1. Go to https://www.google.com/drive/
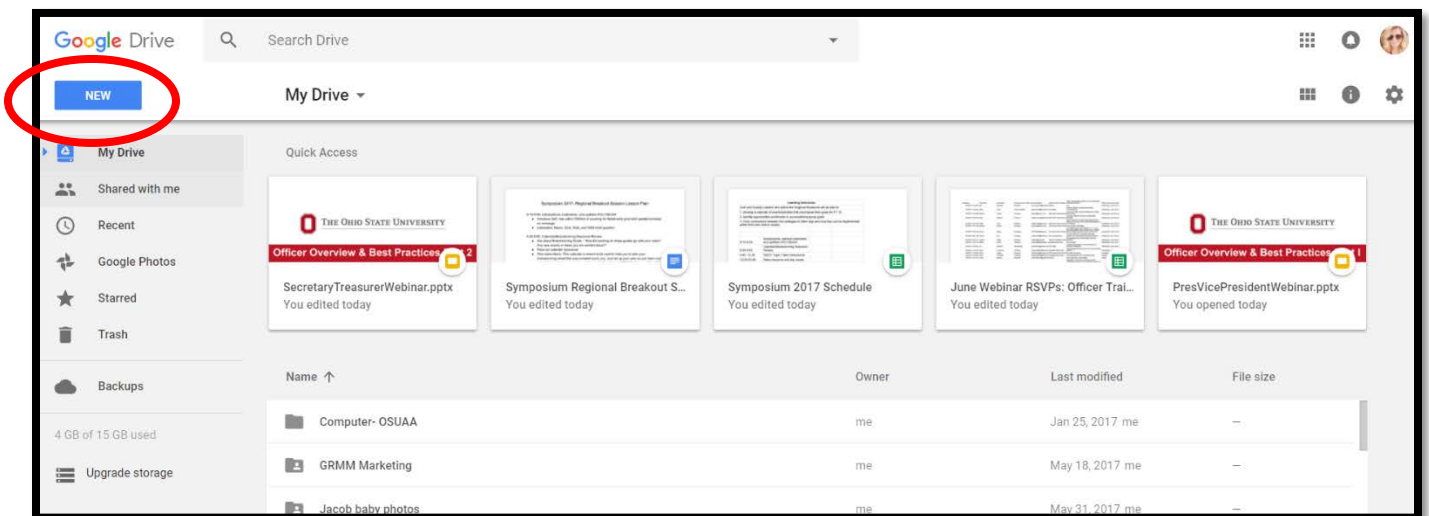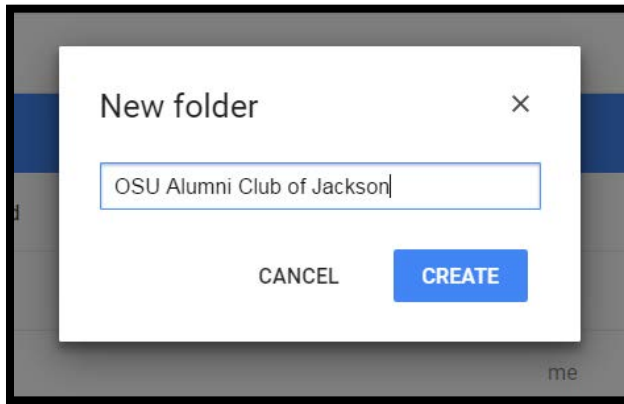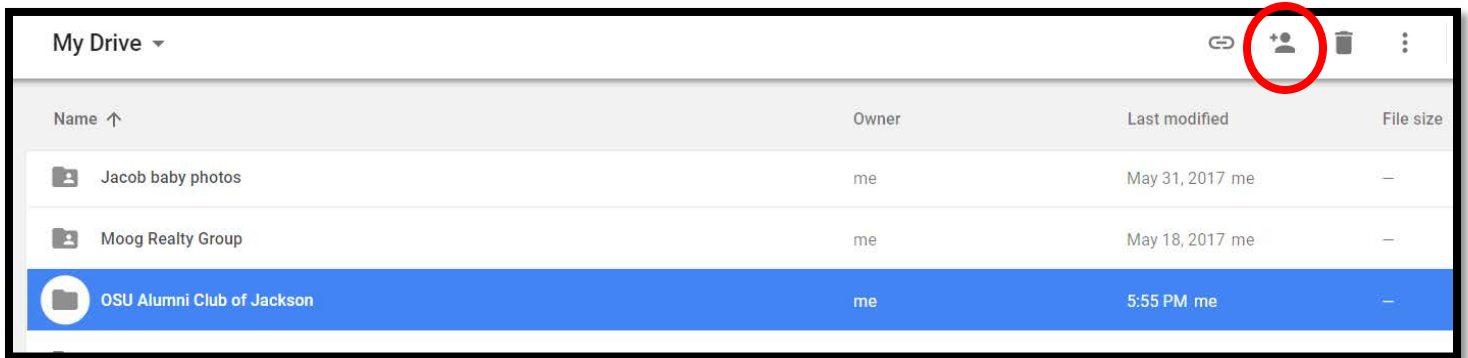2. Click "Go to Google Drive"
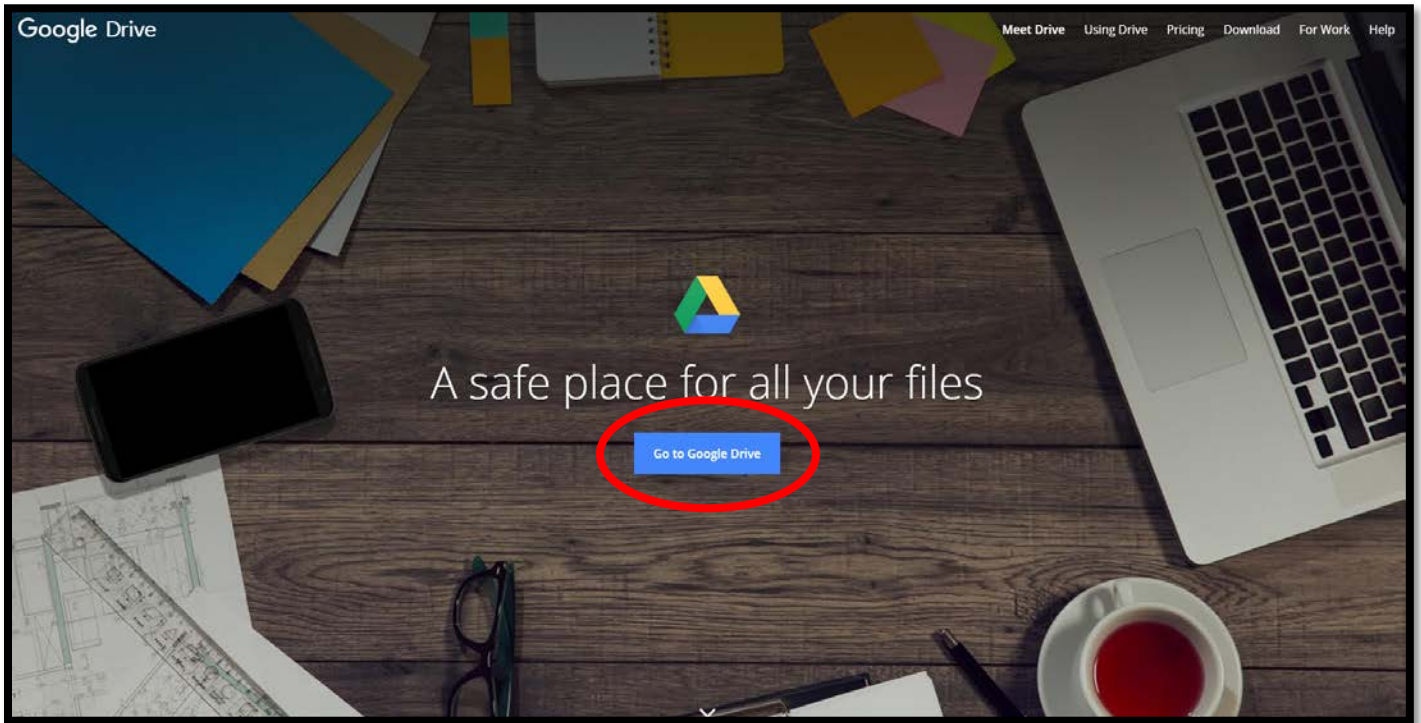
3. Click "NEW" In upper left hand corner

4. Select "New Folder" from Drop Down Menu
5. Type in Group Name in Pop Up window

6. Click once on Folder to highlight it.
7. Then click people Icon with + sign

8. Enter email addresses of folks you would like to have access, and click send