

# Google Account and Drive

## Beginner



Google Drive is a file storage and synchronization device created and operated by Google. With Google Drive, documents can be stored in the cloud, files shared, and documents can be co-edited with others.

### Create a Google Account

A Google Account gives you access to many Google products. With a Google Account, you can do things like:

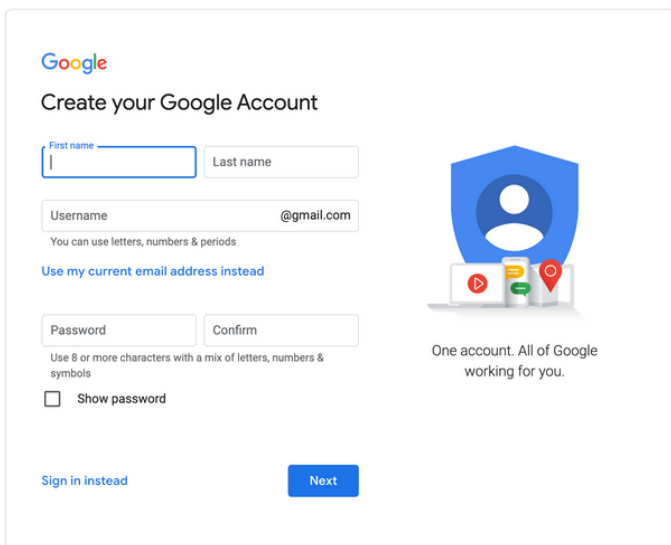
- Send and receive email using Gmail
- Find your new favourite video on YouTube
- Download apps from Google Play

### Step 1:

Choose a Google Account type

### For myself or To manage a business

You don't need a Gmail account to create a Google Account. You can use your non-Gmail email address to create one instead.



The screenshot shows the Google Account creation sign-in page. It features the Google logo at the top left, followed by the heading "Create your Google Account". Below this are input fields for "First name" and "Last name". A "Username" field is followed by "@gmail.com". A note states "You can use letters, numbers & periods" and a link "Use my current email address instead" is provided. There are "Password" and "Confirm" fields with a note: "Use 8 or more characters with a mix of letters, numbers & symbols". A checkbox "Show password" is present. A "Next" button is at the bottom right. On the right side of the form, there is a blue shield icon with a person silhouette, a laptop with icons for YouTube, Gmail, and Maps, and the text "One account. All of Google working for you."

- Go to the Google Account sign in page.
- Click Create account.
- Enter your name.
- In the "Username" field, enter a username.
- Enter and confirm your password.
  - Tip: When you enter your password on mobile, the first letter isn't case sensitive.
- Click Next.
  - Optional: Add and verify a phone number for your account.
- Click Next.

