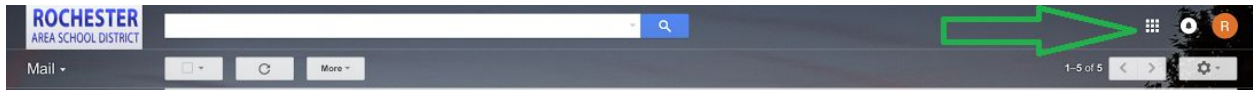


Let's take a look at this week's Tech Tip.

### **A tour of Google Drive**

This week on Tech Tip Friday, we're looking at Google Drive. Instead of emailing or carrying a USB thumb drive that has your files on them you can now store them on google drive!! The great thing with Google drive is you can access your files anywhere and on any computer. For those who don't know how to log into google drive here's the steps.

1. Go to your email
2. At the top right hand corner click on the square that has nine little squares in it



3. Now click on Drive

Follow the link below to tour Google Drive:

<https://www.youtube.com/watch?v=OjL4krYE9Tw>

### **Bonus: Managing Files and Folders**

Now that you have got the tour of Google Drive you are now ready to create folder/files and store file that you have on your computer. Follow the link below to manage files and folders in google drive:

<https://www.youtube.com/watch?v=b47rNVKCN8k>