

## Google Drive

Google Drive lets you store and access your files anywhere -- on the web, on your hard drive, or on the go. Here's how it works:

1. Go to Google Drive on the web at [drive.google.com](https://drive.google.com).
2. Install Google Drive on your computer or mobile device.
3. Throw your files in Google Drive. It's right there on your device.

Now your files go everywhere you do. Change a file on the web, on your computer, or on your mobile device and it updates on every device where you've installed Google Drive. Share, collaborate, or work alone: your files, your choice.

### **Access everything in your Google Drive from all your devices.**

Your files are always waiting for you at [drive.google.com](https://drive.google.com), but you can also get them straight from your computer, smartphone, and tablet. Install Google Drive on multiple devices and Google Drive makes sure they're all the same. You can even [get to your files after you go offline](#).

### **Keep files synced. Just connect to the web – it's pretty much automatic.**

Any time your device has Internet access, it checks in with Google Drive. That ensures your files and folders are always up to date. Change something on one device and it changes everywhere.

### **Stop emailing attachments. Start sharing.**

Google Drive lets you choose exactly who – friends, family, colleagues – gets your files. You don't need email attachments anymore. Just share your file, folder, or Google Doc from any device.

### **Keep collaborating!**

Do you collaborate with others in Google Docs, Sheets, and Slides? Google Drive lets you continue to create, access, and collaborate in a version-free world.

### **About "My Drive"**

**My Drive** is the section of [Google Drive on the web](#) that automatically syncs files, folders, and Google Docs directly to your Google Drive folder (if you have the [Google Drive for your Mac/PC](#) application installed). Any time you update a file, folder, or Google Doc in **My Drive**, these changes will be mirrored in the local versions in your Google Drive folder.

## My Drive includes:

- Google Docs that you own
- Files that you've synced or uploaded
- Folders that you've created, synced, or uploaded
- Any shared file that you've added to **My Drive** from **Shared with me** or **All item**

## About Google Drive storage

Google Drive, Gmail, and Google+ Photos give you 15 GB of storage space for free, so you can keep your files, emails, and photos accessible from any device, anywhere.

If you reach the free storage limit, everything in Google Drive, Google+ Photos, and Gmail will still be accessible, but you won't be able to create or add anything new over the free storage limit.

- **Google Drive and Google+ Photos:** If you've reached or exceeded the free storage limit, you won't be able to sync or upload any new files, and syncing between your Google Drive folder and your Drive on the web stops completely. You'll still be able to create Google documents, since they don't take up any storage space. For Google+ Photos, you will only be able to upload new photos and videos under [certain size limits](#).
- **Gmail:** If you've reached the 15 GB free storage limit, you'll have some time to correct the issue before emails sent to you bounce, but please try to resolve the issue as soon as possible. To do so, free up space by deleting emails, purchase more storage space, or contact your administration