

Google Drive

Instructions





2

Google

Sign in

to continue to Google Drive


Email or phone
















[Forgot email?](#)

Not your computer? Use a private browsing window to sign in. [Learn more](#)

[Create account](#) [Next](#)

1

ALL IMAGES  [Sign in](#)

 Account	 Search	 Maps
 YouTube	 Play	 News
 Gmail	 Meet	 Chat
 Contacts	 Drive	 Calendar
 Taiwan		

You can choose:

- personal Gmail account
- school G workspace account (account need to open in advance)



Drive

Search in Drive

My Drive

Files

- Preview
- Open with
- Share**
- Get link
- Add to workspace
- Show file location
- Add shortcut to Drive
- Move to
- Add to Starred
- Rename
- View details
- Manage versions
- Make a copy
- Report abuse
- Download
- Remove

3 Upload the file

Share with people and groups

Add people and groups

Send feedback to Google

Owner

Change link sharing options

Click anywhere in the "Get link" box

Got it

Get link

Restricted Only people you share with can open with this link

Change link to 義守大學

Copy link

Get link

https://drive.google.com/file/d/1kmaofcnLkJF_Kb8VxSv1... Copy link

義守大學

Anyone in this link can

Viewer

Restricted

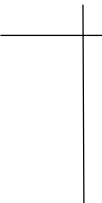
Viewer

Commenter

Editor

✓ 義守大學

Anyone with the link



Google Drive

操作説明





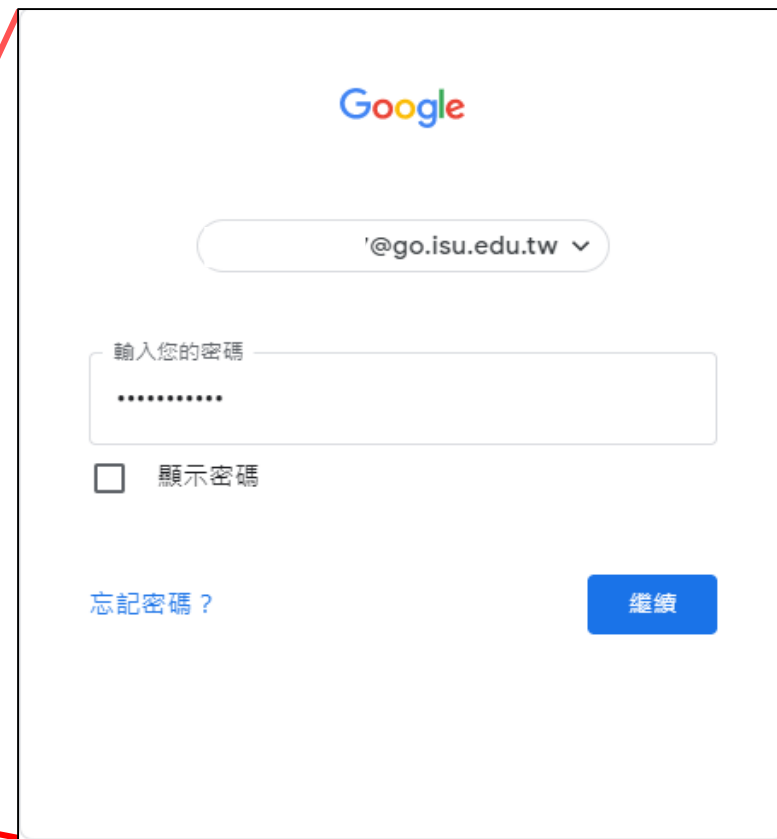
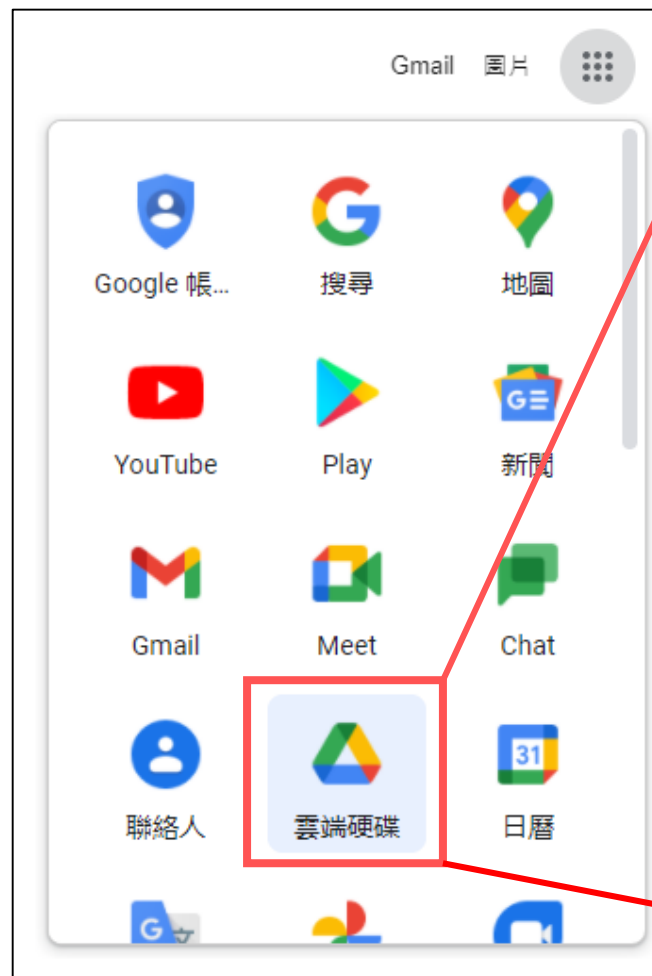
1

Google

2

雲端硬碟登入

- 可登入個人@gmail.com帳號
- 可登入學校@go.isu.edu.tw帳號，需事先開通





4

拖曳檔案至Google Drive即可上傳

5

設定共用權限

- 點選滑鼠右鍵，選擇共用
- 可變更連結權限
- 可設定檢視或編輯

6

複製連結即可分享

