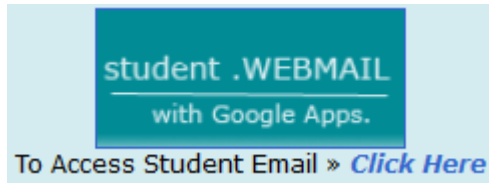


Google Drive Guide

1. All USP student email accounts are linked to Google Drive. Go to <https://www.student.usp.ac.fj/> and select the link for *Student WEBMAIL*.



2. Login to Student WEBMAIL with your username and password. Ensure that username is in the correct format.

Sign in with your organizational account

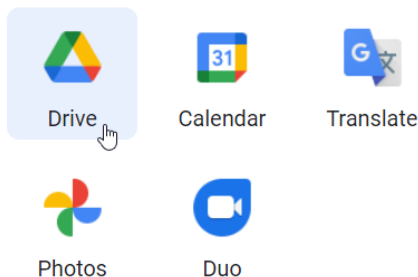
Sign in

Enter your user ID in the format Student\StudentID or StudentID@student.usp.ac.fj.

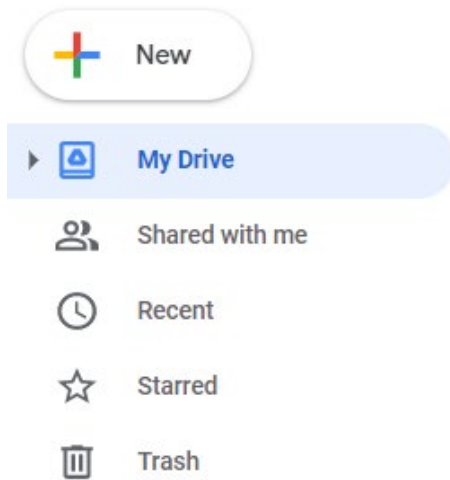
3. After logging into Student WEBMAIL that redirects to Gmail, you will notice an icon for *Google apps*.



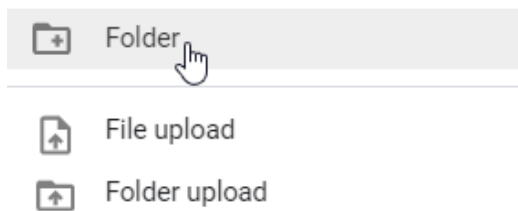
4. Select the icon for *Google apps* and locate the option for *Drive* to Left-Click on it.



- Once Google Drive opens, you will see options as below.



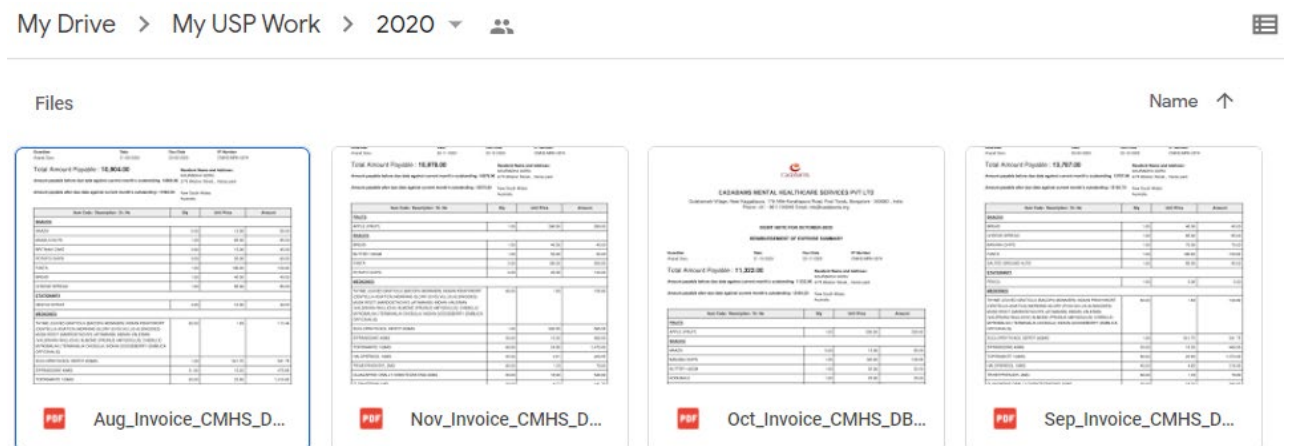
- If it is a blank instance of *Google Drive*, it is good practice to create a new *Folder* to organize your files.



