

# How to use Google Drive to share files

## How To:

Share files using MyCloud and Google Drive. This comes in handy when you need to get a large file to a customer with Internet access that cannot start a BOMGAR session.

## Follow the steps below:

1. Log in to mycloud.pearson.com
2. Click on "Google Drive." Google Drive will open in a new tab.



3. Click the "Upload" icon: and then select "Files" from the drop-down menu.
4. A "File Upload" window will appear. Navigate to the file's location and select it.
5. An upload progress popup will appear in the lower-right hand corner of the page. Once the file is uploaded, click the X in the upper right corner to close it.
6. You should now be looking at a list of the files that are on your Google Drive. Check the box to the left of the files you want to share.



7. Click the 'Share' button: A 'Sharing Settings' prompt will appear.
8. Near the bottom of the window, underneath "Add people:" click the "Enter names, email addresses or groups..." text and then type the recipient's email address there.
9. Make sure the "Notify people via e-mail" checkbox is checked.
10. If you want to send a custom message to the recipient (highly recommended) click on the "Add Message" link.
11. Once everything is ready, click the "Share & Save" button. An email will be sent to the recipient with a link they can use to download the file.

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