## Use an existing email address

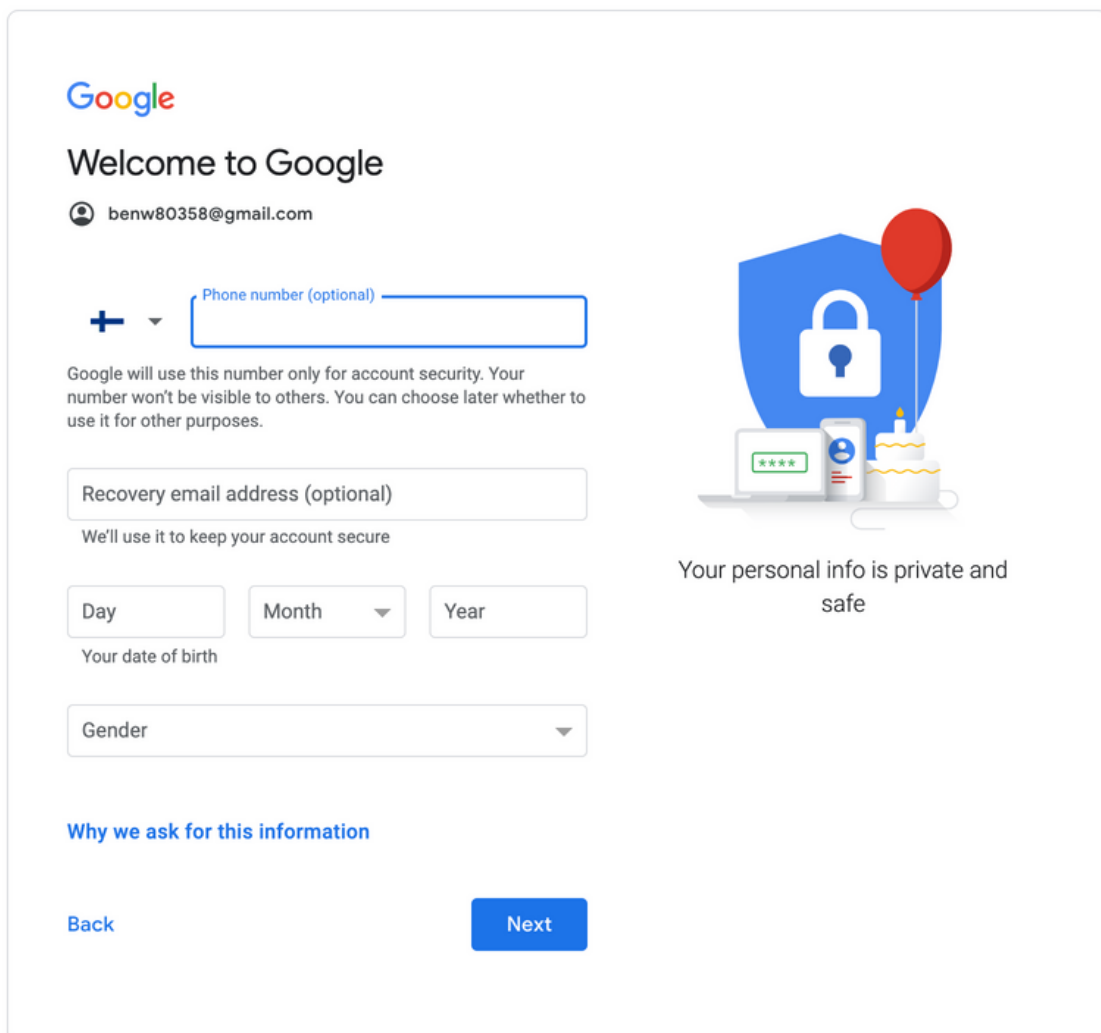
1. Go to the Google Account Sign In page.
2. Click Create account.
3. Enter your name.
4. Click Use my current email address instead.
5. Enter your current email address.
6. Click Next.
7. Verify your email address with the code sent to your existing email.
8. Click Verify.

## Step 2: Protect your account with recovery info

If you forget your password or someone is using your account without your permission, updated recovery info makes it much more likely you'll get your account back.

- Add a recovery phone number
- Add a recovery email address

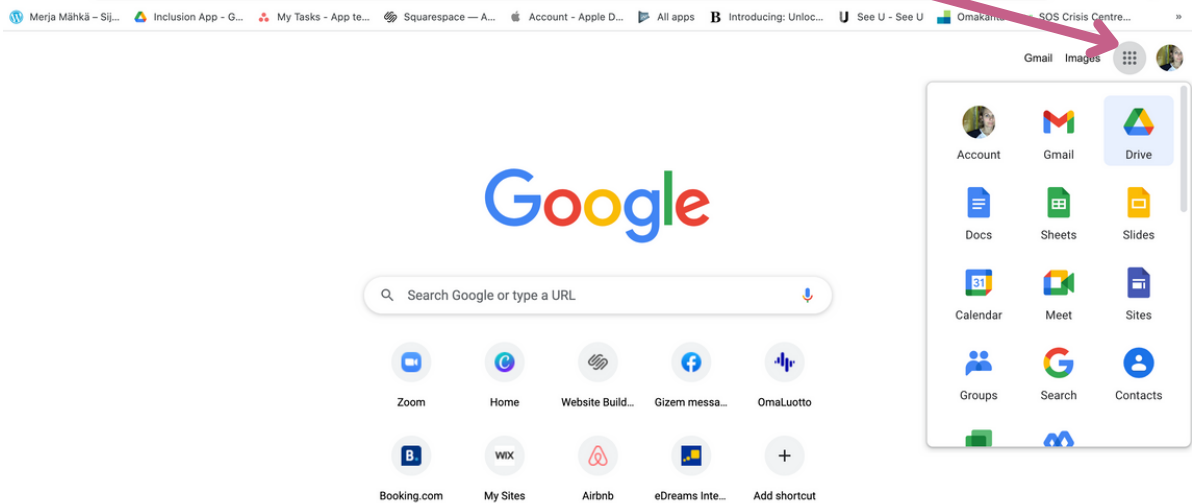
Learn how to avoid getting locked out of your account.



