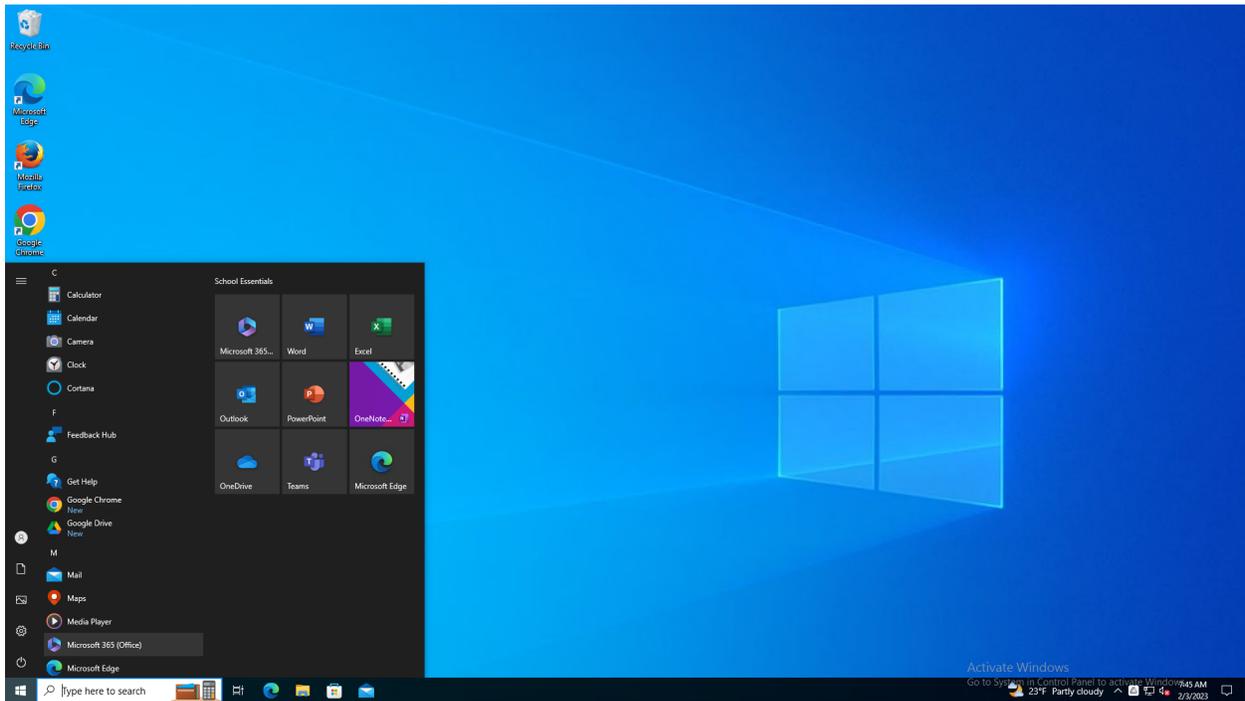
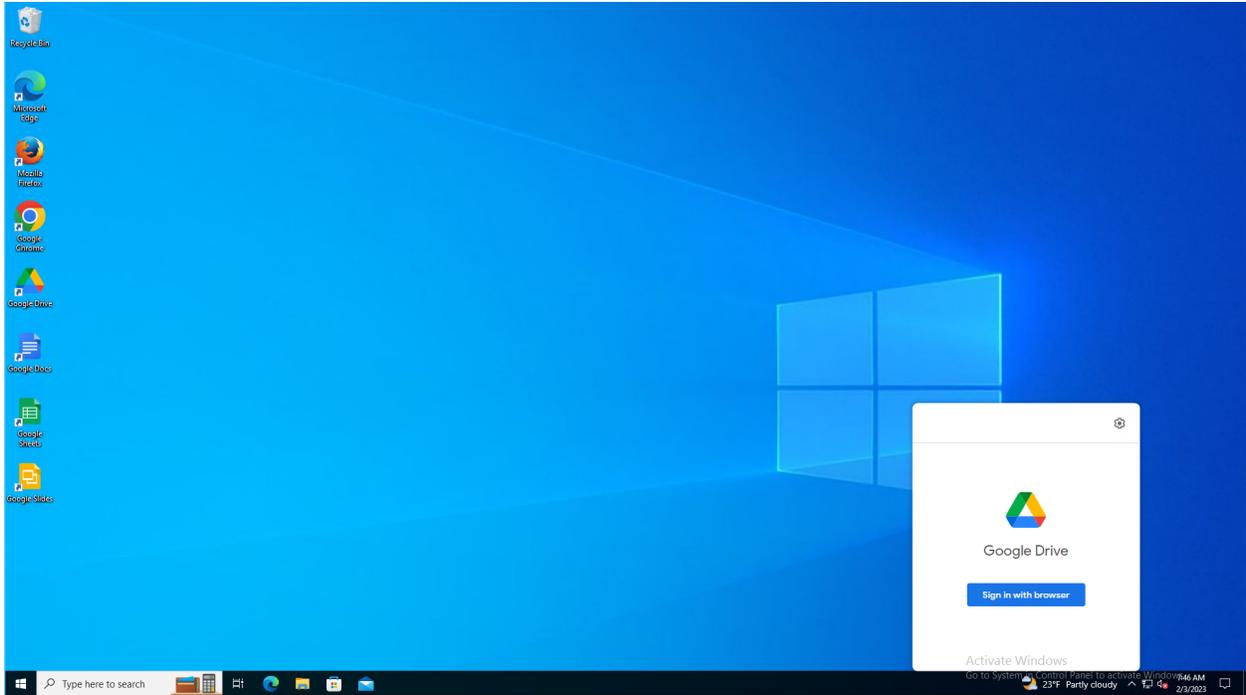


Google Drive app sign and use on a windows device

