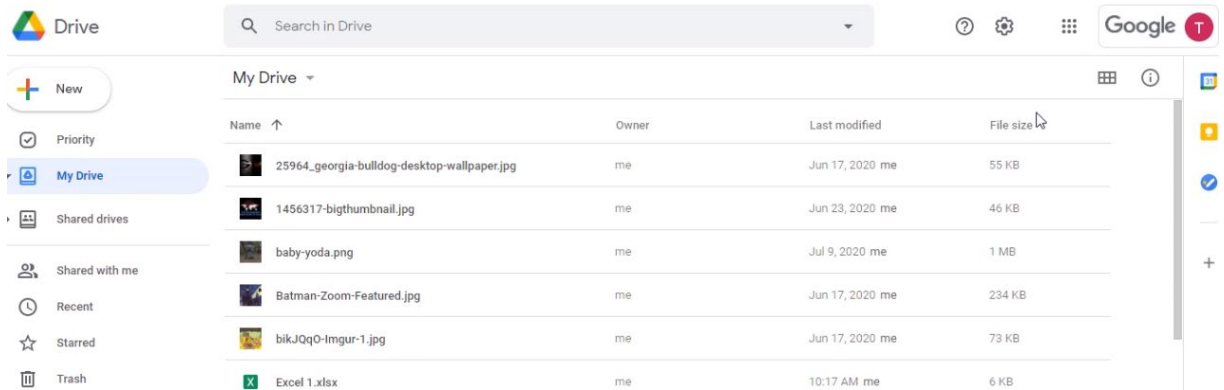
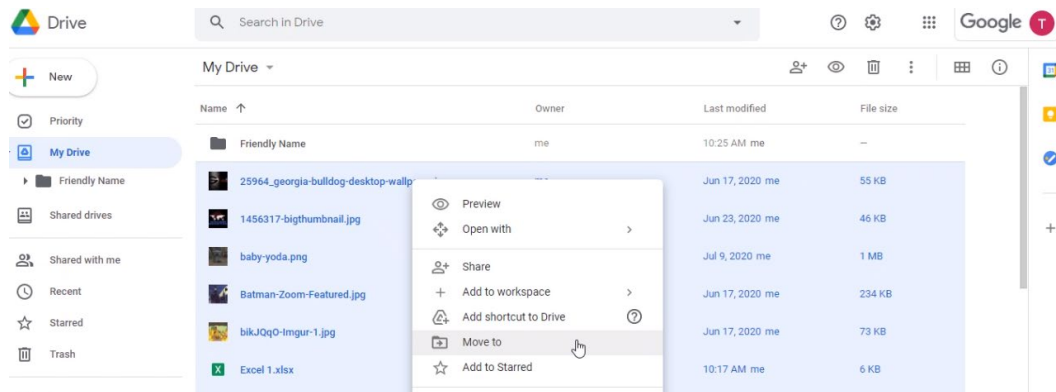


Transfer your @bobcats.gcsu.edu google drive to your Personal Google Drive

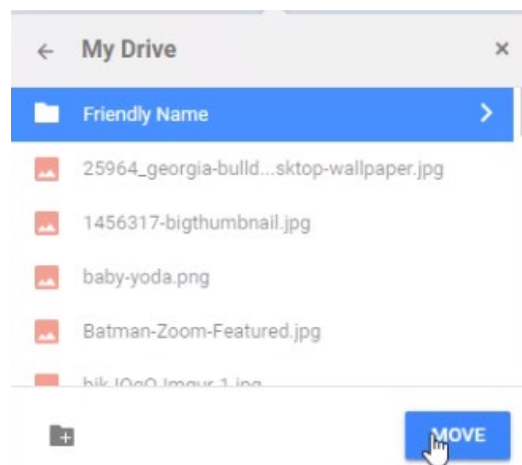
1. Access your @bobcats.gcsu.edu google drive.