This is an example of a user who has created a different folder by year.



- You can click and drag any file(s) into a *Google Drive* folder like *2020* and *2021* to upload them.







Files that have been uploaded can be viewed in *Grid View* or *List View* by clicking on an icon on the far-right as shown.

My Drive > My USP Work > 2020 ▾ 👤

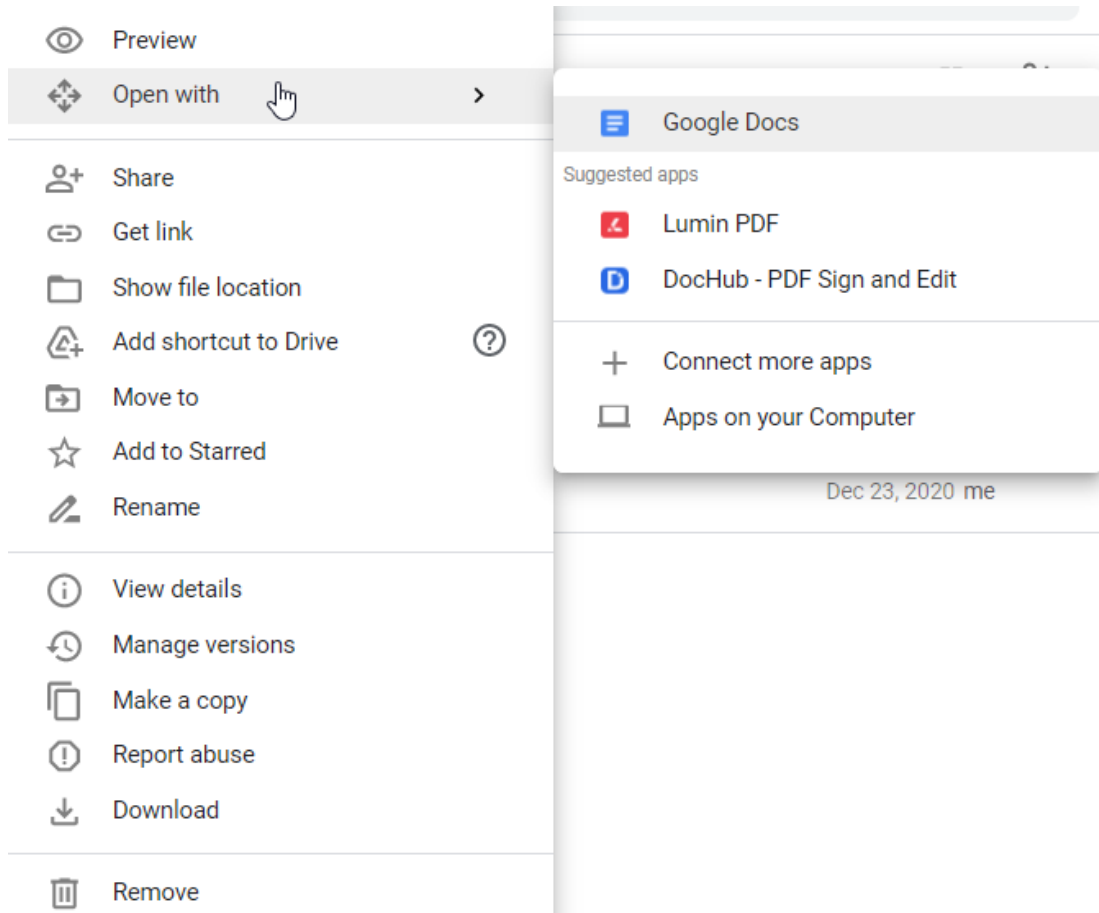


In the previous page, we had files in *Grid View* and below is an example of *List View*.

