Hpe**in**Us

GOOGLE DRIVE

Google Drive is a tool that allows you to organize, share and store files and documents for free.

Description

If you want to store files and share them with other people simultaneously and for free, this tool is for you. Google Drive will allow you to create, share and store files from the Microsoft Office pack (Word, Excel, Powerpoint etc) for free. These files can be shared and used simultaneously by several people. This tool will facilitate collaborative work and allow you to have access to the Microsoft Office pack for free.

Use

If it is your first time accessing this site, you will have to log in with your Google email address or create one by filling in the information requested.

Once you are on the Google Drive website, the platform is very simple and intuitive.

1. To create a file, click on the "New" button and choose the type of file you want to create (Word, Excel, etc.)
2. Once on the file, it's up to you!
3. To share your file with other people, all you have to do is find out their email address and add them directly to the file by clicking on "share".
4. You can also organize each of your files by folder by clicking on "New" and "Folder".

Testimony

Click on the TV on the right to discover a video testimony:

➡ Access

Download the application in the App Store (on an Apple device) or in the Google Play Store (on an Android device)
Or go to the website : https://drive.google.com

➡ Equipment

and / or

➡ Public

Public able to use the Pack Office

➡ Level

★☆☆

➡ Video tutorial

Click on the monkey wrench: