How to access items shared with you in Google Drive

1. Open your Google Drive.

2. Look on the left hand side below the create button.
3. Click on “Shared with me”.

4. The items that appear here have been shared with you by other people.

5. For easier access to these items you can add them to your Drive. Select the items you want to add to your Drive by clicking on the check boxes next to the title.
6. Once you have the items selected click the **Add to My Drive** button.

7. These items will now appear in your Drive.