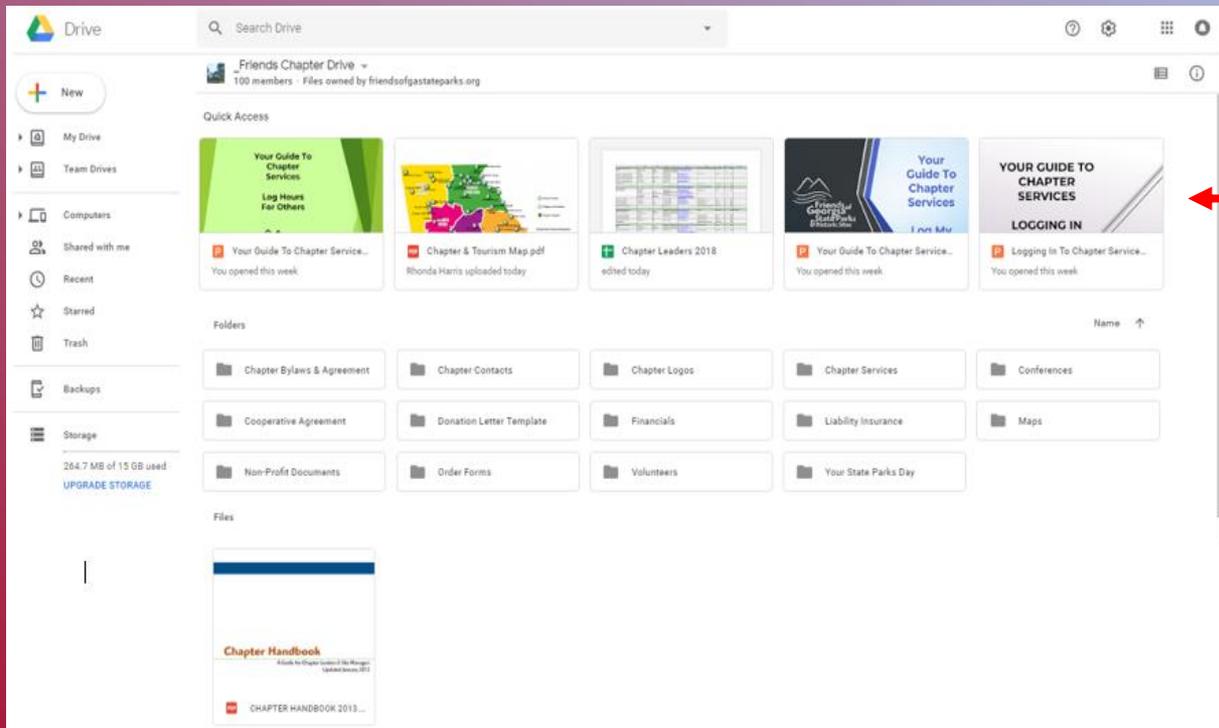
Here is your Team Drive page. You should see the Friends Chapter Drive and a folder with your chapter name on it. From here, if you click on the Friends Chapter Drive folder, you will find several folders with information in them.



The screenshot shows the Google Drive interface. On the left is a navigation sidebar with options: New, My Drive, Team Drives (highlighted), Computers, Shared with me, Recent, Starred, Trash, Backups, and Storage (264.7 MB of 15 GB used). The main area is titled 'Team Drives' and contains two cards. The first card is titled '_Friends Chapter Drive' with 100 members and is highlighted by a red arrow. The second card is titled 'Hard Labor Creek Chapter' with 13 members. A red note is positioned to the right of the screenshot.

