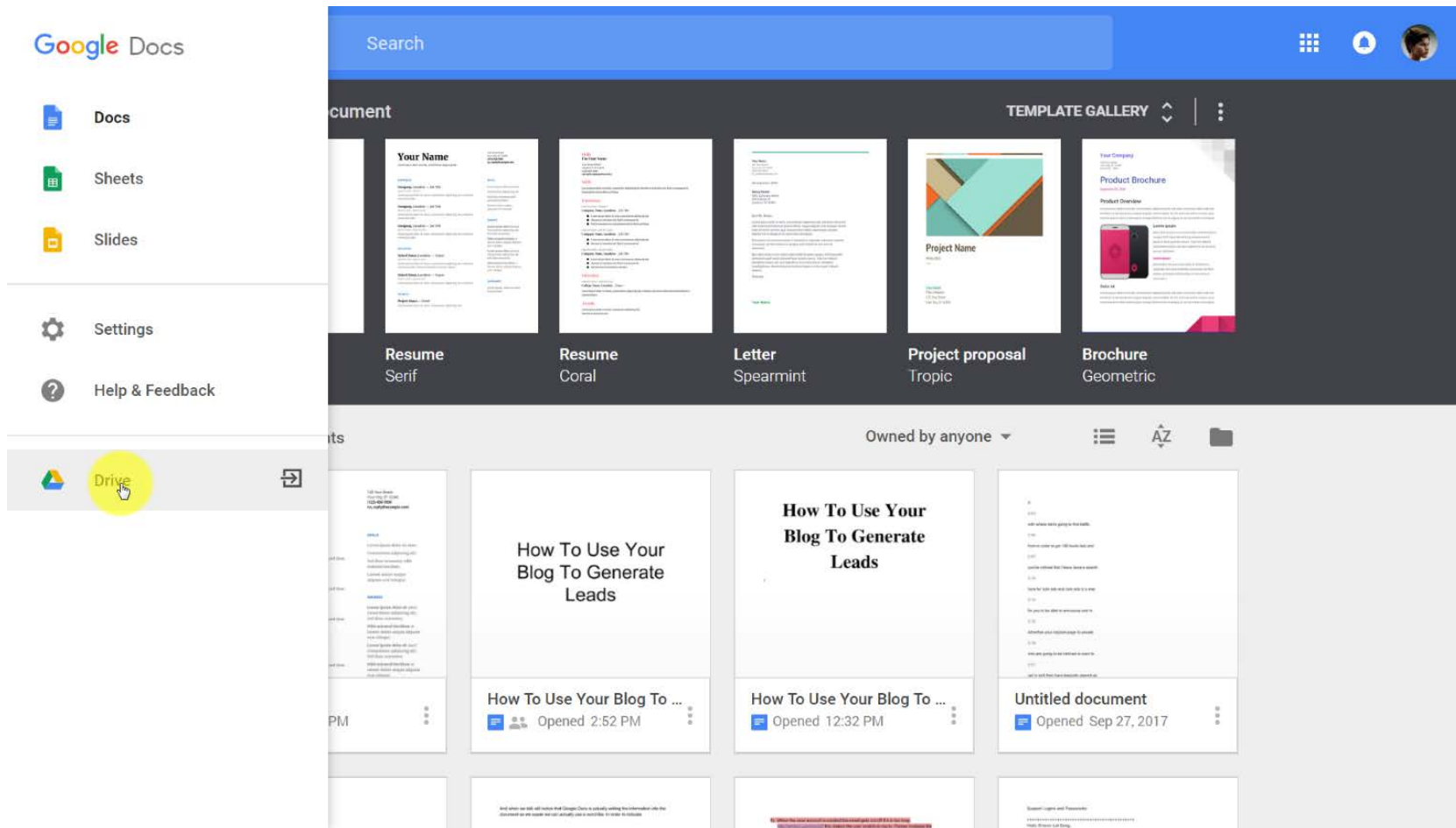
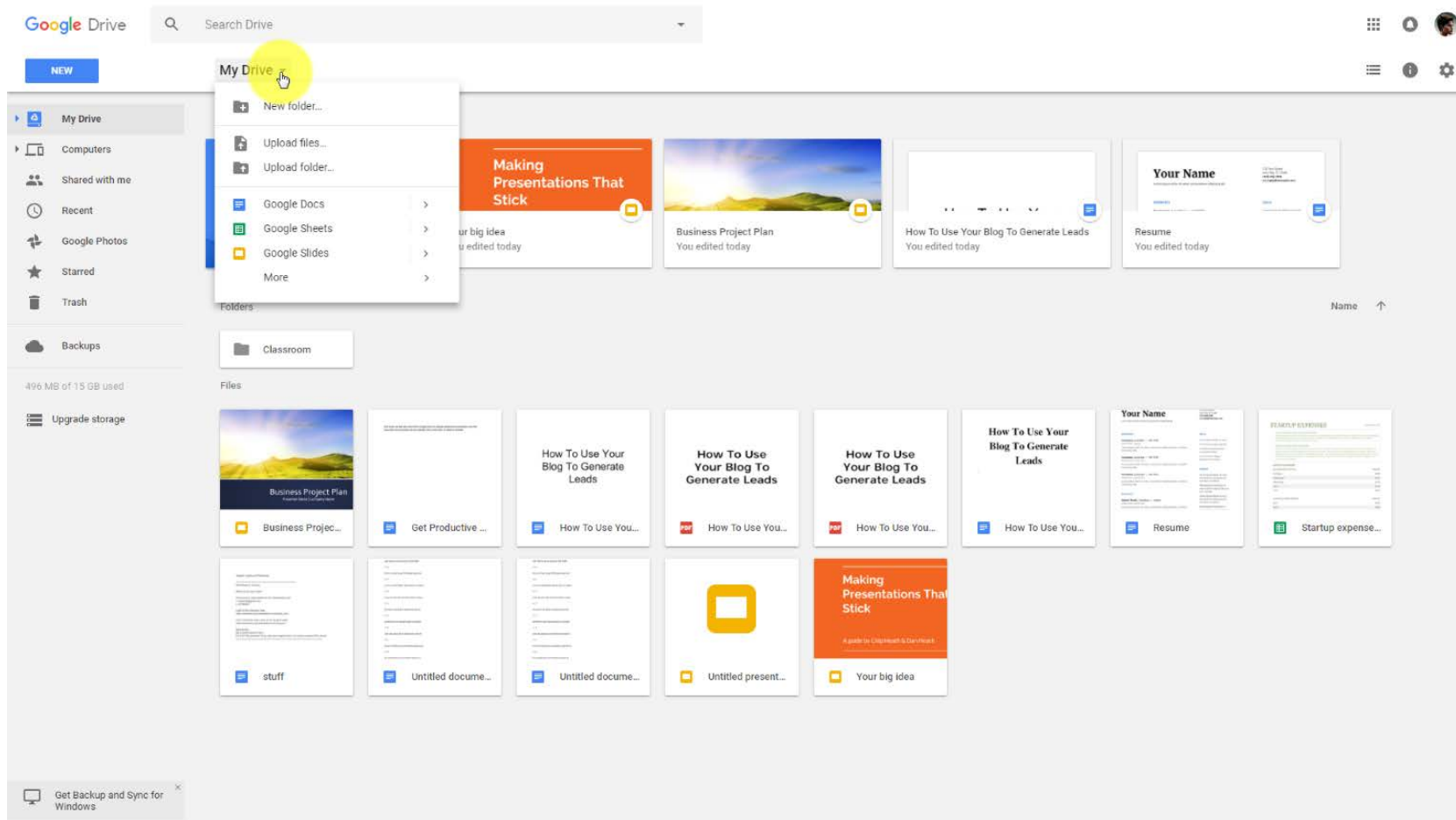


# Collaborate with Google Drive

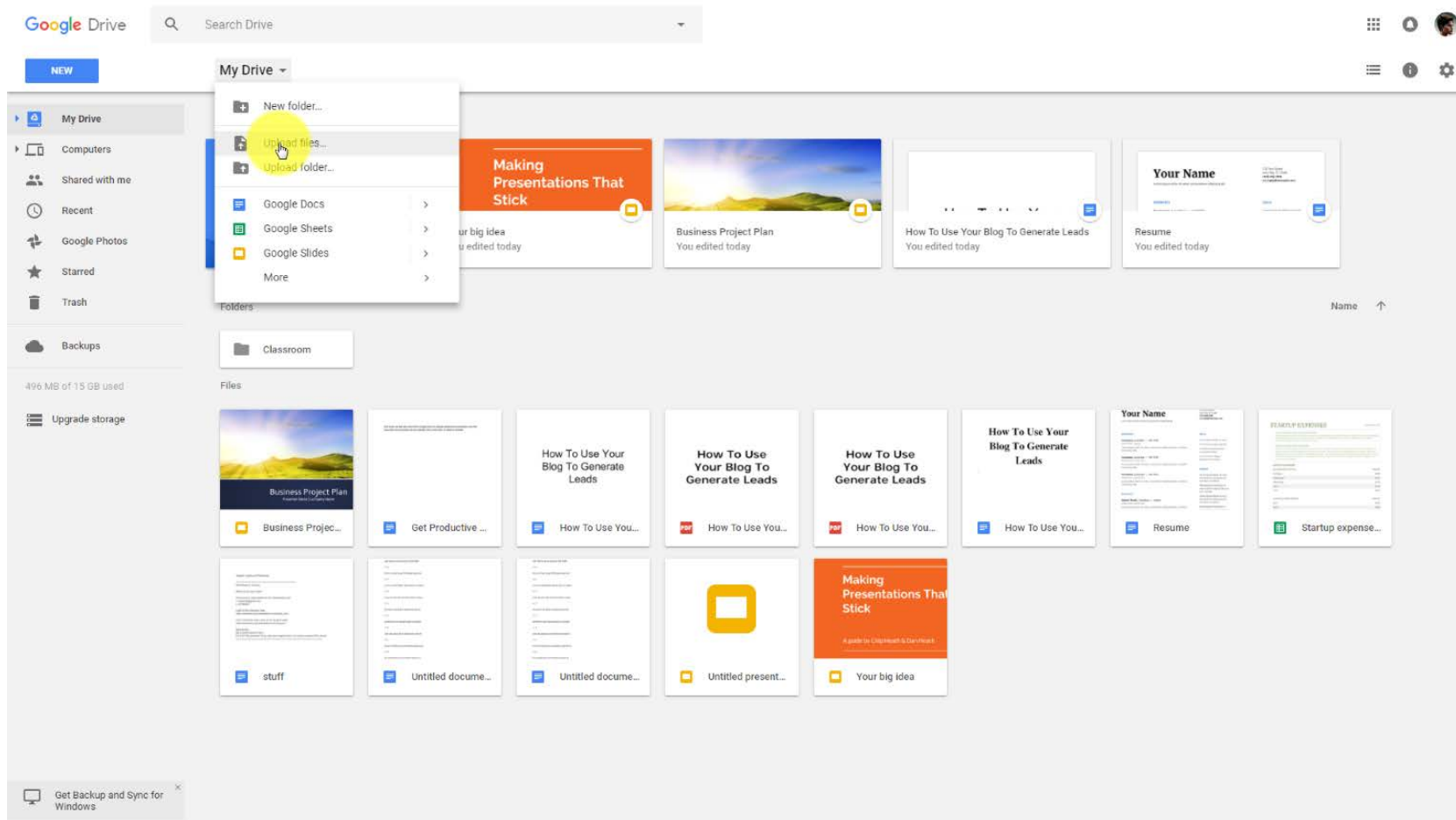
# Enter Google Drive



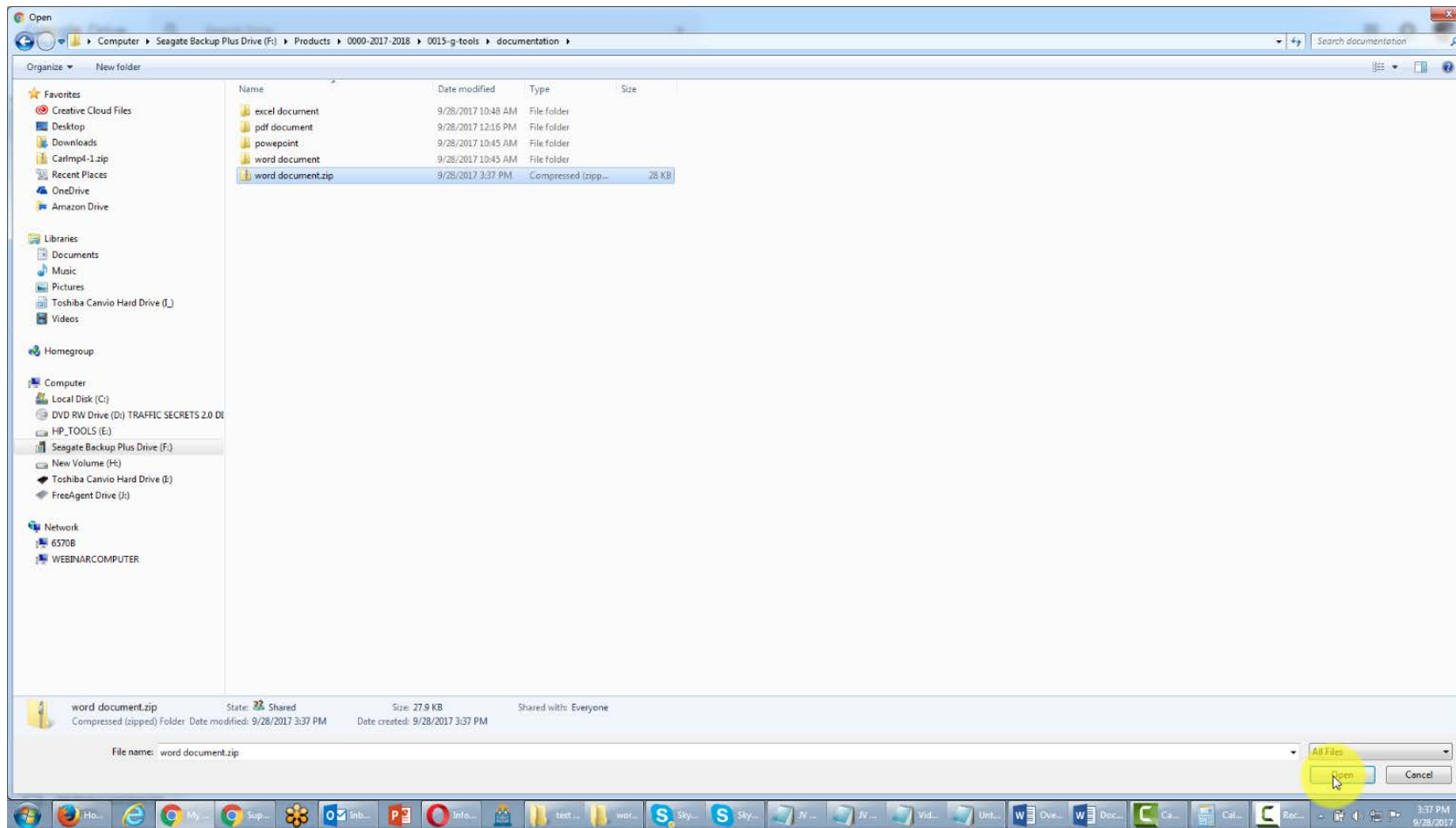
# Open the My Drives Menu



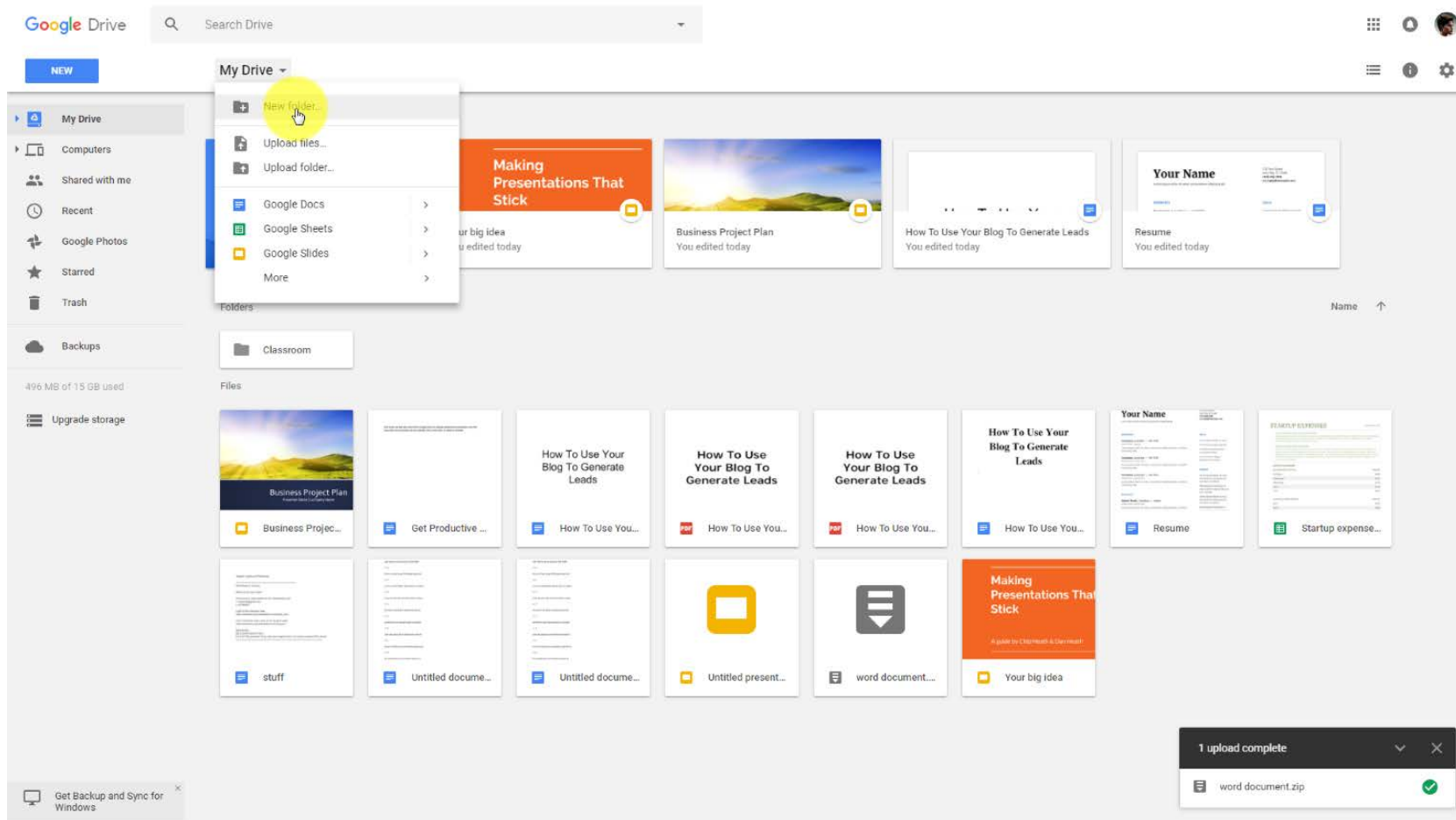
# Click Upload Files



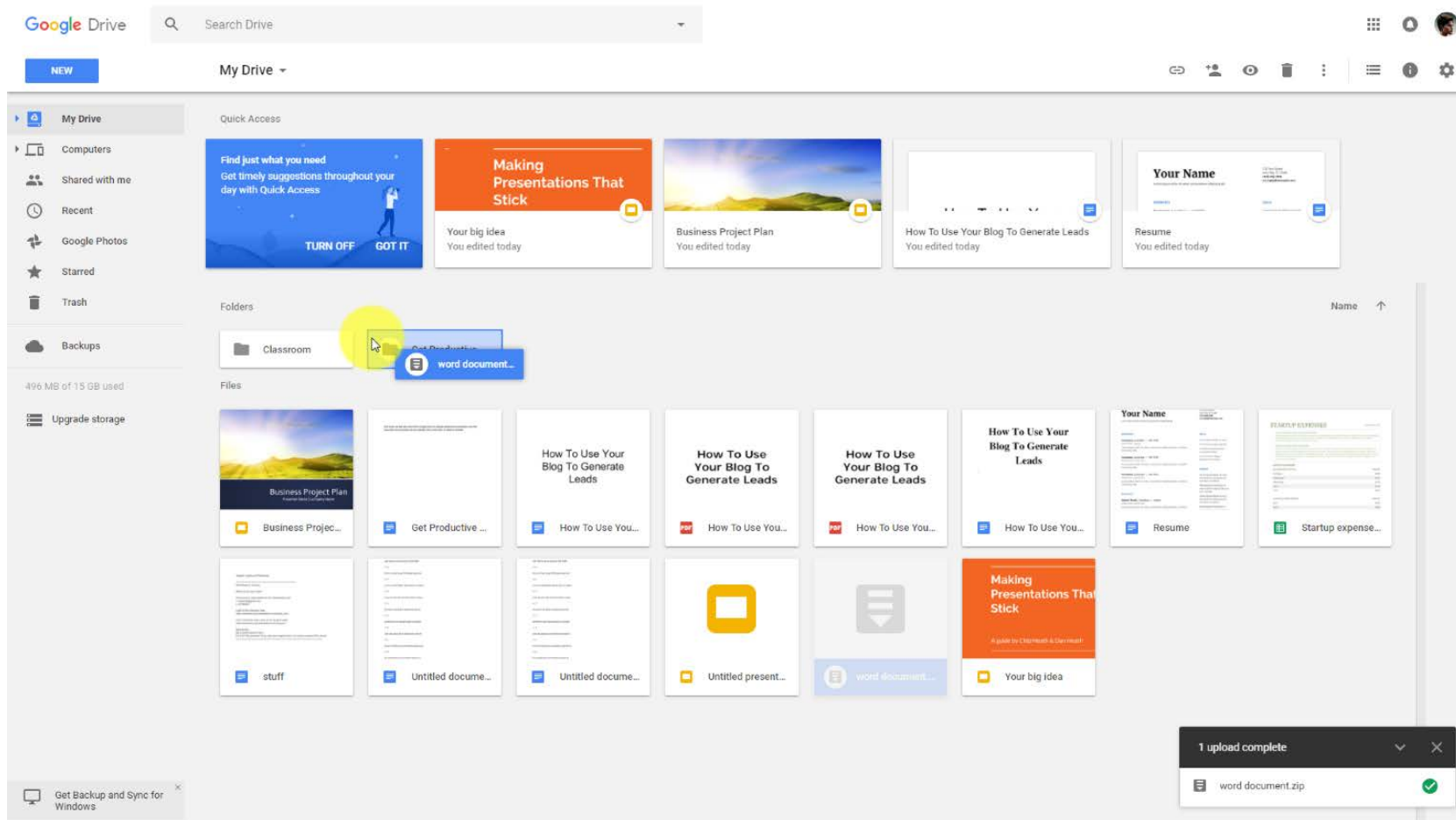
# Find the Zip File



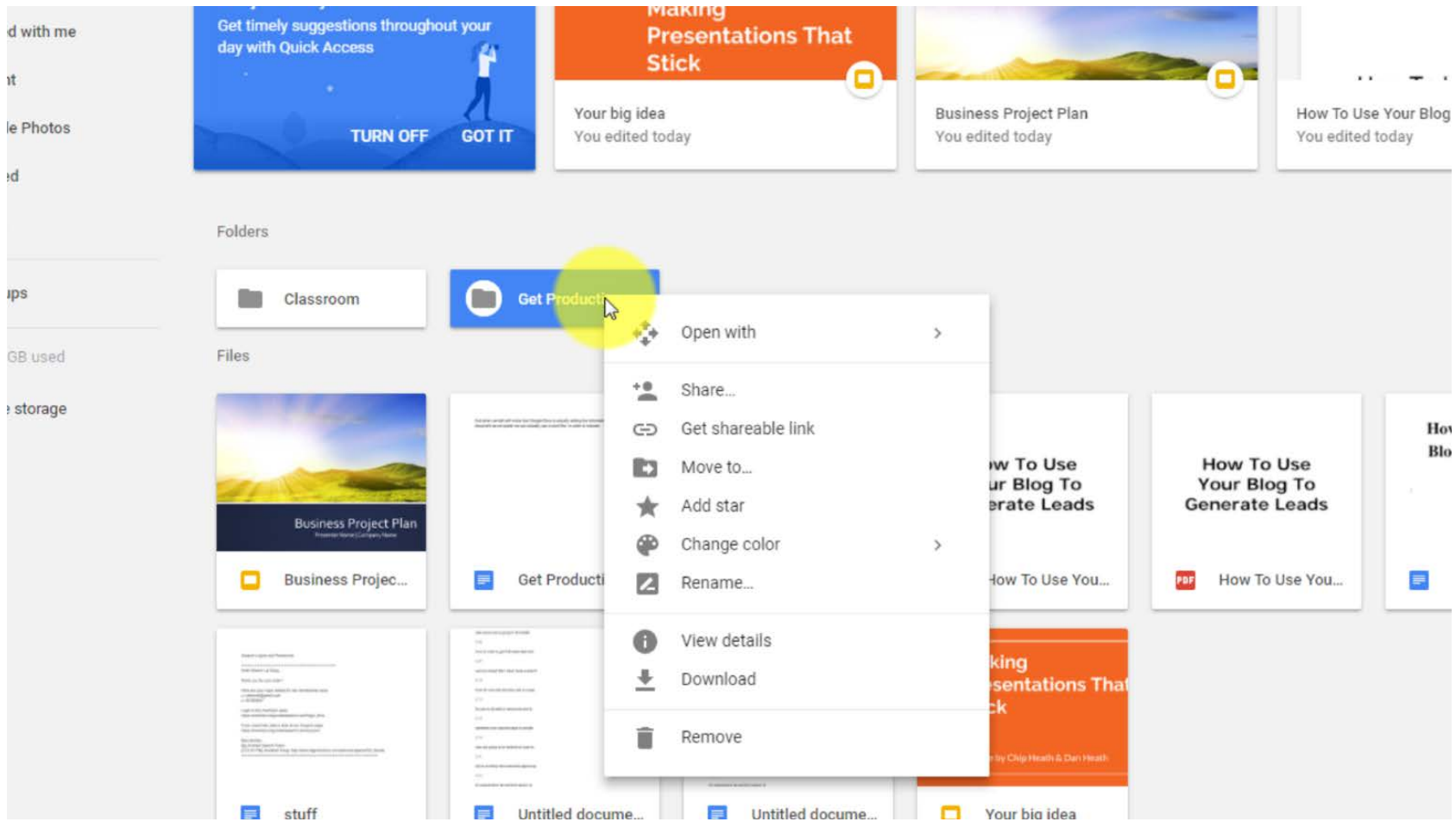
