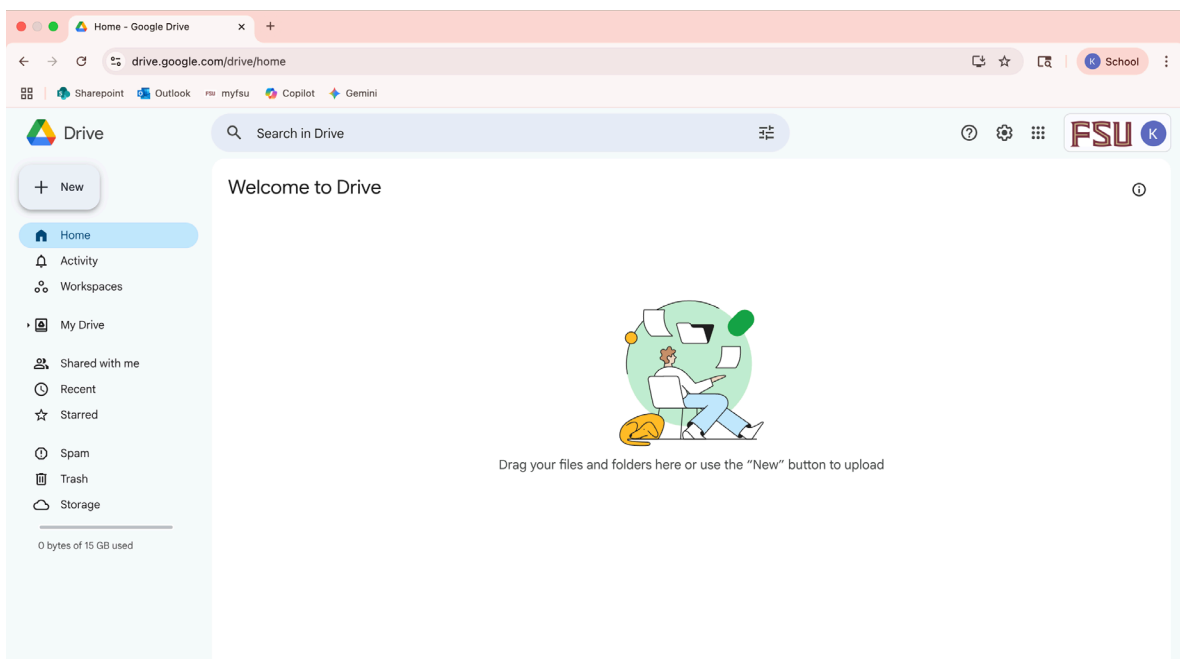
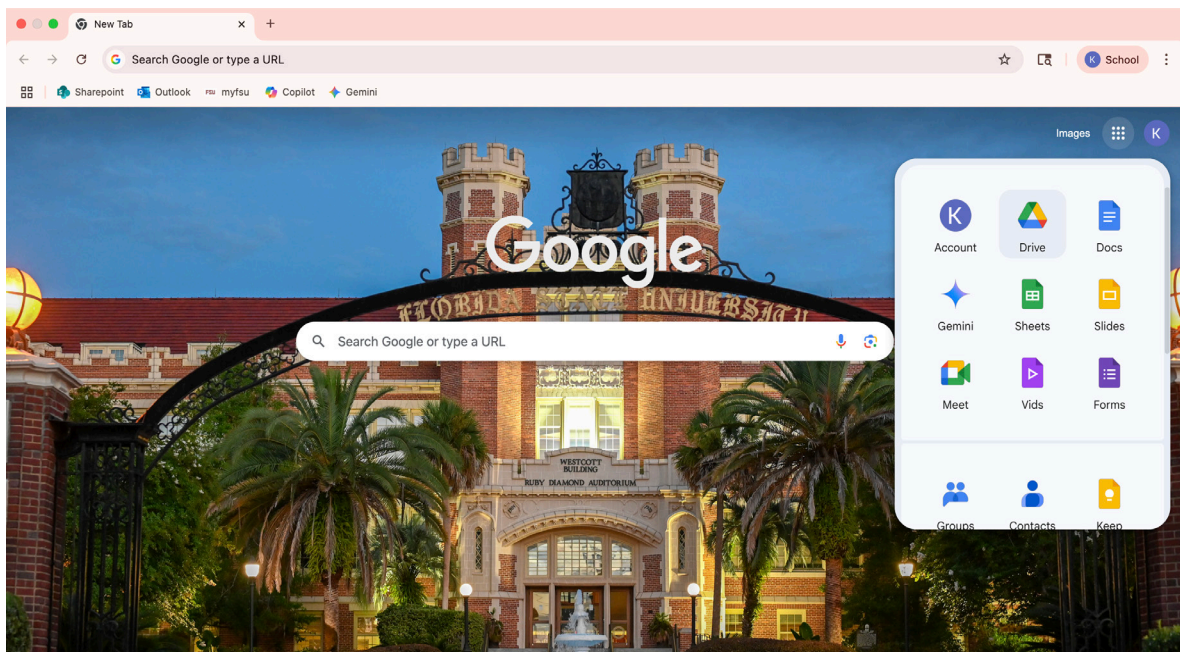


