

HOWTO: Upload Files and Folders to Google Drive

You can upload, view, share, and edit files with Google Drive. When you upload a file to Google Drive, it will take up space in your Drive, even if you upload to a folder owned by someone else.

Types of files

- Documents
- Images
- Audio
- Video

Note: You can upload up to 750GB a day per account.

Step-by-step guide

On your computer, you can upload from drive.google.com or your desktop. You can upload files into private or shared folders.

1. On your computer, go to drive.google.com.
2. At the top left, click **New** > **File Upload**.
3. Choose the file you want to upload.



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