How to... import Google Drive in Notion

Embed Google Drive in Notion for easy access to the docs you use most often

Importing individual Docs

1. Open the Doc in Drive
2. Go to File > Download > Microsoft Word
3. Open the left hand menu in Notion and click Import
4. Chose Word and upload the file

Importing all Docs

1. Go to takeout.google.com
2. Click Deselect All, scroll down to Drive and click the checkbox
3. Scroll to the bottom and click Next step. Check the settings and click Create export
4. Open the download link emailed to you. This will save a zip file
5. Head to the left hand menu in Notion and click Import
6. Chose Word and upload the files