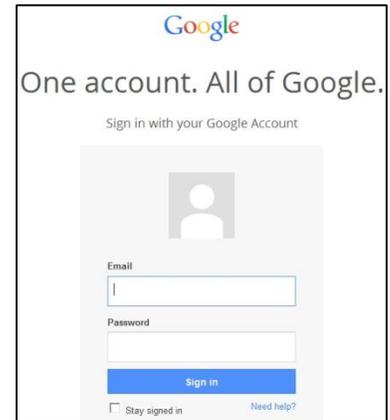


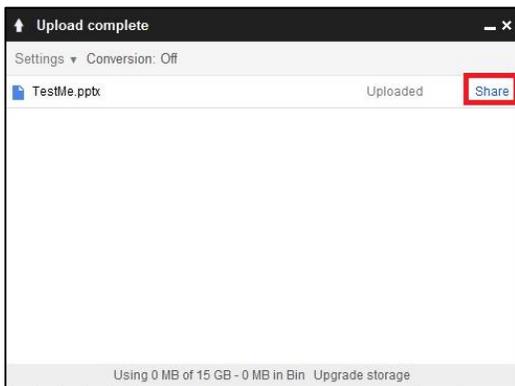
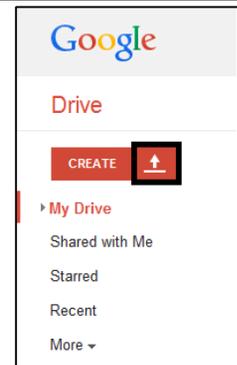
File Collaboration



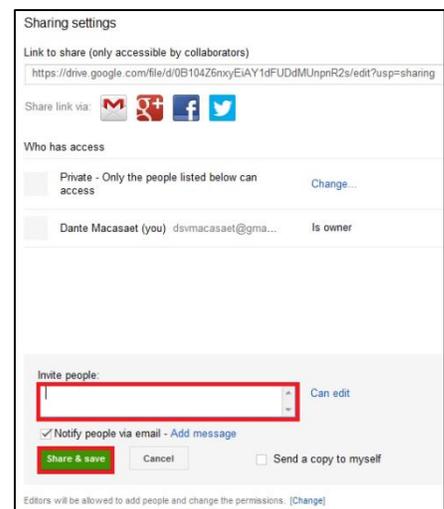
- Open your preferred browser.
- In the address bar of your web browser, enter www.google.ca.
- Click on the Sign-in box, and enter your full Concordia email and network password. If you have forgotten your password, please refer to <http://helpdesk.concordia.ab.ca/students/faqs/>



- From your browser, click on the **Apps** icon, then click on **Drive**.
- Click on the gear icon, choose Upload Settings, make sure **Convert uploaded file to Google format** and **Confirm settings before each upload**, are enabled.
- Click on the **Upload** button, choose **Files...** and then select the file(s) you want shared.
- Confirm the upload by clicking on **Start Upload**.



- Once the upload is complete, click on the **Share** link
- At the **invite people** section, type-in the email address of the person whom you want to share your document with, and then click on **Share and save**.
- Click on **Done**.



If you have any questions or concerns about Concordia Web Sign-in, please feel free to contact the IT Services help desk by email at helpdesk@concordia.ab.ca, or by telephone at 780.479.9316.