Help Manual – Google Drive Data Exchange – 2-Org-Cows Project

As an example the shared directory of Uni Giessen is shown If you are in trouble how to use, please ask Boris Kulig, <u>bkulig@uni-kassel.de</u>, Cell: +491755230636

1. Go to https://www.google.com

G Google X	Es	a – o ×
← → C 🏠 🕯 Sicher https://www.google.com/?gfe_rd=cr&ei=MuoBWYi6LuGP8QekgIH4Dw&gws_rd=cr&dg=1		☆ 🖸 🗷 🗄
Apps 🗧 STATCON 🧧 Boris		Uveitere Lesezeichen
	imail Bilder	Anmelden
\$		
Google-Suche Auf gut Gluckt		
Datenschutzerklärung Nutzungsbedingungen Einstellungen Google.de verwenden		
Werbeprogramme Unternehmen Über Google		

2. Log in with your account name and password.

G Annelden - Google Korr X
🗧 🔆 🔿 🕐 🏠 👔 Sicher https://accounts.google.com/ServiceLoginihi=de&passive=true&continue=https://www.google.com/%3Fgle_rd%3Dch%26e%3DMuo&Wr/6LuGPK 🍖 🏚 🖬 📑
Google
Einmal anmelden. Alle Google-Produkte nutzen
Mit Ihrem Google-Konto anmelden
Zorgcowsdeunigiessen Werker
Gennächst: neuer Look für die Anneidung Die Anneidung in Ihem Gogde-Konto wiel num noch schwalter und einfacher WEITERE INFORMATIONEN



3. After logged in click on the service selection button and choose "Drive"

G Google X			Bar	3 – 🗆 X	
← → Ĉ 🏠 🕯 Sicher https://www.google.com/?gfe_rd=cr&ei=MuoBWYi6LuGP8QekgIH4Dw&gws_rd=cr&dg=1				♠☆ 🖬 🗉 :	:
👯 Apps 🗧 STATCON 🧧 Boris					1
		G	mail Images	💷 o 🎯	
		(B) My Account	G Search	Maps	
Google		YouTube	Play	G	
	Ŷ	Gmail	Drive	31 Calendar	
Google Search Prm Feeling Lucky		G+	GX	🚸	
		Google+	Translate	Photos	
			More		
Advertising Business About	Privacy	Terms	Settings	Use Google.de	

4. Within Google Drive go to "Shared with me". There you can find the directory structure I established according the Trait Atlas



	8273		×
A Shared with me - Google × A ⇒ C A B Sicher https://drive.noonle.com//drive/shared-with-me	\$		131 :
III Apps STATCON Boris	U We	itere Le	sezeichen
Google Drive Q Search Drive -		0	1
MIW Shared with me	=	0	\$
Image: Stared with me Image: Stared	Share date 🔱		
	0.00		
👃 unigiessen - Google Drin 🗴	COR	-	n x
← → C A Sicher https://drive.google.com/drive/folders/084w/W1S4qMn3M0xpUkMyZjNvREE	1	2	18 E
III Apps 🧧 STATCON 📙 Bonis		Veitere I	.esezeichen
Google Drive Q Search Drive -		0	6
NEW Shared with me > unigiessen ~ 🛎	=	0	۵
My Drive Folders	Name 个		
Shared with me bcs cowmanger direct behavio It make your ow	master data		
() Recent	-		
Google Photos 🔳 milk recording			
★ Starred			
Bin Bin			
Backups			
0 bytes of 15 GB used			
Upgrade storage			
The second secon			

5. Within a certain directory you can upload a file or a complete folder into the chosen directory. Additionally you can set up a new folder within the subfolder or main folder. Every new directory below the main folder (in this example unigieesen like in picture 4.2) is automatically shared with Boris Kulig, Uni Kassel.

🔥 co	wmanger - Google Dri 🔅	×							Doils		×
$\leftarrow \rightarrow$	C 🟠 🔒 Sicher	https://	drive.google.co	m/drive/folders,	/0B4wJW1S4qMn	3dXE2bDI	2MkZwY0E		ŕ		13 E
III Appr	s 🦲 STATCON 📒 Bo	oris							📃 W	eitere Le	sezeichen
Go	ogle Drive	Q	Search Driv	e				Ť		0	1
\bigcirc	NEW		Shared	with me >	unigiessen	CON	vmanger 🗸 🚟		=	0	¢
•	My Drive			New folder							
0	Shared with me Recent			Upload files	<u>ل</u>						
花	Google Photos			Upload folder.							
*	Starred			Google Docs		>					
Ĩ	Bin			Google Sheet Google Slides	5	>		7			
	Backups			More		>					
0 byte	es of 15 GB used										
=	Upgrade storage						or use the "New	v" button.			
		×									
Ģ	Get Drive for PC										

6. You can also download a desktop client for Windows and MacOS. After installing the desktop client you an Google Drive shard folder on your computer. In the Google Play Store and iTunes you can find mobile clients, too.



7. A more detailed description you to use Google Drive you can find here: https://support.google.com/drive/?hl=en#topic=14940