The screenshot shows the Google account creation interface. At the top left is the Google logo, followed by the text 'Welcome to Google' and the email address 'benw80358@gmail.com'. Below this is a section for adding a phone number, with a plus sign icon and a text input field labeled 'Phone number (optional)'. A note states: 'Google will use this number only for account security. Your number won't be visible to others. You can choose later whether to use it for other purposes.' Below the phone number field is a text input field for 'Recovery email address (optional)' with a sub-note: 'We'll use it to keep your account secure'. The date of birth section consists of three input fields: 'Day', 'Month' (with a dropdown arrow), and 'Year', with the label 'Your date of birth' below them. Below the date fields is a dropdown menu for 'Gender'. At the bottom left, there is a link 'Why we ask for this information'. At the bottom right, there are two buttons: 'Back' and 'Next'. On the right side of the form, there is an illustration of a blue shield with a white padlock, a red balloon, a laptop displaying '\*\*\*\*', a smartphone, and a birthday cake. Below the illustration is the text: 'Your personal info is private and safe'.

Now that you have a google account, what next?

If you click on the square of nine dots, a dropdown menu will appear.



Here you can access Your account, Gmail, Drive, Calendar, Meet and others.

### What is Google Drive?

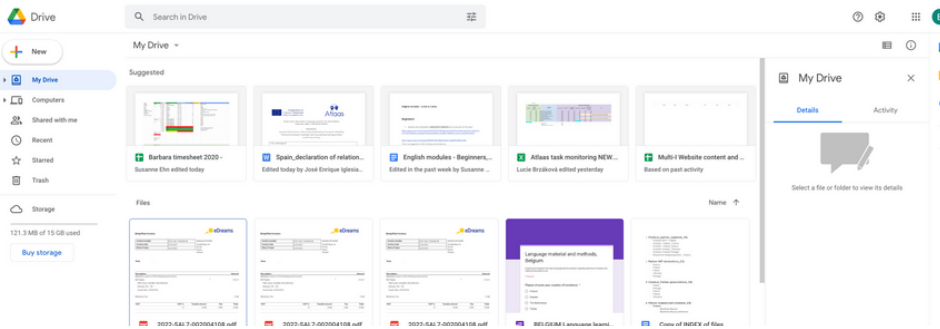
Google Drive is a free service from Google that allows you to store files online and access them anywhere using the cloud. Google Drive also gives you access to free web-based applications for creating documents, spreadsheets, presentations, and more.

### Why use Google Drive?

Google Drive is one of the most popular cloud storage services available today. If you've never used a cloud-based storage service like Google Drive before, take a moment to consider the advantages of keeping your files online. Because files can be accessed from any computer with an Internet connection, Drive eliminates the need to email or save a file to a USB drive. And because Drive allows you to share files, working with others becomes much easier.



