# Upload a File to Google Drive

For sharing with the Division of Movement and Sport Sciences

1. Go to Google Drive. The direct address is www.drive.google.com.

2. Sign into Google Drive
   a. LCMail is Lewis-Clark State College's student email system powered by Google. If you already have a Gmail account you will need to sign out of it to sign into your LCMail account. Your LCMail account email address is username@lcmail.lcsc.edu.
   b. If this is your first time signing into Google Drive, go to "Use another account." Then sign in with your LCmail account.
   c. For questions about your LCMail account and Google, contact LCSC Helpdesk at 208-792-2231.
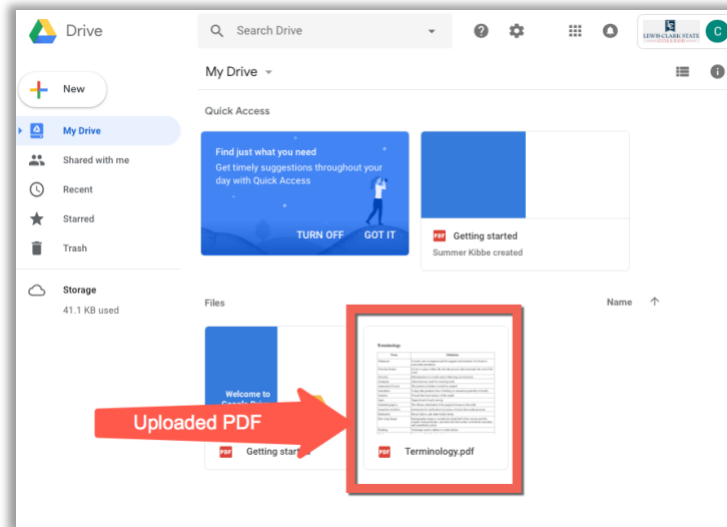3. Once signed in, click on "New" in the upper left menu.
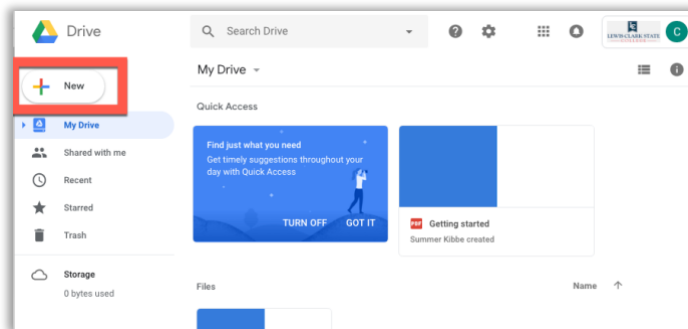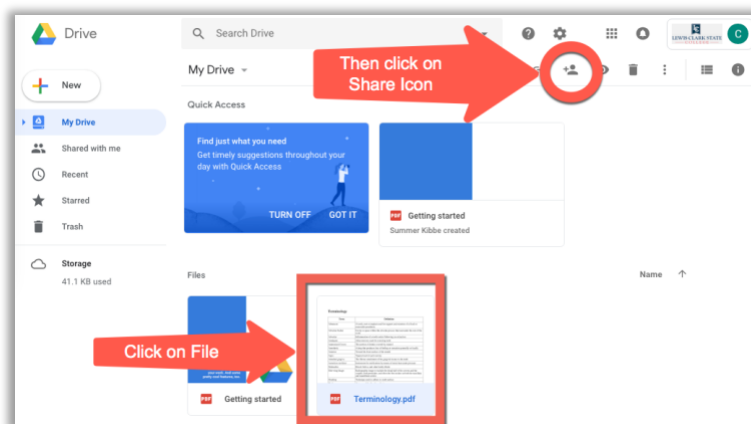

4. Then select "File upload"
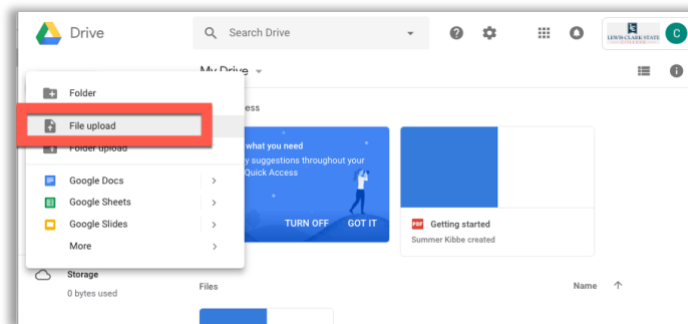
5. A box will appear where you can locate the file, which is saved on your computer, that you need to upload. Locate the file and click "Open."
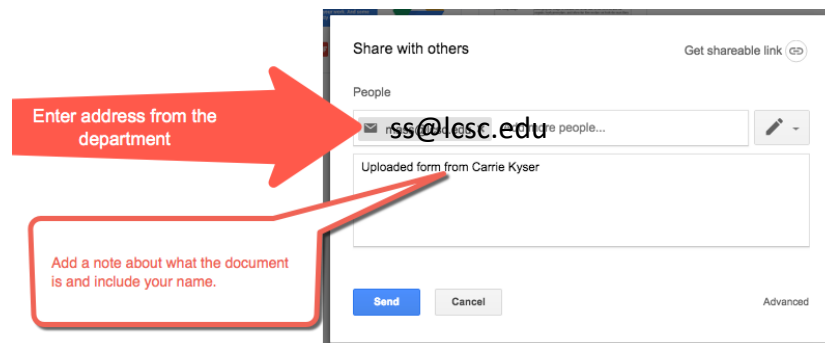
6. Once the file is uploaded, you will see it in your My Drive

7. Now that the file is uploaded, you need to share the file. Click on the file, then click on the share icon in the upper right.

8. The "Share with others" box will appear. Put in the email address of the division, and include a note about the document that includes your name.

9. Click on "send" and your file will be shared with the address you specified.