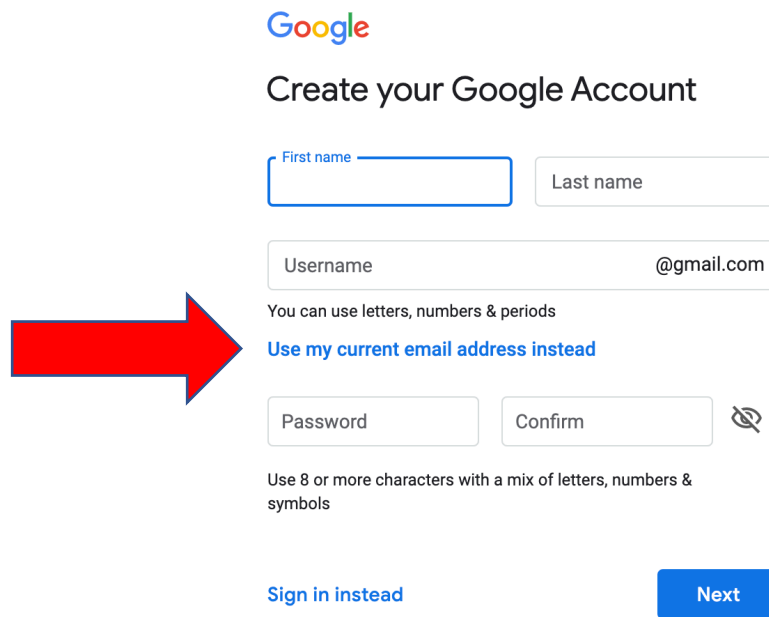


Setting Up and Using a Google Drive

Google Drive is a free online storage and collaboration space. You can create documents, slideshows, and spreadsheets and work on them in real time with other people to whom you give access. It is also excellent for sharing larger files, like video files. If you use Gmail, then you already have a Google Drive. If you use a different email service, you can still set up a Google account using that email address.

Setting Up a Google Account

1. Go to accounts.google.com and click on “create account”
2. On this menu, click “Use my current email address instead” and follow the steps to log in and confirm your email address belongs to you.



Google


Create your Google Account

First name Last name

Username @gmail.com

You can use letters, numbers & periods

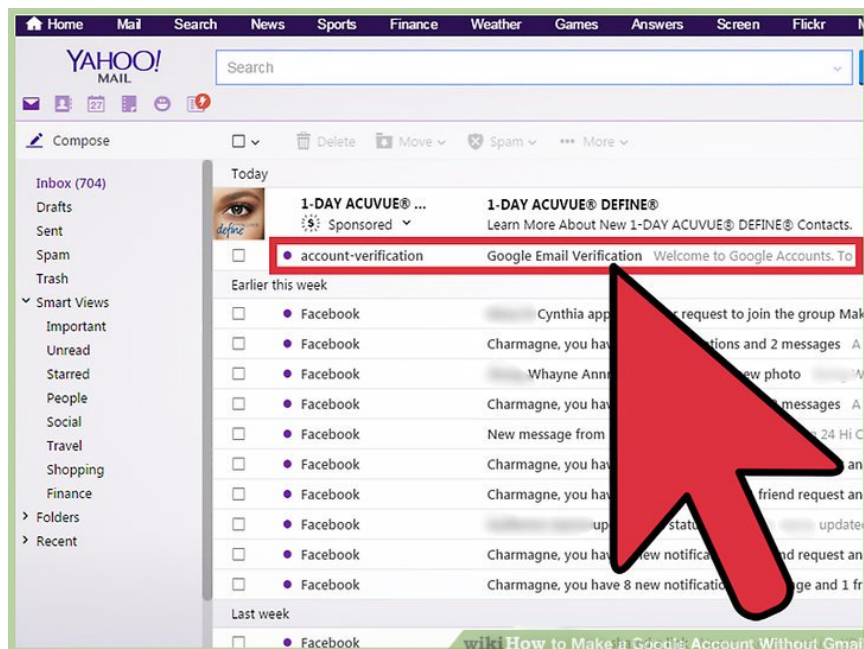
[Use my current email address instead](#)

