

Welcome to Google Drive

One safe place for all
your work. And some
pretty cool features, too.



**Drive can
help you get
things done.**

**Drive is designed to
simplify the way you work:**

no more lost files.

**Smart features help make
the workday a little easier:**

Real-time collaboration.

Works with desktops.

Save space.

Easy version control.



Getting Started

Working In Drive

Troubleshooting

Tips



Getting Started

Learning your way around Drive

My Drive.

Shared with me.

My Drive

- Recent



Getting started
Syncing your data

Getting started
Mac



• Desktop Sync:

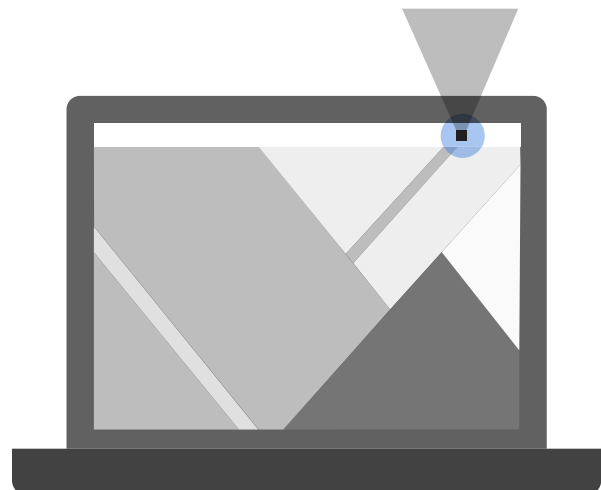
• Open in Drive:

My Drive.

Shared with me

My Drive

No Internet? No problem.



Google Drive

Getting Started

Getting your stuff in Drive

Desktop:

Mobile:



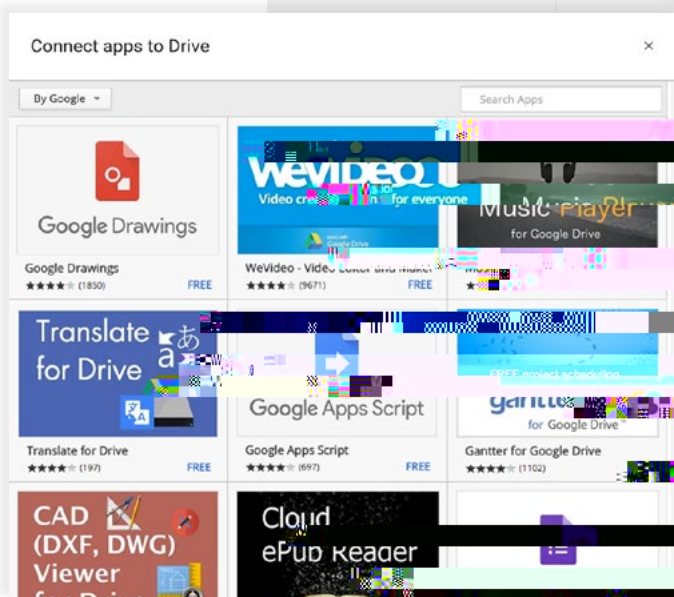
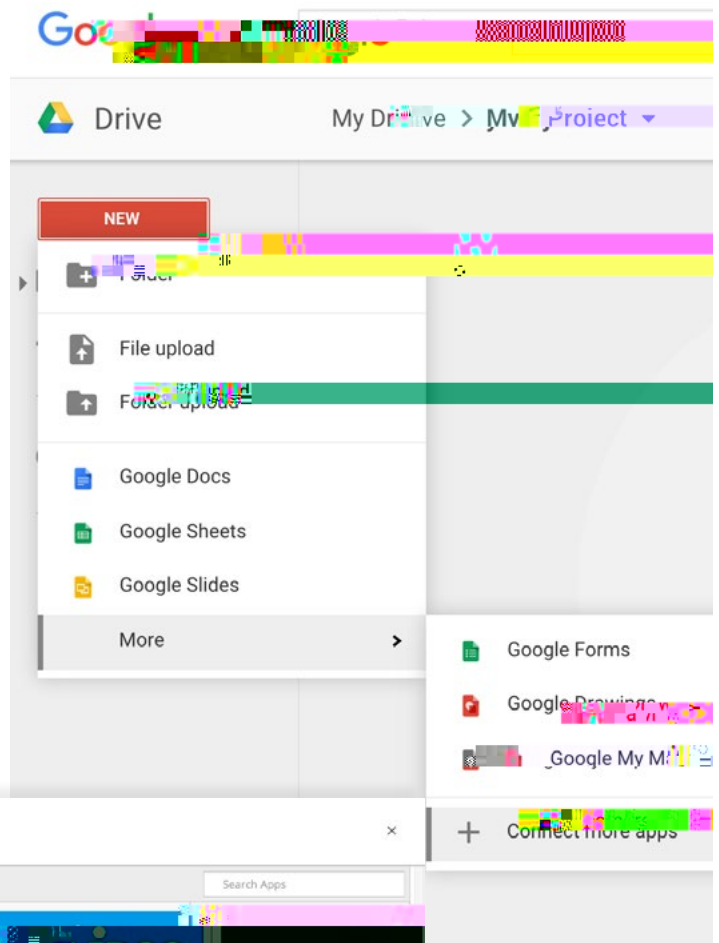
Working in Drive