# To Organize Create a New Folder



# Drag Documents to the Folder

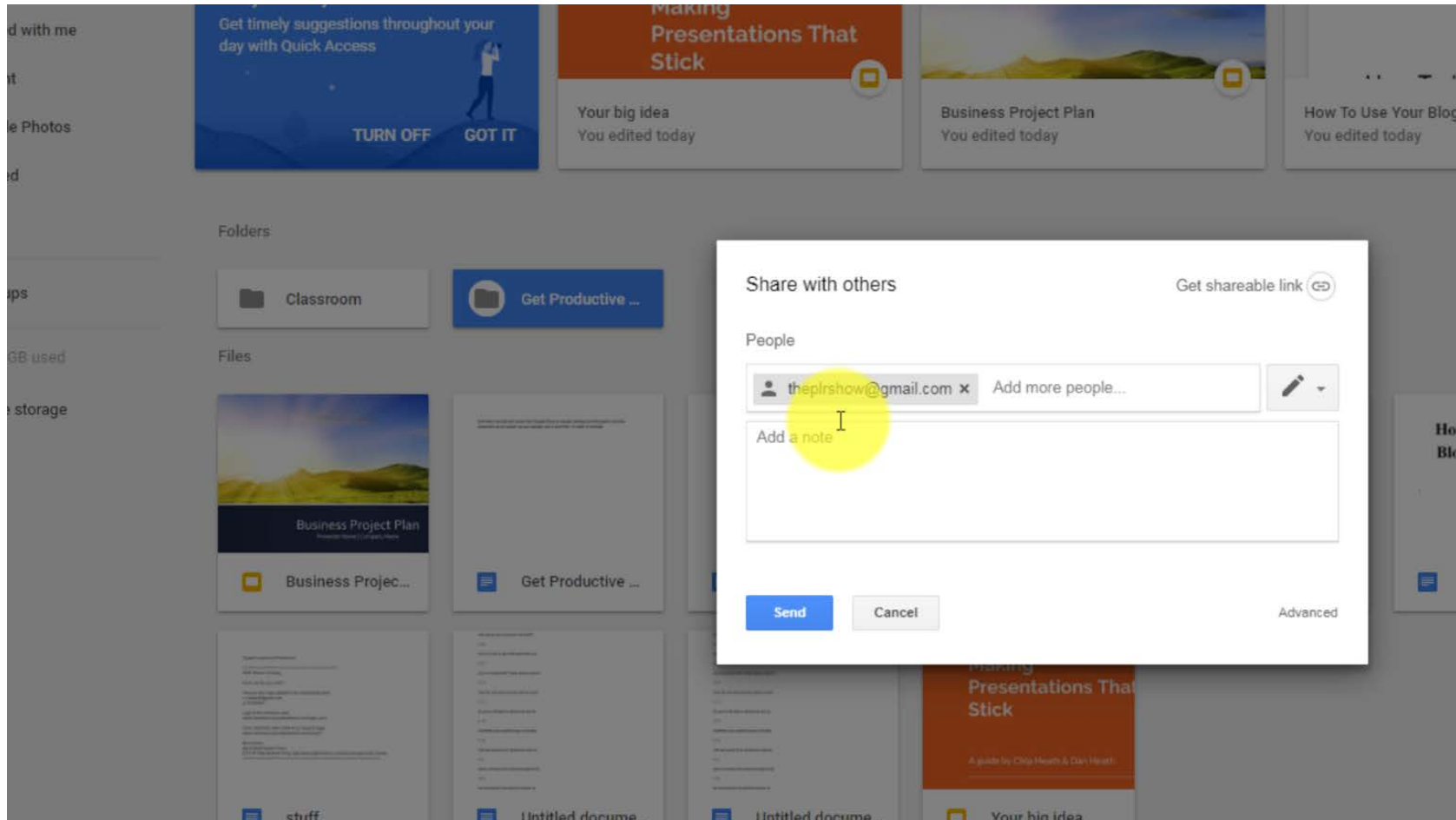


# Right Click the Folder

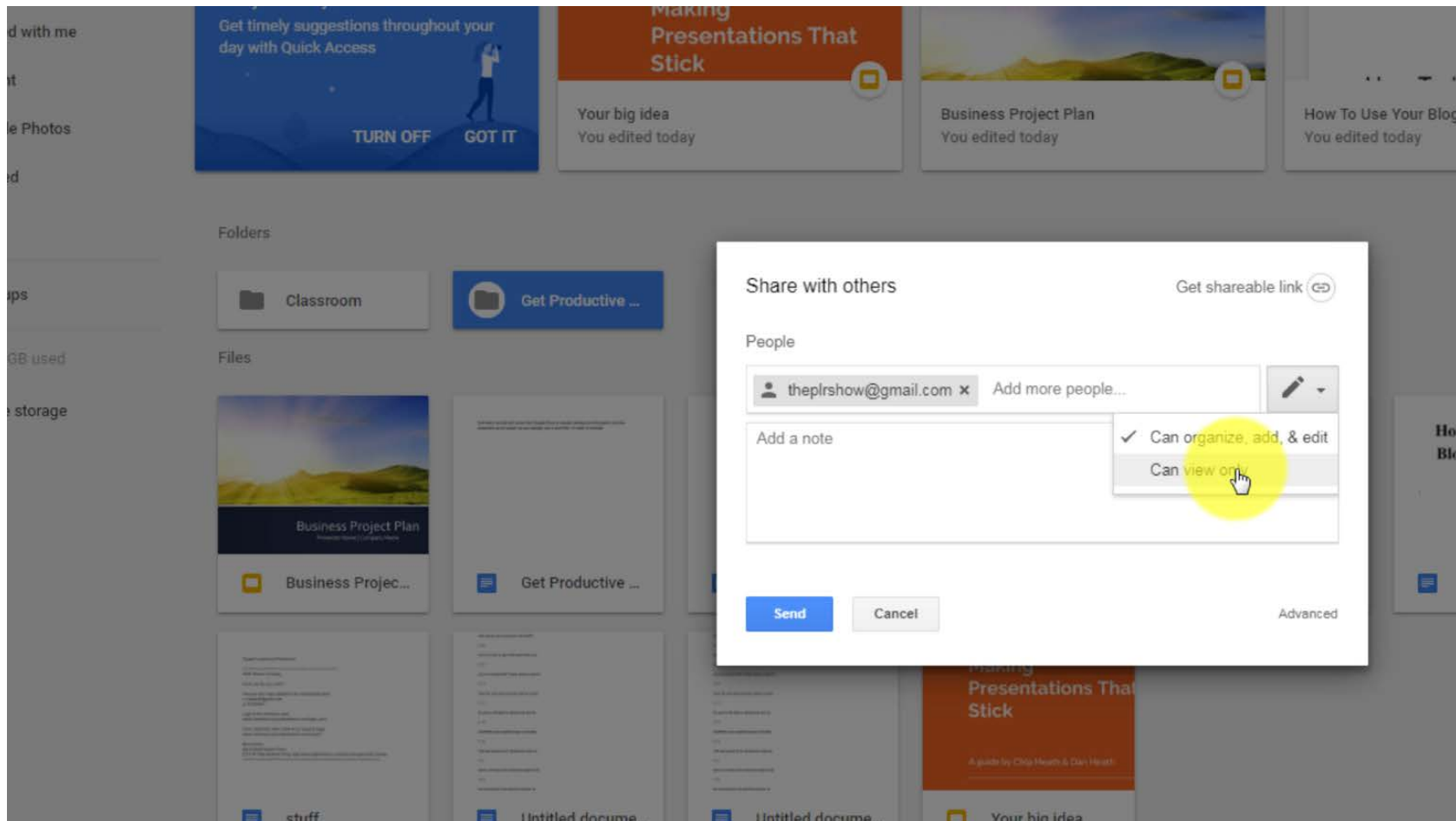




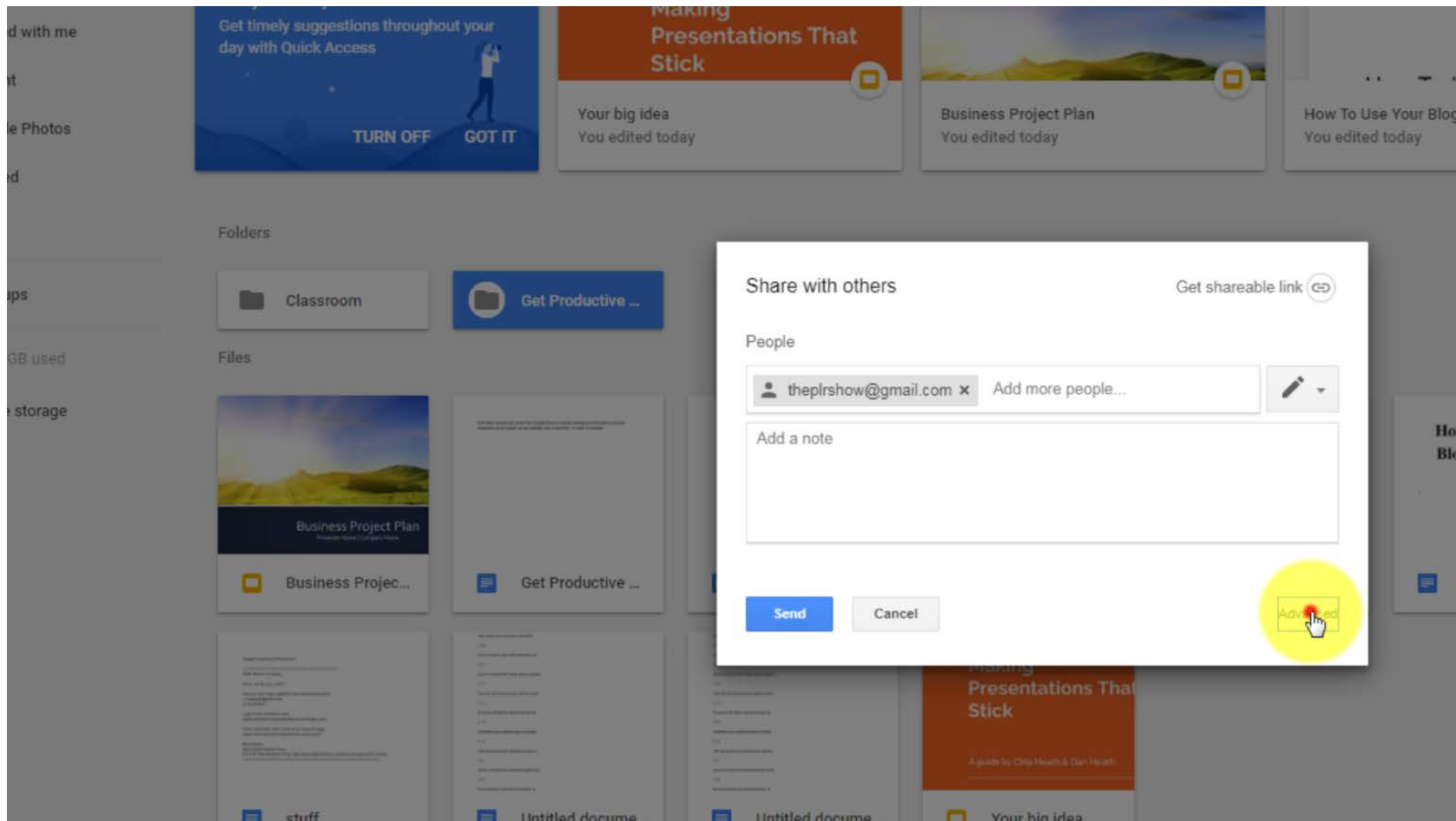
# Choose Who You'll Share With



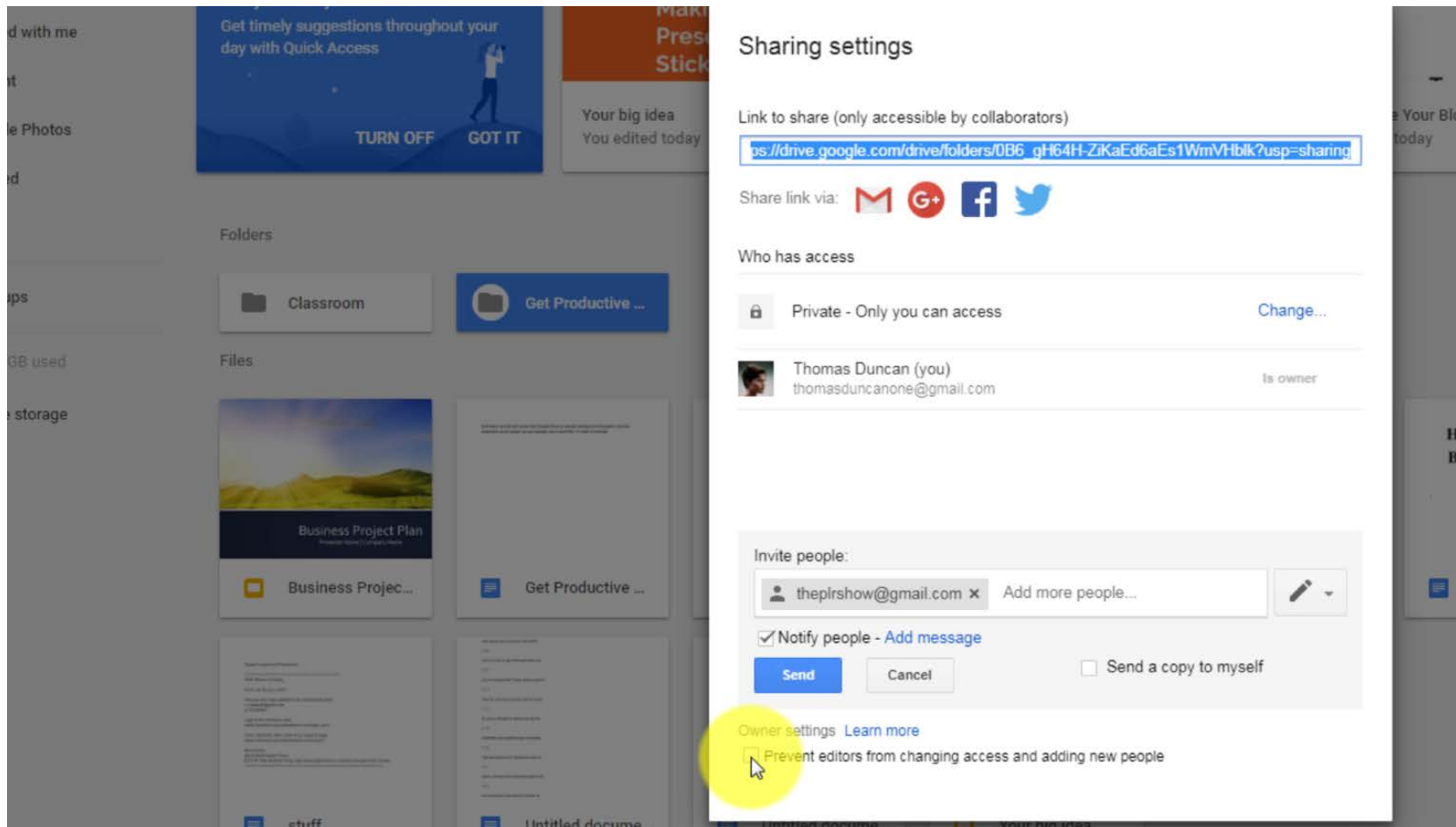
