

## Shared Google Drive

Create a shared drive that will live virtually and allow us to share a space to save transaction documents outside of your firm compliance.

- On your computer, go to <a href="mailto:drive.google.com">drive.google.com</a>
- On the left, click Shared drives.
- At the top left, click New.
- Enter a name for the shared drive.
- Click Create.
- Click "manage members" and add Kate@kptransactions.com