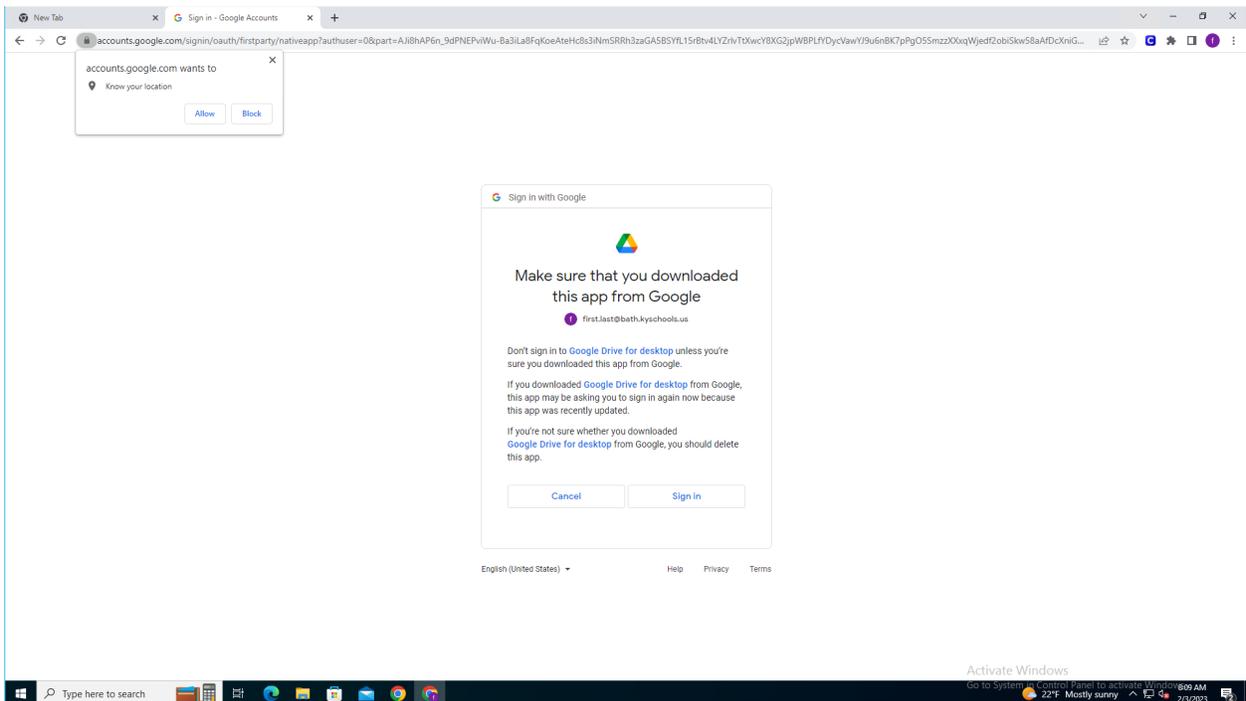
Google drive is pre-installed on all windows computers in the district.



