How To: Create Folders in Google Drive



The following instructions provide information on how to create folders in Google Drive in order to better organize your files and Google Drive.

- 1. Login to Google Drive using your district email
- 2. Click on "My Drive" on the left column



3. Once you're in My Drive, click "+New"



4. From the drop-down menu, click "Folder"



- 5. You will then be prompted to give your new folder a name (i.e. Saved Emails)
- 6. Once you give the new folder a name, click "Create"



7. You should then see the new folder in your google drive

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You have Successfully Created a Folder in Google Drive The following instructions provide information on creating subfolders/organizing your files

Bouble click on the folder that you just created (or an existing folder)
a. Once you do this, you will see the header information change

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- b. Once you are in the folder, you can upload individual files to this new folder or continue organizing your Google Drive by creating additional folders
- 9. Repeat steps 2 through 6
 - c. In step 6, give the folder name a name that corresponds to the file name (i.e. If you're saving an email regarding purchase orders, name the folder "Purchase Orders")

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My Drive	Instructions Purchase Orders Work Orders
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10. Repeat Step 8 through 9 as needed