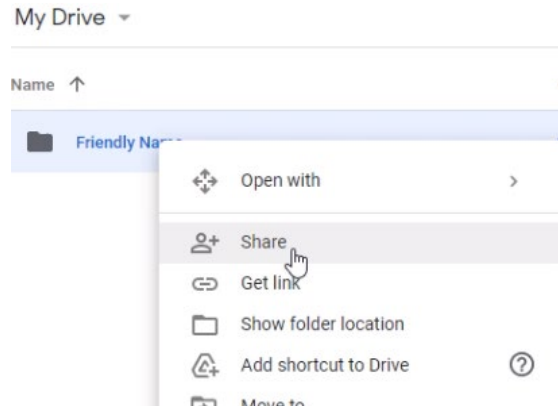
2. Create a new folder to share. Right click on My Drive, select New Folder. Name your new folder a friendly name. Click create. Select all of your files. (Hold the Shift key down to select all of your files.) Right click on the file's selection, Select move to. See below:



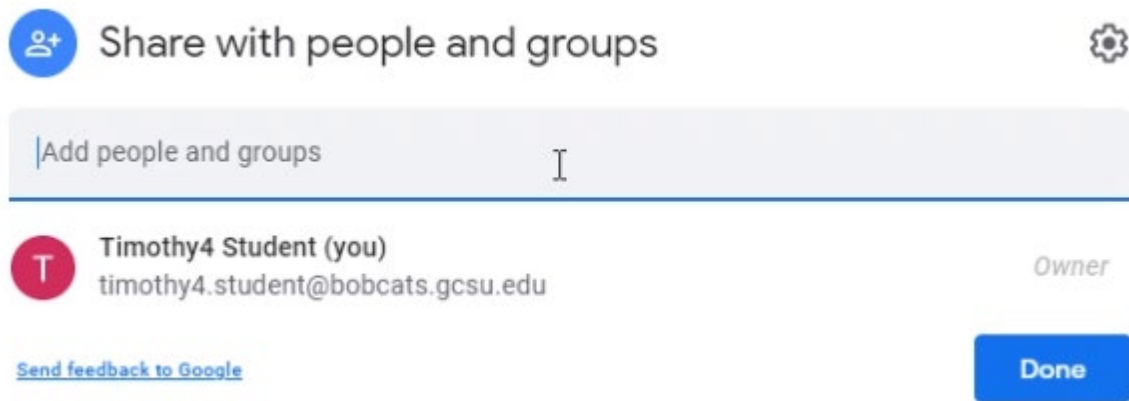
3. Select the folder you just created with the friendly name and click move.



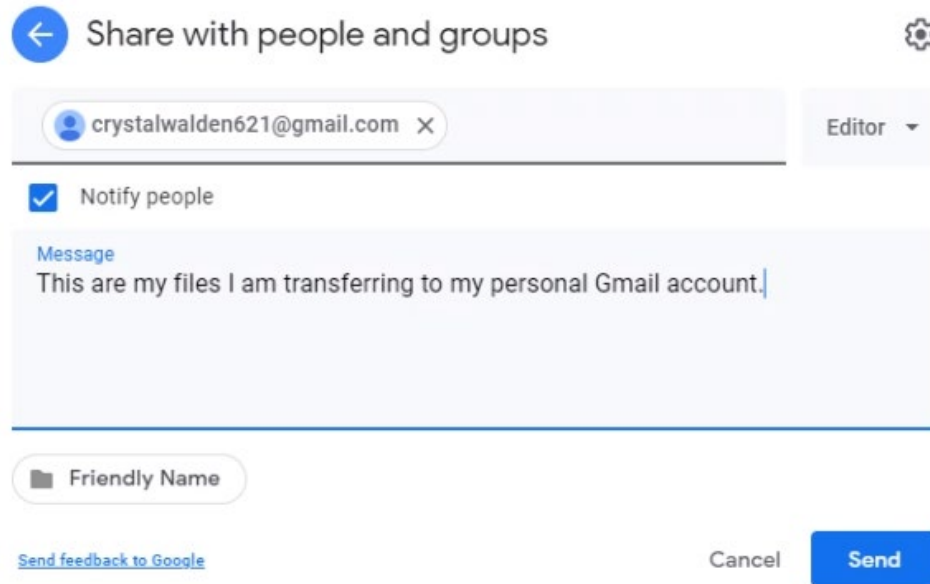
4. Wait for the message to “say XX for the number of files that have been moved” to the new destination. Your screen should look like below:
Right Click on the “friendly name folder” and click Share:



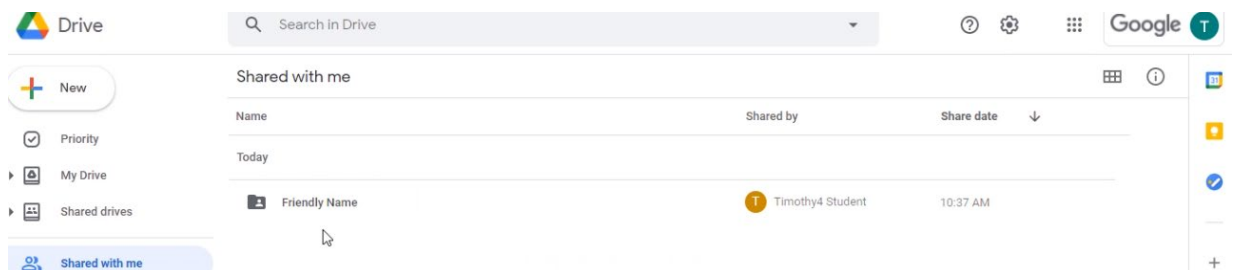
5. Screen will look like below.



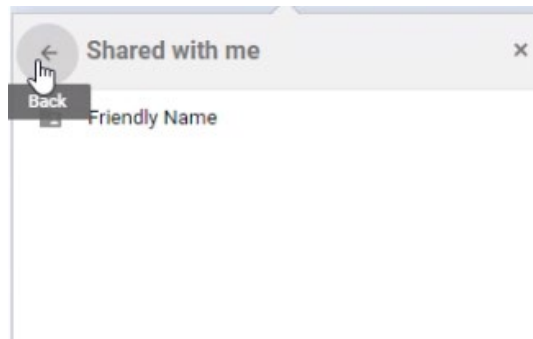
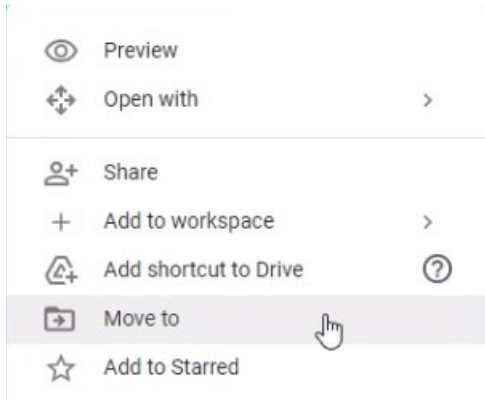
6. Enter the people or group that you want to share your documentation with and click done. You can add a message as below: Click Blue Send Button.



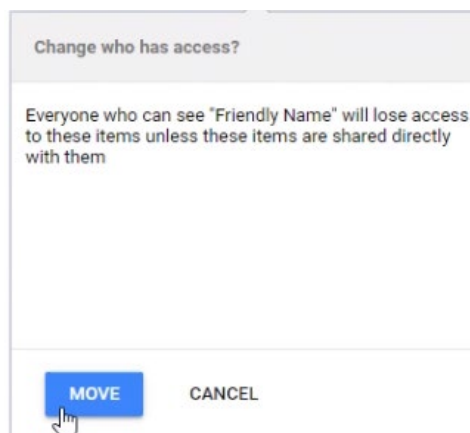
7. Log in to your personal Google Docs account. Click “Shared with me” and name of the Friendly Name of the folder that you shared. You should see all your files. If you do not see your files, repeat the first part of this documentations.



- Open the shared folder. Select all the files. Right click in the selected area. Select "Move to". Click the Back Arrow and select my drive and click move.



- Click move again.



- Wait for the message to "say XX for the number of files that have been moved" to the new destination.

- Click "My Drive" and your files should be there.