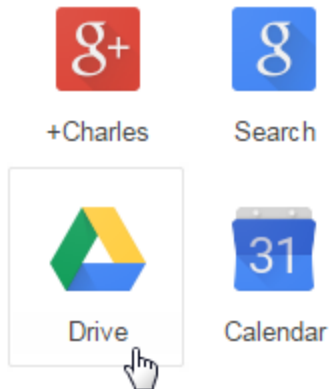


How to access the New Google Drive

Step 1: In your WSU email click the **Apps Icon** in the top right corner



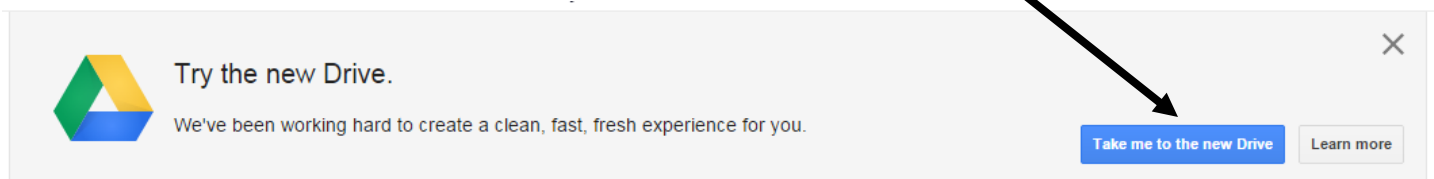
Step 2: Click **Drive**

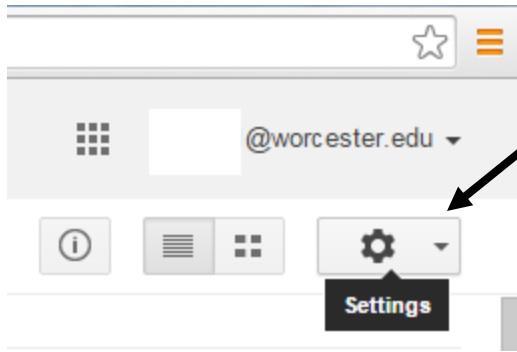


You are now in your **Google Drive**.

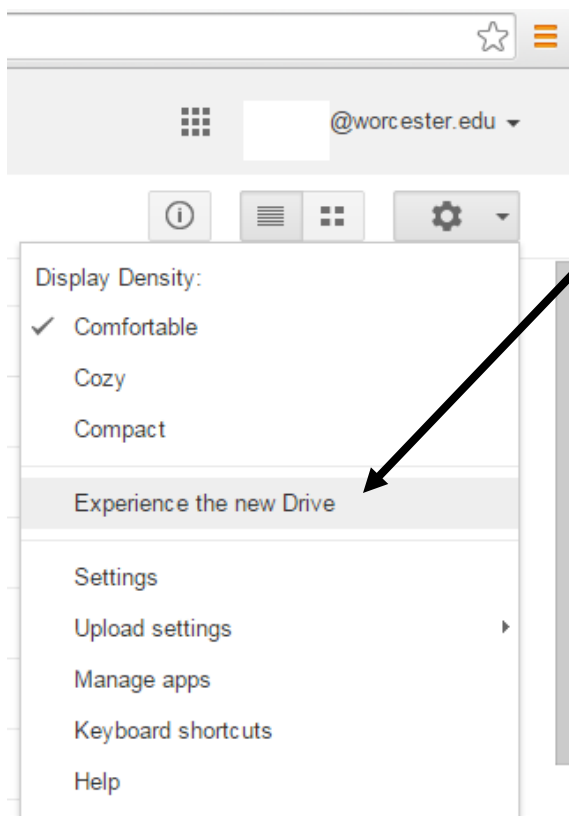
There are two ways to get to the **New Google Drive**.

When opening your Google Drive it will ask you to try the New Google Drive.