# Determine Permissions



# Click Advanced



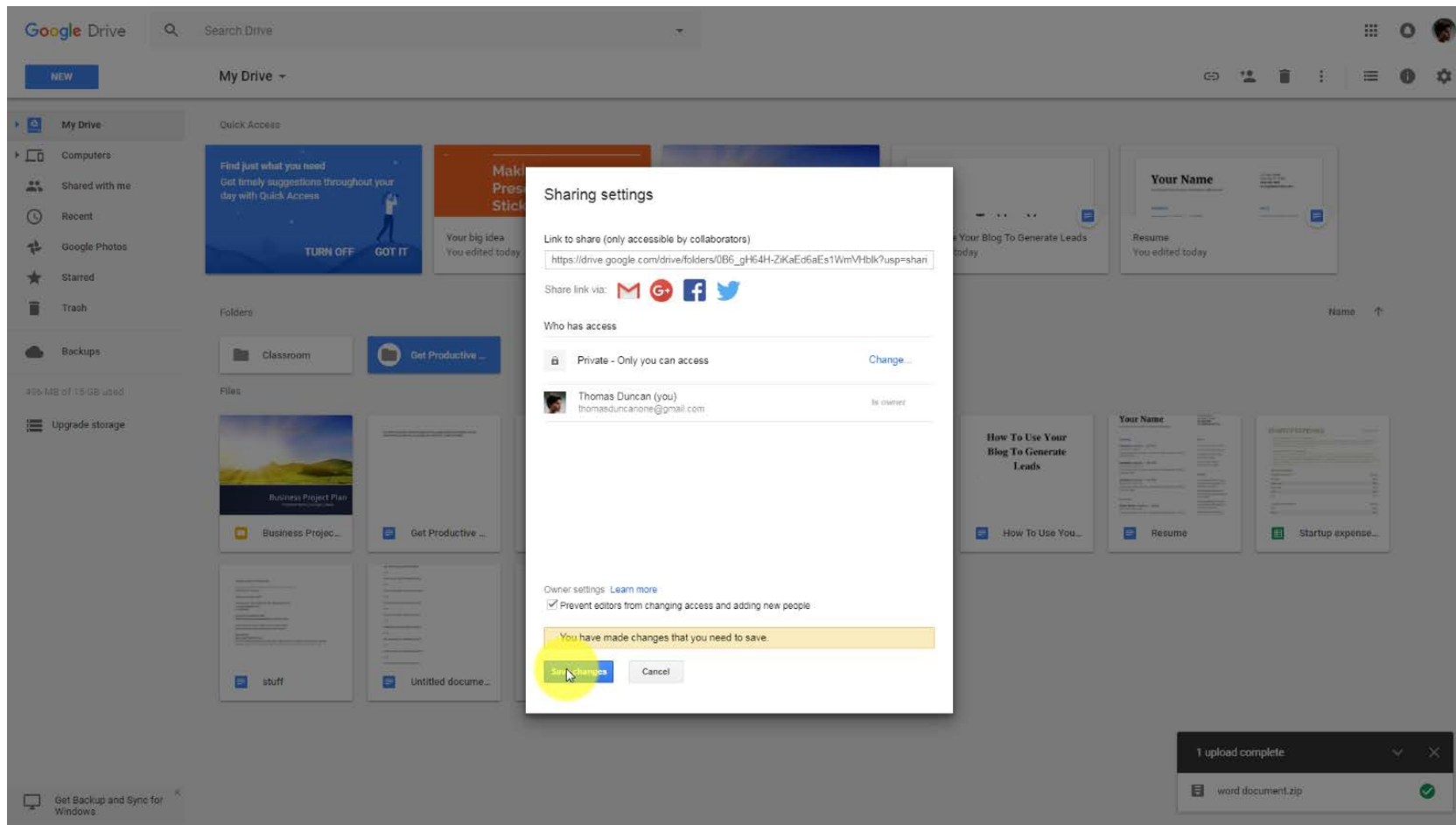
# Limit Sharing Access



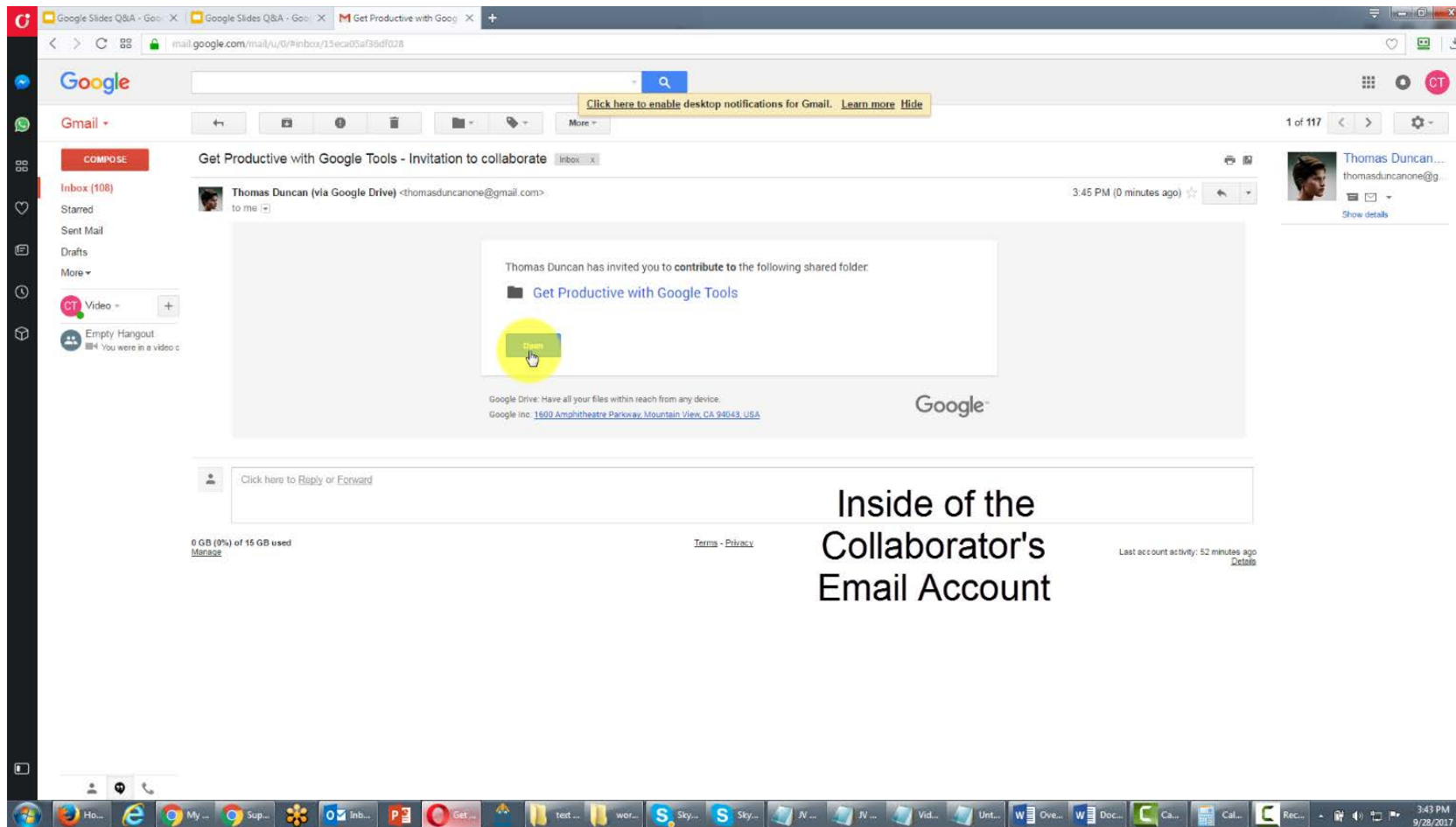
The image shows a Google Drive interface with a sharing settings dialog box open. The background shows a sidebar with 'Folders' (Classroom) and 'Files' (Business Project Plan). The dialog box is titled 'Sharing settings' and contains the following sections:

- Link to share (only accessible by collaborators):** A text box containing the URL `ps://drive.google.com/drive/folders/0B6_gh64H-ZiKaEd6aEs1WmVHbklk?usp=sharing`.
- Share link via:** Icons for Email, Google+, Facebook, and Twitter.
- Who has access:** A section showing the current access level as 'Private - Only you can access' with a 'Change...' link. Below this, it lists 'Thomas Duncan (you)' as the owner with the email 'thomasduncanone@gmail.com'.
- Invite people:** A section with a text input field containing 'theplrshow@gmail.com' and an 'Add more people...' button. Below the input field, there is a checked checkbox for 'Notify people - Add message' and an unchecked checkbox for 'Send a copy to myself'. 'Send' and 'Cancel' buttons are at the bottom of this section.
- Owner settings:** A section with a link 'Learn more' and a checkbox labeled 'Prevent editors from changing access and adding new people'. A yellow circle highlights this checkbox, and a mouse cursor is pointing at it.

# Click Save Changes



# Collaborators Now Have Access to Documents



# Search the Drive for Specific Documents