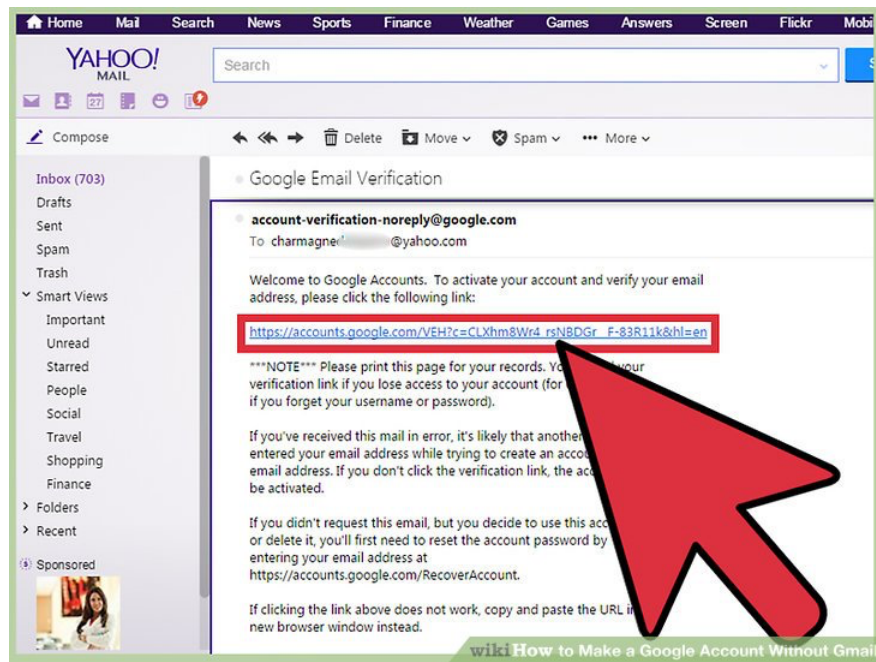
Password Confirm 

Use 8 or more characters with a mix of letters, numbers & symbols

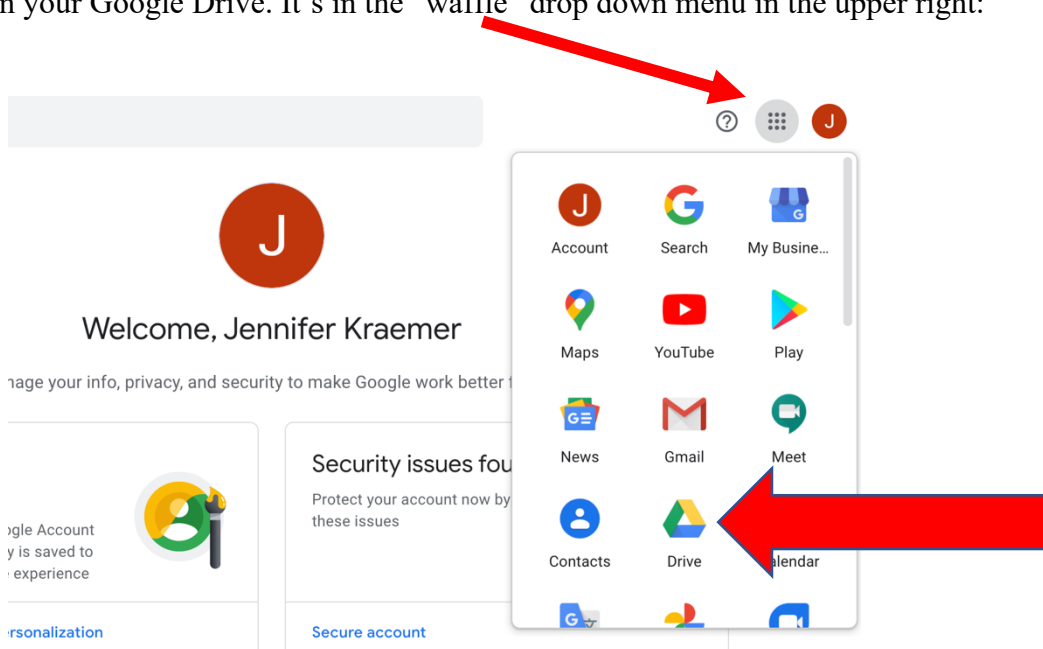
[Sign in instead](#) [Next](#)

3. Verify your email address. You will need to log in to your normal email account, click on the verification email from Google (it's safe!) and click on the verification link to activate your new Google account (it's safe!).