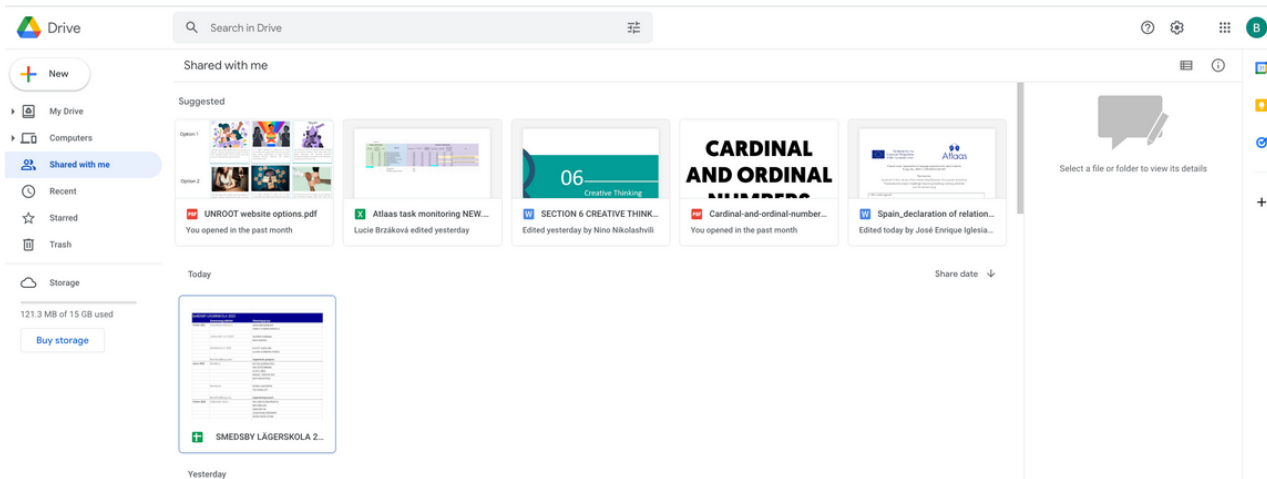
The left side of the screen is home to a navigation bar where you can access Drive's various tabs. These tabs organize your files by various categories. The "my Drive" tab houses all of your cloud files.



This is also where the Drive folder on your computer gets synced. If you've synced any other folders from your hard disk to the cloud, you can find them in the "computers" tab.

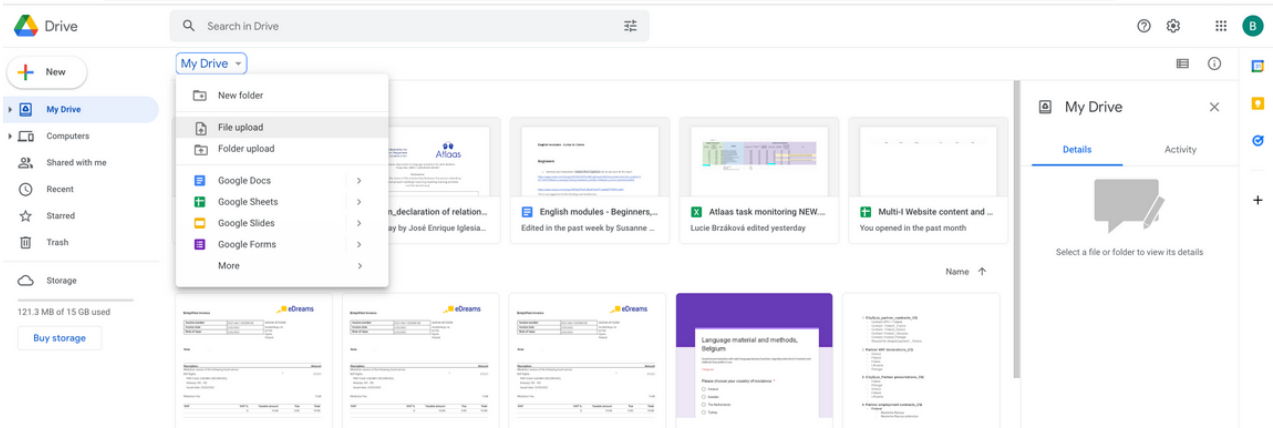
Meanwhile, "shared with me" keeps all the files that other people have shared with you. These are your main tabs, and you'll spend most of your time there.

