




HOW TO...ACCESS SHARED FILES

You can look up the files that others shared with you in Google Drive. You can also delete them from your Drive.

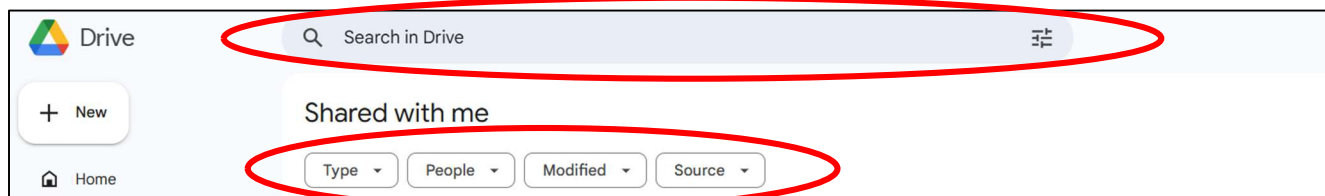
What you can see in “Shared With me”

- Files shared with you
- Folders shared with you
- Files shared with a link that you have opened

1. Open  Google Drive app by clicking on the Google Apps Icon, then and select the Drive app.




2. At the left-side menu, click **Shared with me** to view folders and files other @lcmg.org users are sharing to your account. There may be quite a few – you may use the Search bar or filter options at the top to narrow down your search:



Two folders of interest will be “01. LCMG Records” and “[LCMG Google Workspace Information](#),” both shared by the LCMG Secretary.


3. **To remove files or folder that people have shared with you:**

- Go to your Google Drive ( icon or in your web browser drive.google.com)
- On the left menu, select **Shared with me**.
- Right-click the file or folder you want to remove.
- Click **Remove**.
- After you remove files:
 - If you open a file you’ve removed, it will show up in “Shared with me” again
 - Files you’ve removed may show up in Drive search results

4. (Optional) **Add Shortcuts**: To save time finding shared files and folders in the future, you may want to create a Shortcut to the shared file. A shortcut will point back to the original file and will

appear in a Google Drive location you assign. You can put the shortcut inside your “My Drive” or any Drive that’s shared with you.

To create a shortcut:

- a. Go to your Google Drive ( icon or in your web browser drive.google.com)
- b. On the left menu, select **Shared with me**.
- c. Right-click the file or folder you want to create a shortcut.
- d. Click **Organize > Add shortcut**. Select a location to add your shortcut.

To delete a shortcut:

- a. Go to your Google Drive. Right click the shortcut you want to remove.
- b. Click **Move to trash**.
- c. To permanently remove the shortcut, delete it from your trash. (On the left, click **Trash**; right click the shortcut you want to delete > **Delete forever**.)