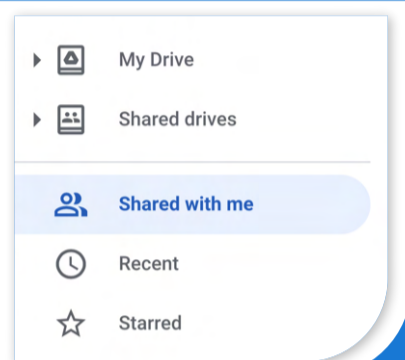


Downloading Items **Shared with You** in Your Google Drive

As you transition to New York Tech's cloud-based OneDrive, you may want to create copies of files shared with you so that they transfer directly over. But if you only have a few files, or wish to download to an external storage device, follow these steps below. Be sure you have enough memory available before downloading large files.

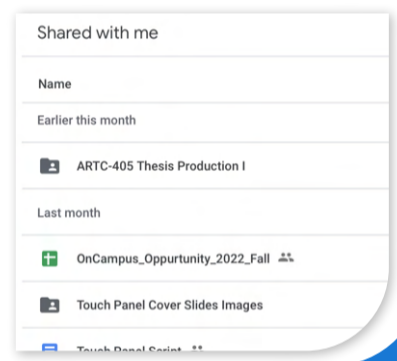
STEP 01

In your GDrive, locate and click on the “Shared with me” link on the left.



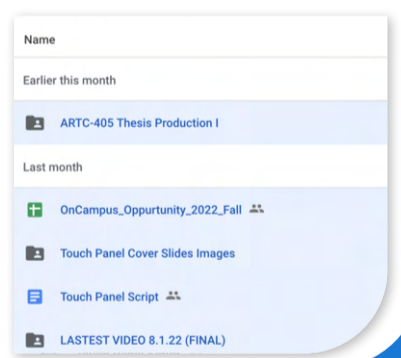
STEP 02

Scroll down to see all of the files shared with you.



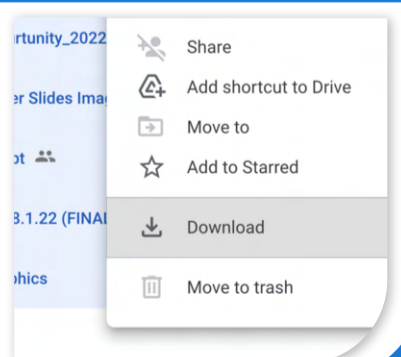
STEP 03

Select many files at once by using the shift, control, or command key. Or, select all files by pressing Ctrl+A (PCs) or Command+A (Macs.)



STEP 04

Right click to see the download option.



Need Help?

To learn more, email Service Central at servicecentral@nyit.edu, or visit the [ITS Website](#) and scroll to the bottom to see the support hours for your campus.