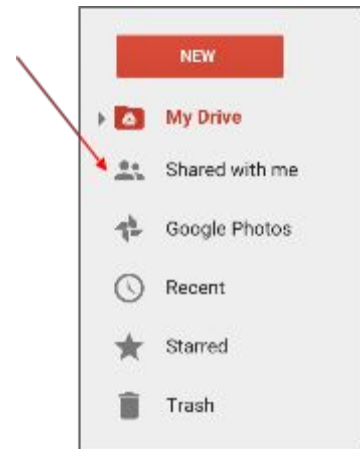


# Shared Folders

## *How to Find and Keep Shared Folders & Docs*

When a folder is shared with you in Google Drive you will not automatically see the folder in your drive when you open your account.

First, go to the **Shared with Me** tab. Your screen will either show a list or icons of folders or docs shared with you by date depending on your screen view.



Notice the date of when the item was shared is indicated: Today, Earlier this week, Earlier this year

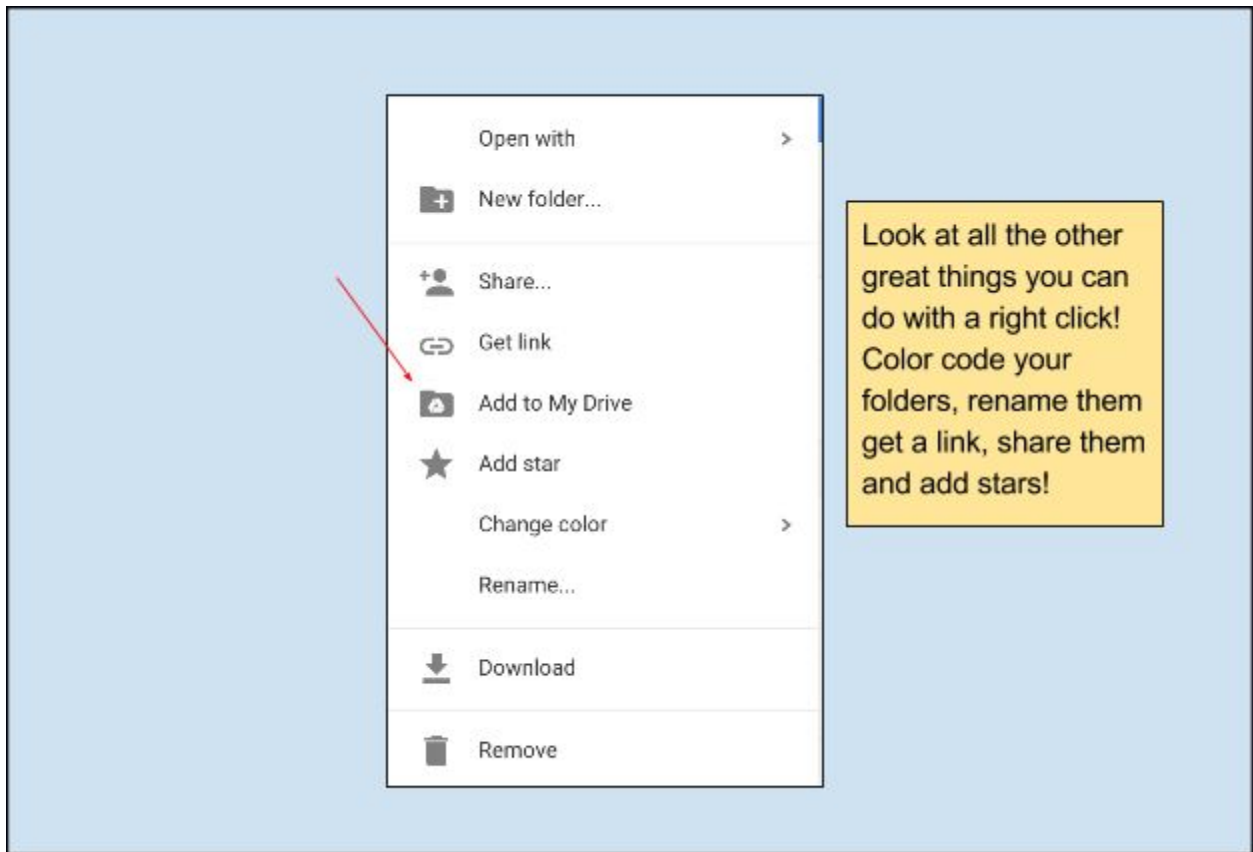
**Icon View**

**List View**

Name
Today
Shared Document Folder
Earlier this week
[Redacted]
[Redacted]
Earlier this year

Next, you have to **Add to My Drive** and then all changes to the folders or docs will be automatically be updated in My Drive. This can be accomplished in two ways.

The first is to select the file or file and **RIGHT** click (on a Mac two fingers on the trackpad and click with your thumb or another finger). A window will open, select **Add to My Drive**.



Another way to **Add to My Drive** is to select the folders or docs (it will be highlighted) and then click on the icon **Add to My Drive**.