There are other tabs, as well. You can find recently accessed files in the "recent" tab. "Starred" is where you can find any files you've made favourites for quick access. If you want to recover a deleted file, the "trash" tab keeps all the files that you delete for 30 days.

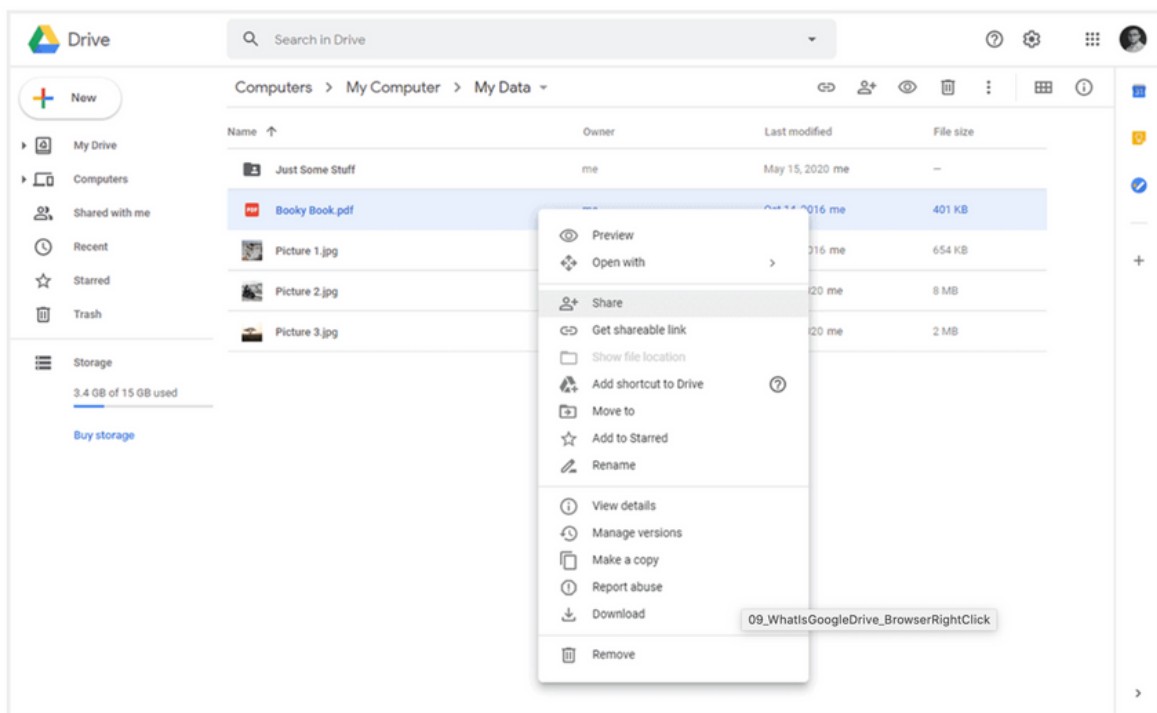


## Now comes the most important part: how to interact with Drive files.

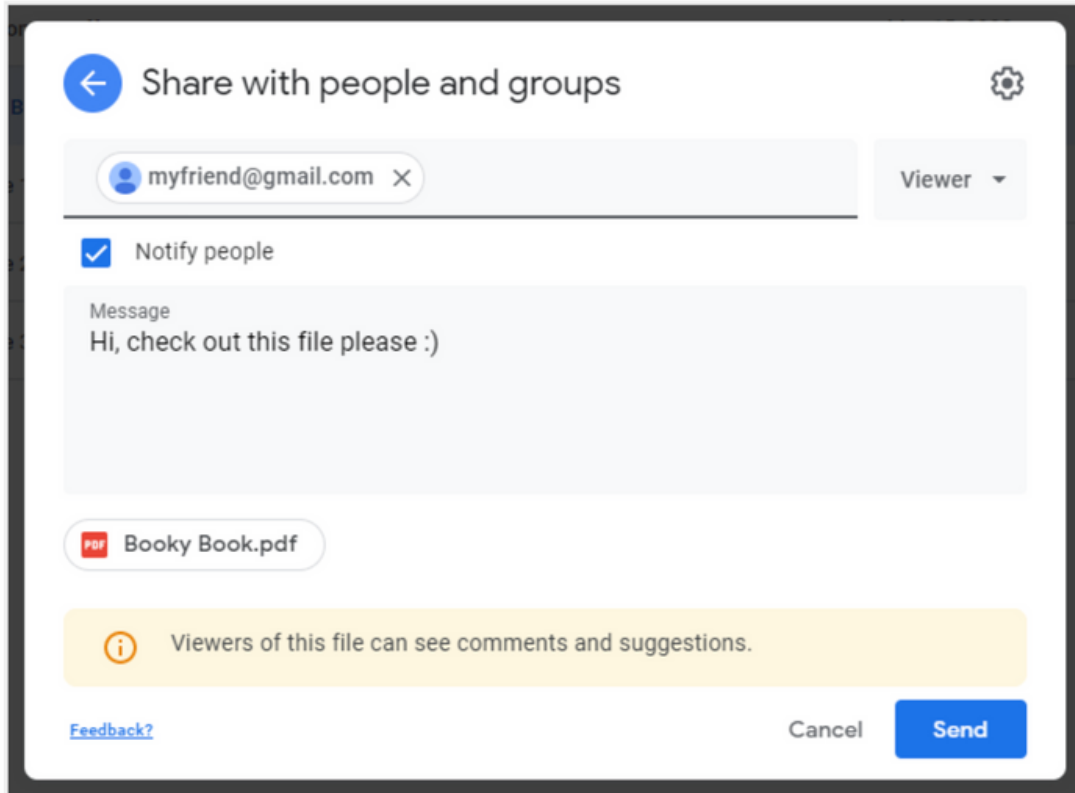
First, you have to upload a file to Drive. To upload files, you can click on the “new” button in the top-left corner, then select the file or folder you want to upload. An easier method is to simply drag and drop the file into the browser window, which will upload it into the folder you have open in the website interface.



Now that your files are in the cloud, you can right-click on them or use the icons at the top of the screen to interact with them. Both have the same options. Probably the most important of these options are the two sharing options.



The first option is the simpler of the two, and it's called "get shareable link." Clicking on it will generate a share link that you can copy and send. The second sharing option is called "share." Clicking on it opens up a dialogue where you can add people to the file via email address. You can then set various permissions for each person.



Another important option here is the "preview" function. You can preview many file types, including images, videos, PDF files, and Microsoft Office and Google Workspace documents. Once you're in the preview window, you can choose "open with" to open the file you're previewing, either with a Google app — such as Google Sheets or Google Slides — or a third-party app.



