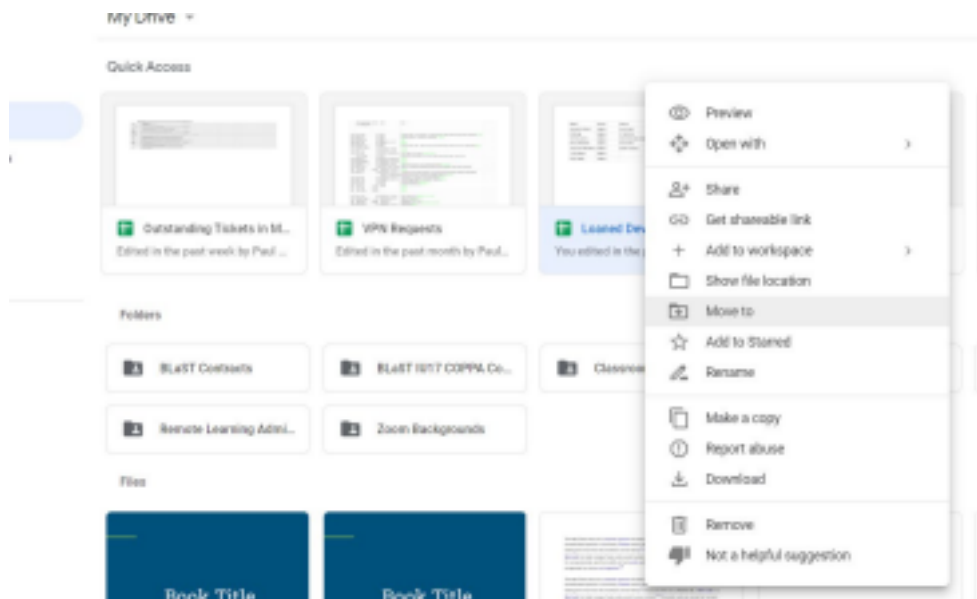
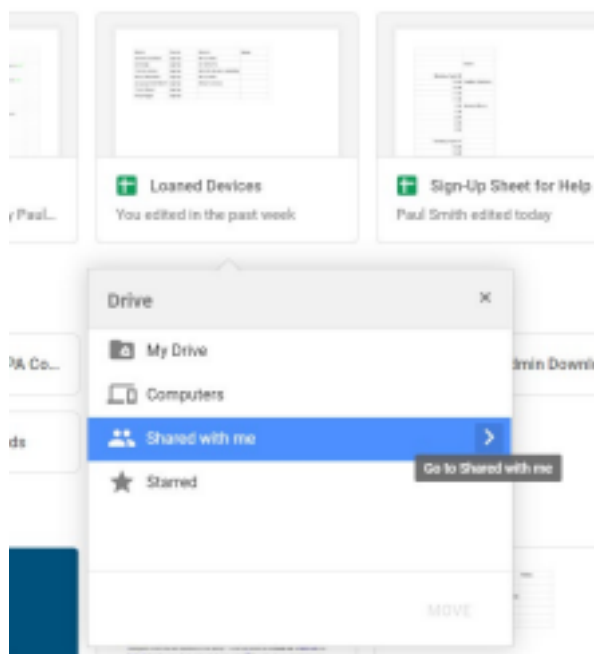


Moving A File Into A Folder Shared By Someone Else

1. Right-click on the file you would like to move and select “move to” as shown below.



2. Select “Shared with me” using the arrow on the right-hand side of the window as shown below.
Locate the folder that has been shared with you that you would like to move the file into and click “Move”



Tip:

You may need to use the back arrow to get back to the main menu shown above. For example, if you are already in “My Drive” but you want to be in “Shared with me”, use the back arrow as shown below.