Creating new items and connecting with apps

New

New > More > Connect more apps

[Drive collection](#)



Google Drive

Working



Working in Drive

Troubleshooting

Troubleshooting

Accessing, syncing, and loading errors

View # unsyncable files

> Retry all

blo clecache4ocookieSiñp

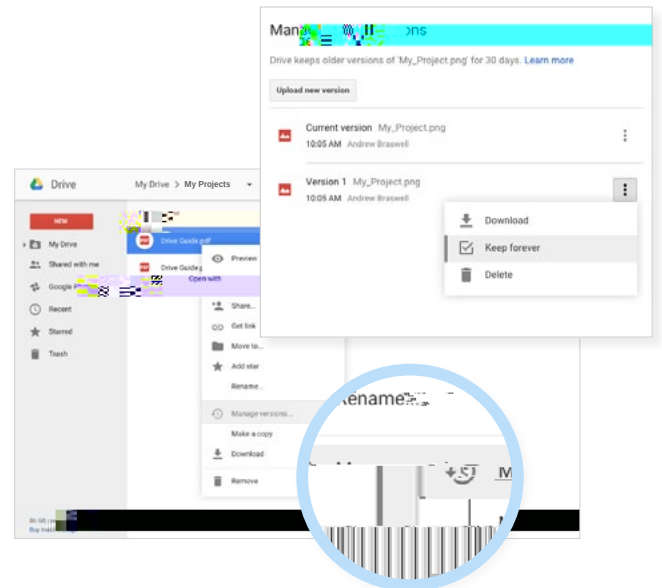
Tips

Tips, tricks, and fun features

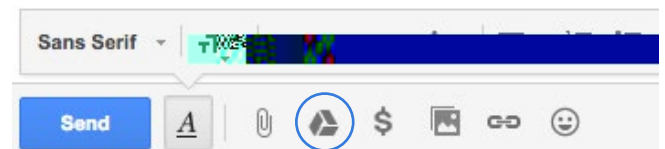
Want to save multiple versions?

Manage versions >

Keep forever.



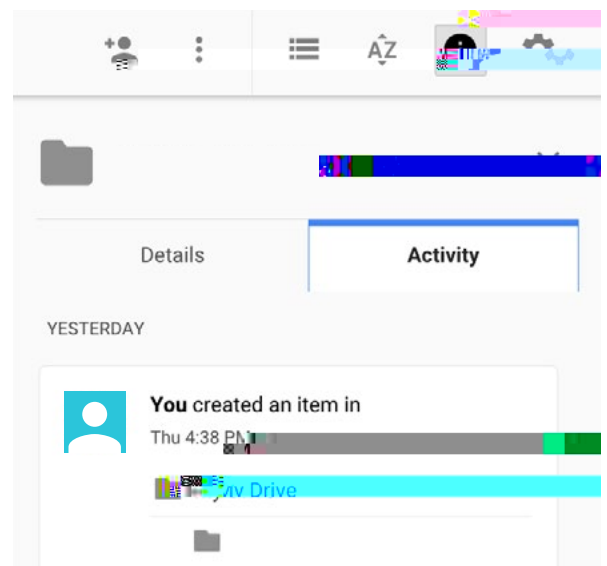
(up to 5TB)



shared folder?



[Activity stream](#)



Tips

Like to automate common tasks?

[Apps Script](#)

Like working as a team?

Projects

