



Upload Files and Folders

There are two primary ways to upload files or folders to Google Drive.

Drag and Drop

Step 1.

Open Google Drive. Either type drive.google.com in the web browser or click on the waffle in the upper right corner, and click on the Google Drive icon. Click on the “Restore Down” icon in the upper right corner (a box next to the exit “X”) so the window does not cover your entire screen.

Step 2.

Open File Explorer. Locate the file you wish to upload to Google Drive. Click and hold the file as you drag it into the window that shows Google Drive. Release the mouse button to allow the transfer.

File Import

Step 1.

Open Google Drive. Either type drive.google.com in the web browser or click on the waffle in the upper right corner, and click on the Google Drive icon.

Step 2.

Click on the “New” icon in the upper left corner. Click “File Upload” or “Folder Upload”.

Step 3.

Locate the file(s) or folder(s) you wish to upload to Google Drive. Click once to highlight. Click Open. The upload process will begin.