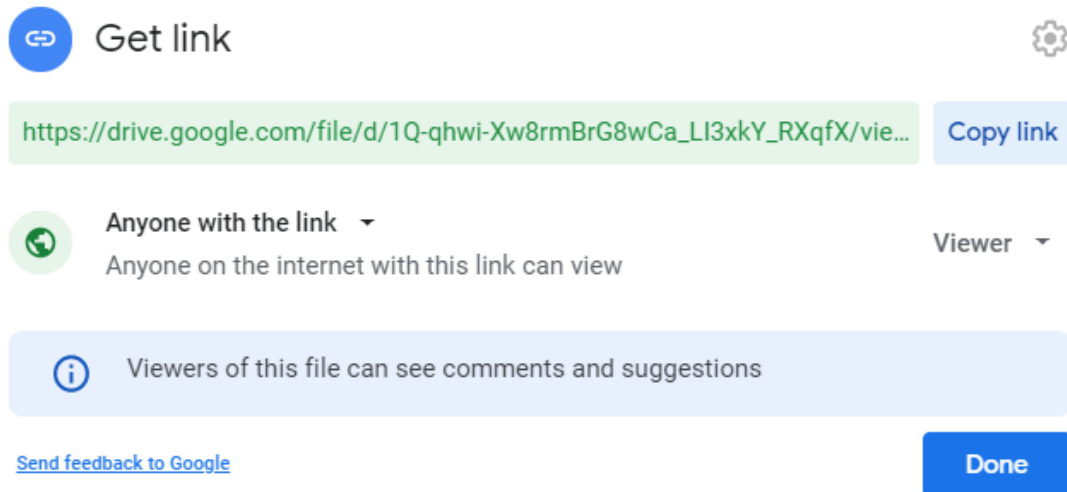
My Drive > My USP Work > 2020 ▾ 👤

Name ↑	Owner	Last modified	File size
 Aug_Invoice_CMHS_DB_2020.pdf 👤	me	Dec 23, 2020 me	40 KB
 Nov_Invoice_CMHS_DB_2020_9135_.pdf 👤	me	Dec 23, 2020 me	40 KB
 Oct_Invoice_CMHS_DB_2020.pdf 👤	me	Dec 23, 2020 me	41 KB
 Sep_Invoice_CMHS_DB_2020.pdf 👤	me	Dec 23, 2020 me	41 KB

- Right-Click on any uploaded file or folder to see a host of options like *Preview*, *Rename*, *Open With*, *Move To*, *Get Link*, *Download* and *Remove*.



9. Right-Click on any uploaded file or folder -> Get Link.



Get link

https://drive.google.com/file/d/1Q-qhwi-Xw8rmBrG8wCa_LI3xkY_RXqfX/view... **Copy link**

