

Uploading a File to Your Elmhurst College Google Apps Drive

1. Using your web browser go to your Google Drive account(Google Chrome is recommended, but Firefox works well also. Internet Explorer and Safari should work.):
docs.net.elmhurst.edu
If you need to log in you will detour to the login page.
2. Find the folder into which you are going to place your file. If you need to make a new folder, click the little folder with a '+' in it just below and right of the Elmhurst College logo.
3. Navigate to that folder and click the red box with the up-arrow just above your folder list. This will open your operating system dialog for choosing a file.
4. Find your file on your computer, attached storage or other network drive (e.g. Dropbox) and select it according to the dialog box instructions.
5. You may be asked if you want to convert the file to Google Doc format. This service allows you to reformat your documents, such as word processor and spreadsheet files that Google has editors for, into a format that allows you to edit these files online. They are converted back into their original format if you subsequently download them.