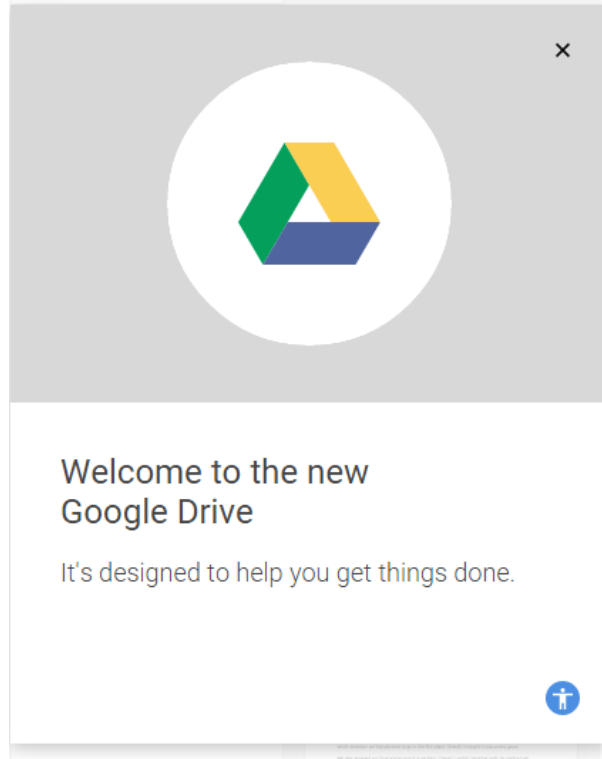


If this doesn't show up you can go into the settings to change to the New Google Drive.



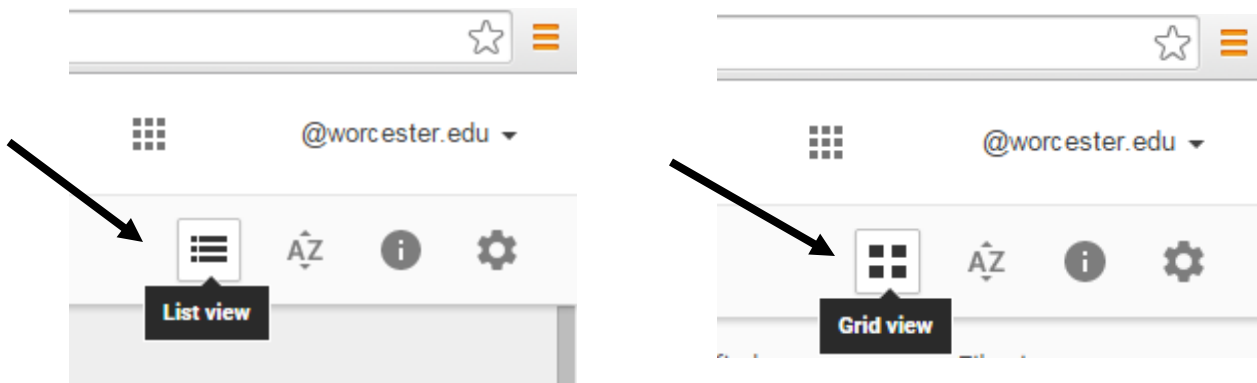
Once in the settings you click on "Experience the new Drive."

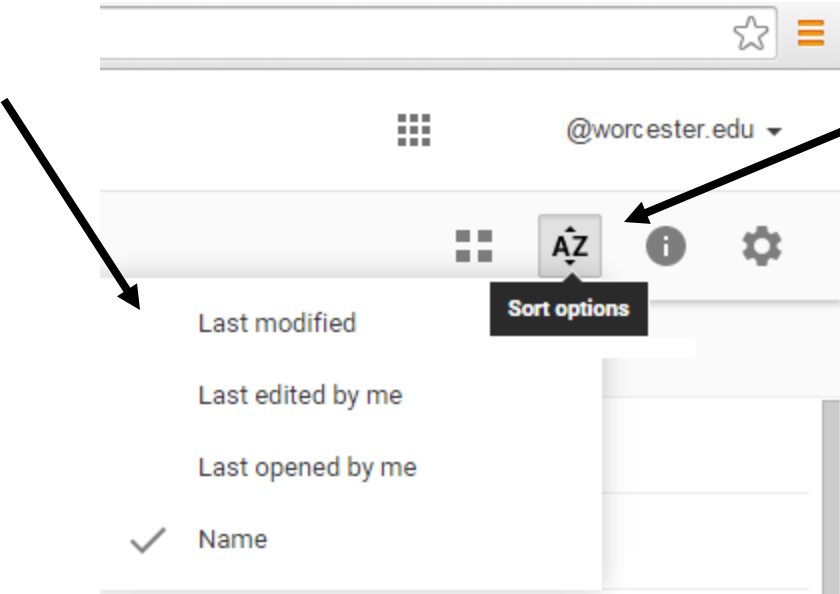
This will take you to the new Google Drive.



Features

You can change the viewing between the grid view and list view in the top right hand corner of the screen.





You can change the sorting of your new Google Drive by clicking the "Sort Options" button.

The options are listed in a drop down list.

You can view the details of each document within your Drive by clicking the "View Details" button.

You can close the details side bar by clicking the same "Details" button to hide the side bar