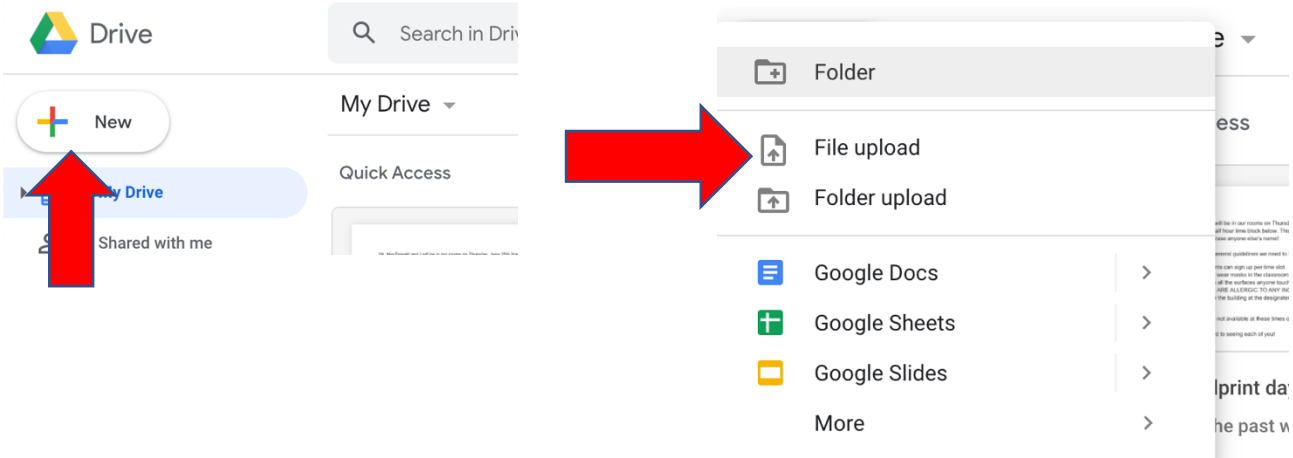




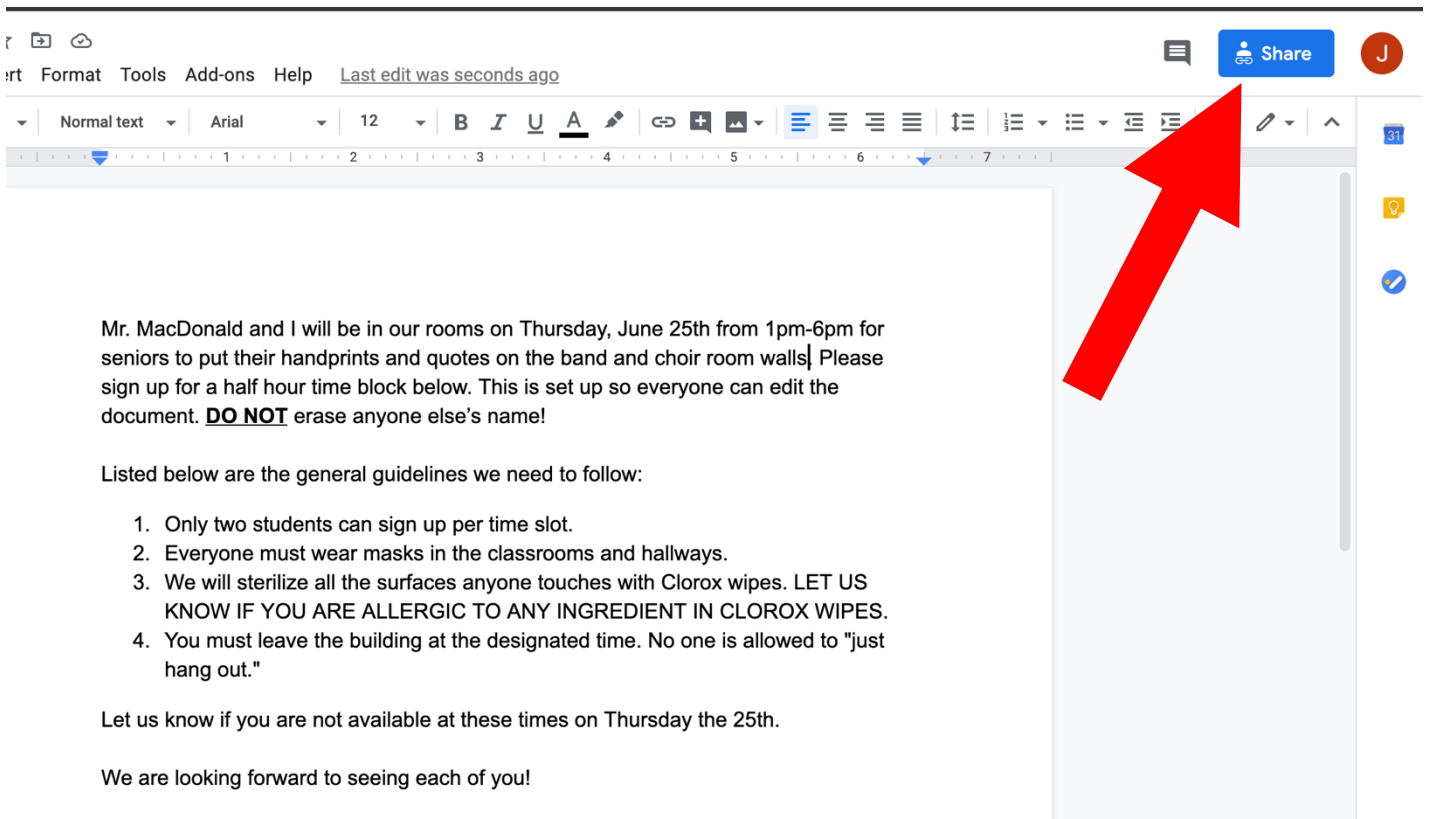
4. Once you have finished your verification, go to accounts.google.com and log in to your Google account with your email address and the password you just set up.
5. Open your Google Drive. It's in the "waffle" drop down menu in the upper right:

