



**GREENFIELD
COMMUNITY
COLLEGE**



Google Drive

In this beginner-friendly workshop, participants will learn how to upload and organize files, create folders, and share documents, photos, and other content with others. We'll also cover setting permissions, accessing files from different devices, and using Drive to collaborate in real time. Learn to upload and organize files and folders in Google Drive; share files with individuals or groups; adjust sharing permissions for view, comment, or edit access; access files from smartphones, tablets and computers; and collaborate on shared files in real time.



Steph Stoudenmire

Codeforce Consulting



Date
Wednesday Nov. 19, 2025



Time
2-4 p.m.



Address
Tyler Memorial Library
157 Main St, Charlemont, MA

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