# Activities

## Exercise 1

True or false

1. How much storage space do you have in your Google for Educators Drive?  
a) Unlimited                      b) 1 TB                      c) 500 GB                      d) I have no idea?
2. How do you create a new folder?  
a) Click "New" box                      b) Click "Drive" (Left)  
c) Click "Drive" (Upper Center)                      d) Click "Trash"
3. Once you create a file, you must \_\_\_\_\_ it.  
a) share.                      b) hide.                      c) save.                      d) name
4. Where are documents that you place on Google Drive stored?  
a) On your school network                      b) Somewhere in California  
c) In the cloud                      d) On a flash drive
5. Why is there no Save button for your files?  
a) No changes are ever saved.  
b) Google Drive uses autosave, which automatically and immediately saves your files as you edit them.  
c) The Save button is in the "File" submenu.  
d) You "Right-Click" to get the Save function.
6. How do you share a document with someone?  
a) Put it in a box with a bow on it  
b) Click the "share" icon and type in their "google" account email address.  
c) Email them the link  
d) Tell them to ask nicely
7. When sharing directly with a person (or people), you can give them permission to:  
a) Edit                      b) Comment                      c) View                      d) All of the above



# Answer Key

## Exercise 1

Multiple choice

1. How much storage space do you have in your Google for Educators Drive?  
a) **Unlimited**                      b) 1 TB                      c) 500 GB                      d) I have no idea?
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