How to Review Google Drive Files

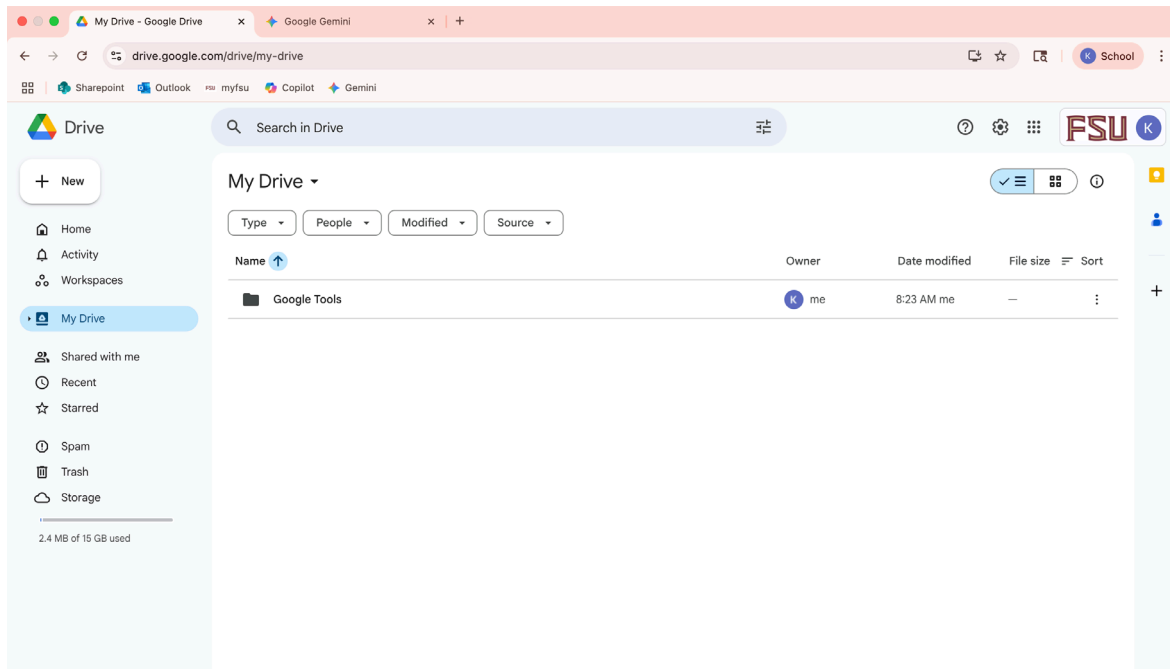
Step 1: Open your drive

You can access your Google Drive by going to **drive.google.com** and signing in with your FSU Google account. Alternatively, click the Google Apps icon (a grid of dots) in the top-right corner of any Google page next to your profile picture, then select **"Drive"** from the dropdown menu.



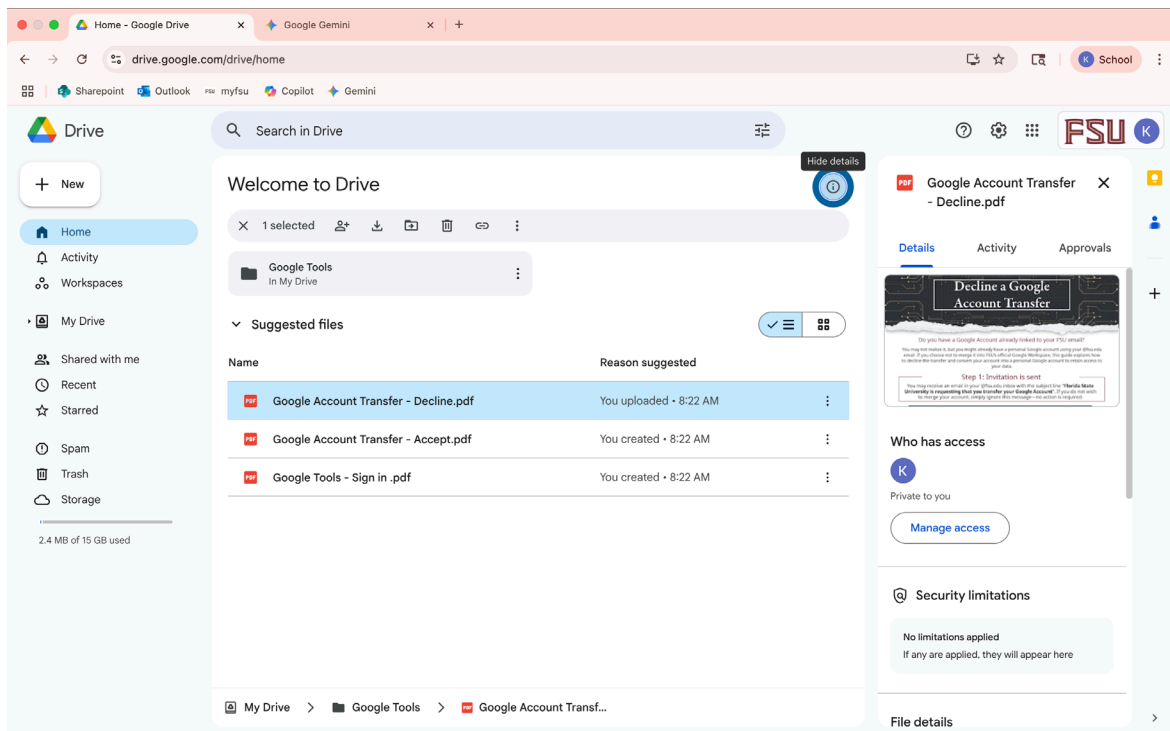
Step 2: Access your files

Once you've opened Google Drive, click **"My Drive"** on the left-hand side of the screen to view files and folders you own or have uploaded.



Step 3: Review a file

To view more information about a specific file, click the **information icon** (a small circle with an "i" inside) in the top-right corner of your screen. Then, select the file you want to review to see details like activity history and sharing settings.



Step 4: Upload a file

Click the **"New"** button in the top-left corner of the screen. From the dropdown menu, choose the type of content you'd like to upload, such as a file or folder from your device. You can also create and upload a blank document directly from one of the available Google tools.

