

# How to get a Google Drive Link for your document

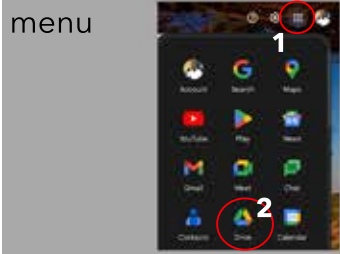
## Step 1

Log into your Gmail account and click on the cube as shown



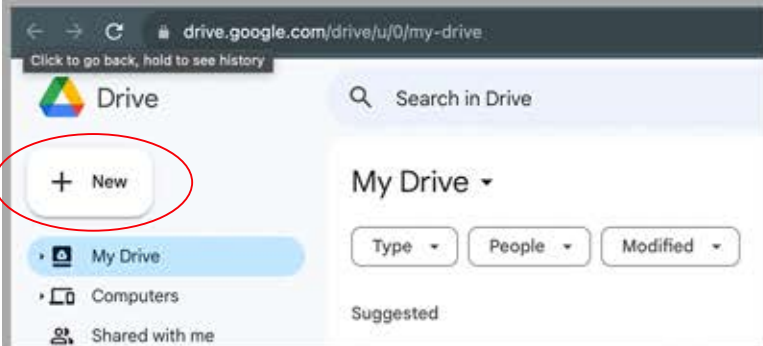
## Step 2

Select Drive from list of apps on the drop down menu



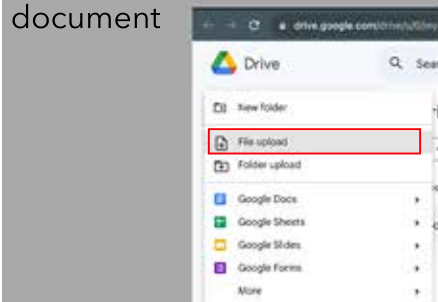
## Step 3

Click on the "New" button to add a new document



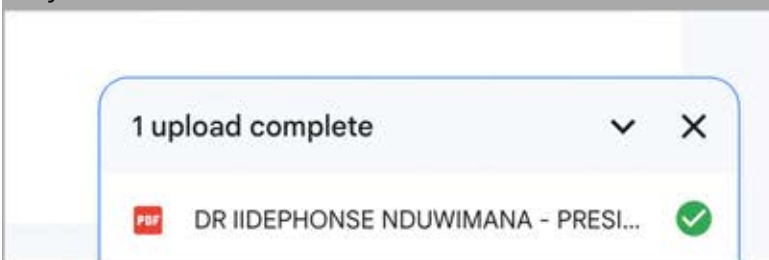
## Step 4

Select the "File Upload" option to upload your document



## Step 5

Find your document from the folder in which you saved it and click on "Select". The upload will start, and you will see the progress on the bottom right of your screen



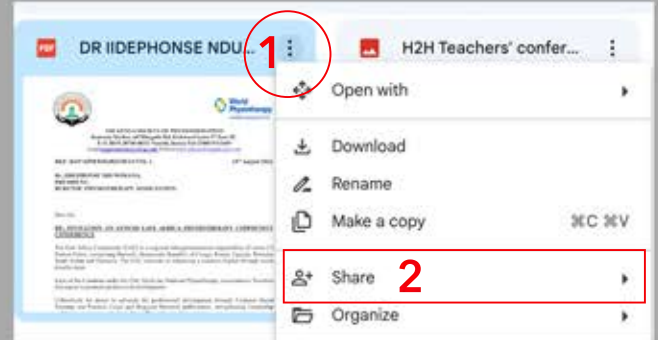
## Step 6

Click on the check mark that shows the completion of the upload to locate the file on Google Drive



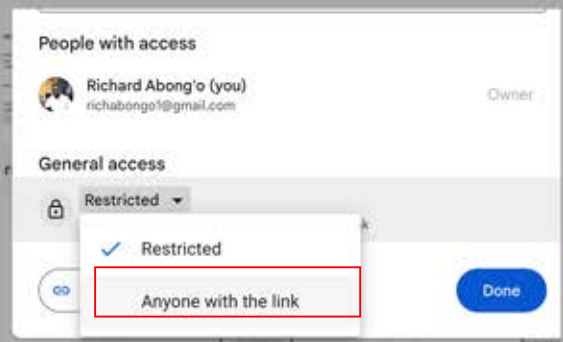
## Step 6

Once located, click on the buttons/ right-click on the document as shown below, then select "Share"



## Step 7

Change the General Access to "Anyone with the link" and click "Done"



## Step 8

Click on "Copy link" and you're done! You can now paste the link wherever you need.