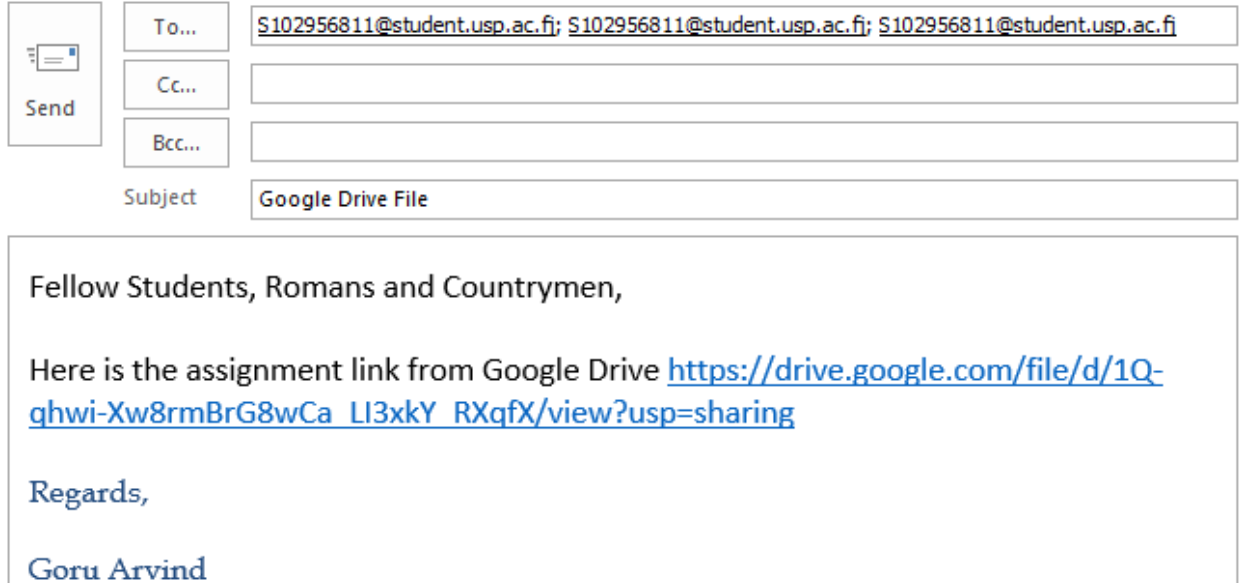
Anyone with the link **Viewer**
Anyone on the internet with this link can view

Viewers of this file can see comments and suggestions

[Send feedback to Google](#) **Done**

The default values allow *Anyone with the link* to be a *Viewer* of what will be shared. Click on Copy Link -> Done.

10. You can type an email to everyone you intend to share the link with and Right-Click -> Paste. If it is an important file, do not send it to anyone who is outside your trustworthy list.



Send

To... S102956811@student.usp.ac.fj; S102956811@student.usp.ac.fj; S102956811@student.usp.ac.fj

Cc...

Bcc...

Subject **Google Drive File**

Fellow Students, Romans and Countrymen,

Here is the assignment link from Google Drive https://drive.google.com/file/d/1Q-qhwi-Xw8rmBrG8wCa_LI3xkY_RXqfX/view?usp=sharing

Regards,

Goru Arvind

This is a very simple example of how Google Drive links can be shared via email.

Should you wish to explore further, feel free to access official Help Topics from <https://support.google.com/drive/?hl=en#topic=14940>

11. Once recipients of the Google Drive link who are emailed open it, they will be able to view the file(s) or folder(s) that were shared.

THYME LEAVED GRATIOLA (BACOPA MONNIERI) INDIAN PENNYWORT (CENTELLA ASIATICA) MORNING GLORY (EVOLVING)	62.00	1.83	113.46
MUSK ROOT (NARDOSTACHYS JATAMANSI) INDIAN VALERIAN (VALERIANA WALLICHII) ALMOND (PRUNUS AMYGDALUS) CHEBULIC MYROBALAN (TERMINALIA CHEBULA) INDIAN GOOSEBERRY (EMBLICA OFFICINALIS)			
ZUCLOPENTHIXOL DEPOT 200MG	1.00	541.75	541.75
ZIPRASIDONE 40MG	31.00	15.35	475.85
TOPIRAMATE 100MG	62.00	22.90	1,419.80
HALOPERIDOL 10MG	46.50	4.82	224.13
TRIHEYPHENIDYL 2MG	62.00	1.33	82.46
OLANZAPINE ORALLY DISINTEGRATING 20MG	31.00	18.30	567.30
CLONAZEPAM 1MG	31.00	4.62	143.22
IRON 150MG	31.00	5.66	175.46
THYROXINE SODIUM 75MCG	31.00	1.42	44.02

02-09-2020 12:07:05 RAKESH SINGH Page 1 of 2

12. For any help with Google Drive or any other student service, kindly email helpdesk@usp.ac.fj