## Send files using Google Drive



**STEP 1:** Login to your <u>Google Drive</u> <u>account</u>.

**STEP 2:** Click the file you want to share -> Click **[Share]** or the share icon **[\***].

Tips: If you would like to share **multiple files**, press and hold the **[ctrl]** for Windows/ **[comment]** for MAC, on your keyboard to continue select files.

STEP 3: Drop down the arrow and choose [can view] -> Click [Copy link] -> Then continue by clicking [Done].

**STEP 4:** Paste the link in email and send it to us at

support@nurseryweb.co.uk.

Advanced

Done

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