Steps to Organizing your Google Drive (on a computer)



Enter drive.google.com into your browser's search bar and click the "Sign in" button on the top right and sign into your Google account.

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+	New			
	υ 🍋	rive		
	🗗 Nev	v folder		
	File	upload	vv	
2	Crea	ate	a folo	le

Click the "New" button with the plus icon in the top left. Once clicked, Select "New folder" from the dropdown menu. Then, name your folder and click "Create"



Next, find a file that you want to put in the folder. Click on the three dots, hover over "Organize" and select "Move"

Note: you must have editing access to be abe to move this file.

Move "Assignment Document"
Current location: My Drive
Suggested Starred All locations
Example 2025
Move "Assignment Document" Current location:
Suggested Starred All locations
My Drive
Shared drives
Computers
Shared with me
Move the file

into your folder

Select your folder from the folders under "Suggested." If your folder is not there, go to All Locations > My Drive, and select your folder from there. Once selected, click "Move" on the right of the folder name.





Repeat steps 3-4 for every file you want to move into your folder. If you want to create more folders, repeat steps 2-4.

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₹	Download			
0_	Rename	∕æe		
å	Share	•		
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()	Folder information	•	@ +	Add shorte
Ū	Move to trash	Delete	☆	Add to sta
			Folder color	

Color Code (optional)

First, select your folder. Then, click on the name under the search bar, and a menu will pop up. From there, hover over "Organize" and select your folder's color.

Repeat this step for all of your folders.

