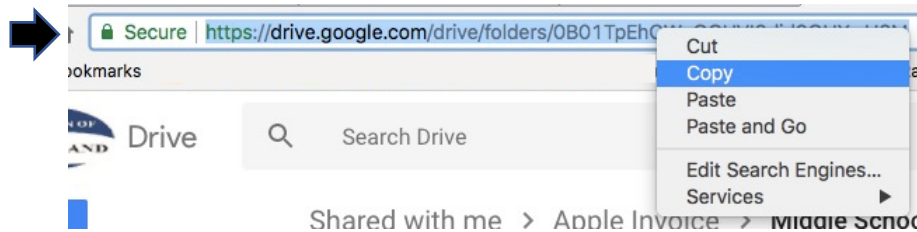


GOOGLE DRIVE FOLDER NOTIFICATION

- 1.) Go to the Chrome Web Store and search for **folder notifications free**
- 2.) Look under Apps for **Folder Notifications FREE for Google Drive™**
Click **ADD TO CHROME**

Click **Add app**

- 3.) Go to your Google Drive and look in your **Shared with me** files and folders. Open your shared school folder (i.e. Middle School). Copy the link address from the address bar.



- 4.) Go to your Google Apps and open **Folder Notifications**.
Paste the link you just copied here



- 5.) Your shared folder is now added to the notifications
Click **START NOTIFICATIONS**

When a NEW file is added to the folder you will be notified via your email address.