How to search Google Drive for Safety and Wellness information and maps

KIRTLAND Drive	Q Search Driv	ve			-			0	R
NEW	Туре	Any	•		×	e 🛀 📋	:	 0	۵
🕨 🙆 My Drive	Owner	Anyone	•			Last modified	File size		
Shared with me	Location	ANYWHERE				Nov 28, 2016 me	-		
C Recent						Oct 21, 2015 me	-		
Google Photos			×			Aug 9, 2016 me	-		
Trash	Date modified	My Files	_			Oct 21, 2015 me	-		
14 GB used	Item name	Visible wtland.edu	name			Jan 5, 2017 me	-		
	Has the words					Jan 5, 2017 me	-	Е	
			_			Aug 16, 2016 me	-		
	Shared with	Select				3:36 PM Sarah Nelson	-		
	Follow up	-	~			Jan 25, 2017 me	-		
	LEARN MORE			RESET	ARCH	Jul 11, 2016 evelyn.schenk	_		
	campus m	nap - grounas - mowing.tir 📥		me		Jan 25, 2017 me	5 MB		

Click on the drop down menu arrow at the far right end of the Search bar.

KI	Drive	Q Search Driv	/e		-			0	R
	NEW	Туре	Any	•	×	c> 🕍 📋	*	 0	\$
	My Drive	Owner	Anyone	*		Last modified	File size		
**	Shared with me	Location	ANYWHERE			Nov 28, 2016 me	_		
	Recent		Deius	×		Oct 21, 2015 me	_		
₩ ₩	Google Photos Starred		Anywhere	^		Aug 9, 2016 me	-		
	Trash	Date modified	My Files			Oct 21, 2015 me	-		
14 GE	3 used	Item name		na	ame	Jan 5, 2017 me	-		
		Has the words				Jan 5, 2017 me	-	E	
		Shared with		_		Aug 16, 2016 me	_		
			Select			3:36 PM Sarah Nelson	-		
		Follow up	-	Ŧ		Jan 25, 2017 me	-		
		LEARN MORE			RESET SEARCH	Jul 11, 2016 evelyn.schenk	-		
		campus m	ap - grounds - mowing.tit		me	Jan 25, 2017 me	5 MB		

Click on "ANYWHERE" and choose "Visible w...tland.edu", and Select

KIRTLAND Drive	Q source:d	omain title:Safety	× •			0	R
NEW	Туре	Any 👻	×	c 🐁 🚺	i : #	0	۵
🕨 🙆 My Drive	Owner	Anyone 👻		Last modified	File size		
Shared with me	Location	VISIBLE TO ANYONE IN KIRTLAND.EDU		Nov 28, 2016 me	-	Â	
C Recent		In trash Starred		Oct 21, 2015 me	-		
Starred				Aug 9, 2016 me	-		
Trash	Date modified	Any time 👻	-	Oct 21, 2015 me	-		
14 GB used	Item name	Safety		Jan 5, 2017 me	-		
	Has the words	Enter words found in the file	-	Jan 5, 2017 me	-	E	
	Shared with	Enter a name or email address		Aug 16, 2016 me	-		
				3:36 PM Sarah Nelson	-		
	Follow up	- •		Jan 25, 2017 me	_		
	LEARN MORE		RESET SEARCH	Jul 11, 2016 evelyn.schenk	-		
campus map - grounds - mowing.tir 📥 me				Jan 25, 2017 me	5 MB		

Under "Item Name", type in "Safety" (or "Wellness") and click on Search

Google Drive will pull up all items that match your search term.

Click on the Safety (or Wellness) folder to open it.

To save this folder for future reference, right click on the folder, then choose "Add Star". The next time you want to view items in the Safety or Wellness folders, just click on "Starred".