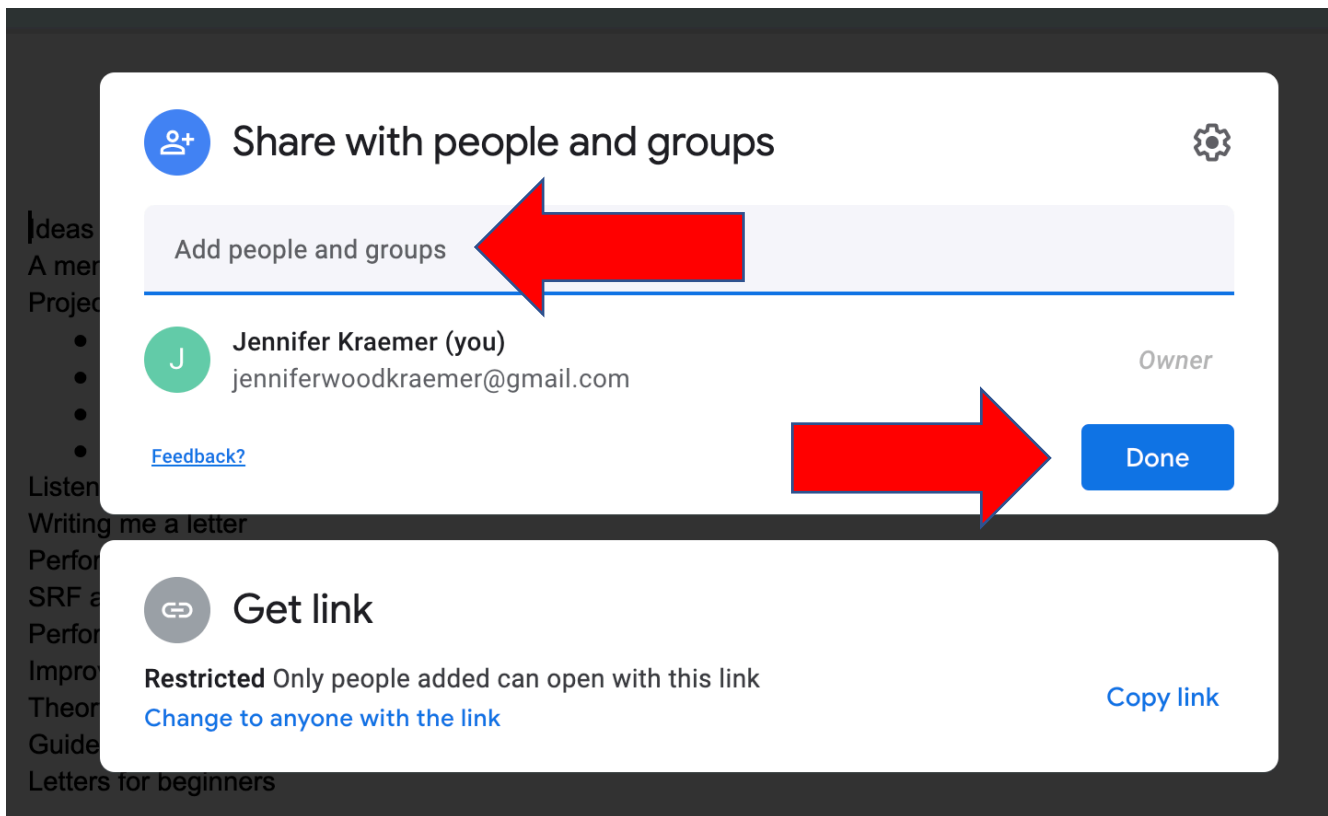


6. Upload your video file to Google Drive. You will have to know where you saved it.



7. Once you have uploaded your file, you will need to share it with me. Open the file, click the “share” button, and type my email address (jenniferwoodkraemer@gmail.com)





8. Once you click "Done," you don't need to do anything else. Google will automatically notify me that you shared a file, and I will be able to download it to my own computer. Please leave the video in your Google Drive for at least a week, just in case I miss it!