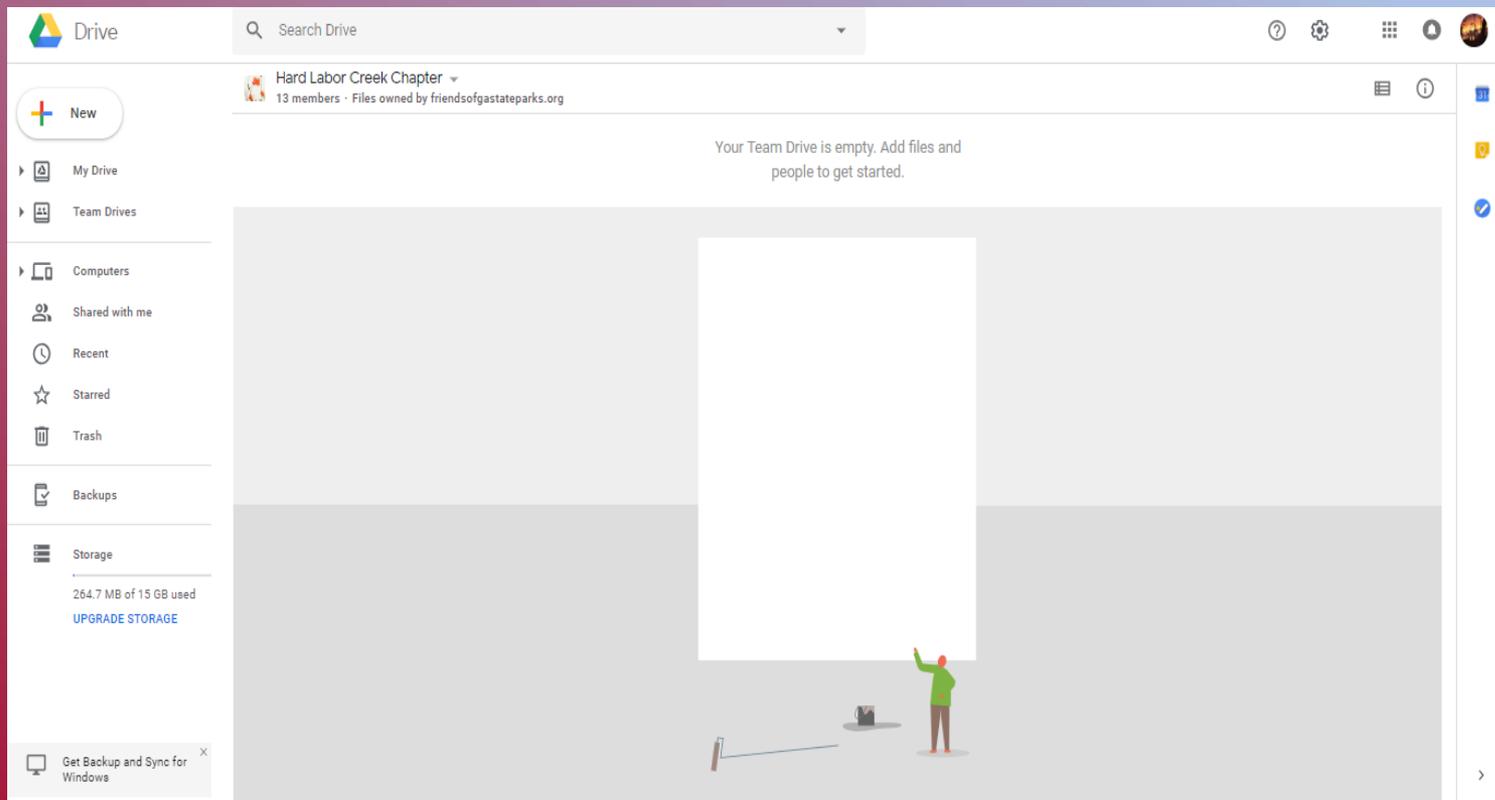
Note: If you do not see the two folders, you may need to log out of your email and log back in. Or you have not been added to the group and don't have access.

This is what you will see when you double-click on Friends Chapter Drive. The documents in these folders are what we, and you, use over and over. If it's not here, let us know and we will add it.



The top part of the page will show what you have accessed most recent.

If you double-click your chapter folder, you will see this. It will more than likely be empty if no one has used it. This is where you can store chapter documents. We will also be asking you to upload documents here.



That concludes this module on Accessing Google Drive From Your Gmail Email. If you don't have a Gmail email, please see **Log In To Your Google Account** in order to access Google Drive. If you haven't created your Google account please see, **How To Create Your Google Account.**

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Learning to use Google Drive is going to be very beneficial for you. We will be asking you to upload documents to your chapter folder. If you are unfamiliar with working in Google Drive, please see the module, **Your Guide To Using Google Drive.** And as always, contact Rhonda Harris if you have any questions or need any guidance.