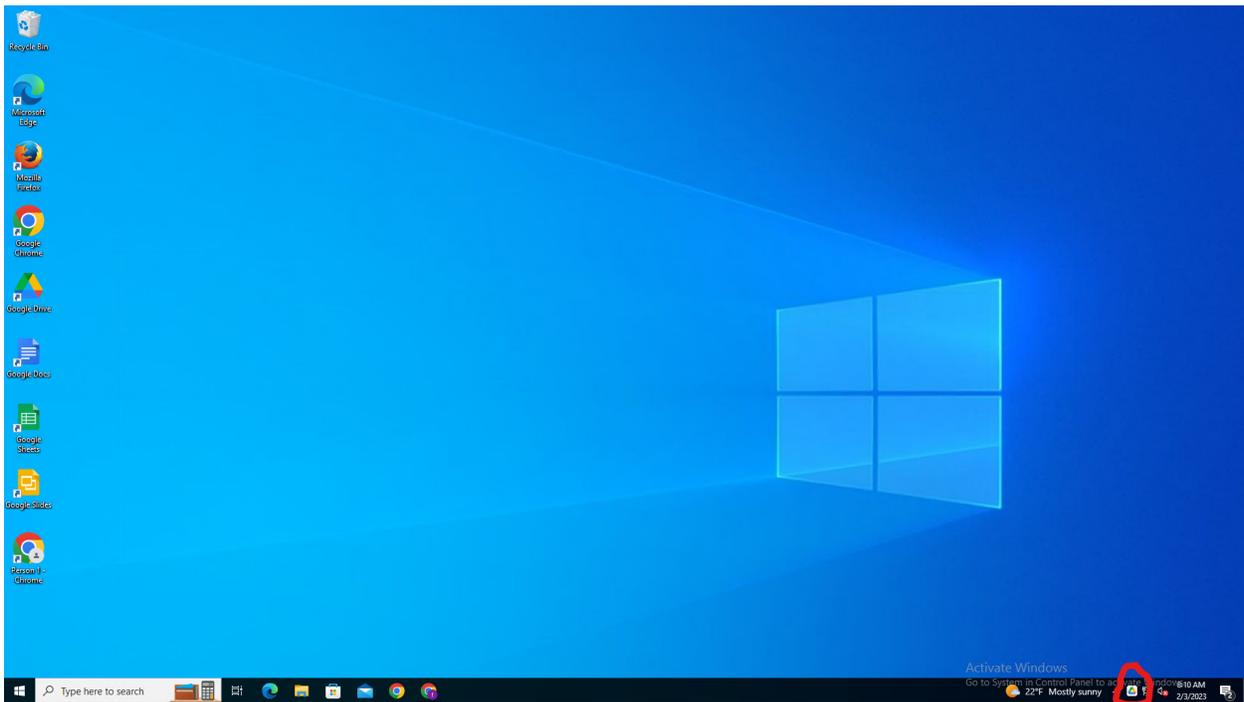
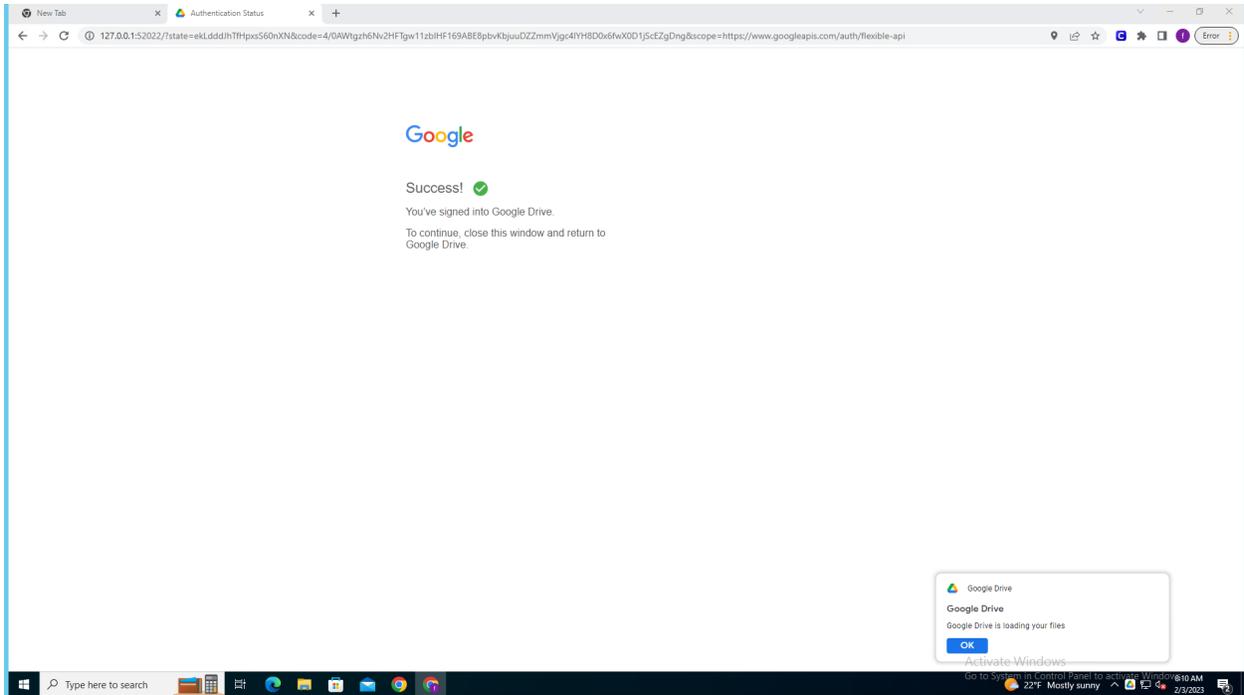
First go to the start menu and search for Google drive and launch it.



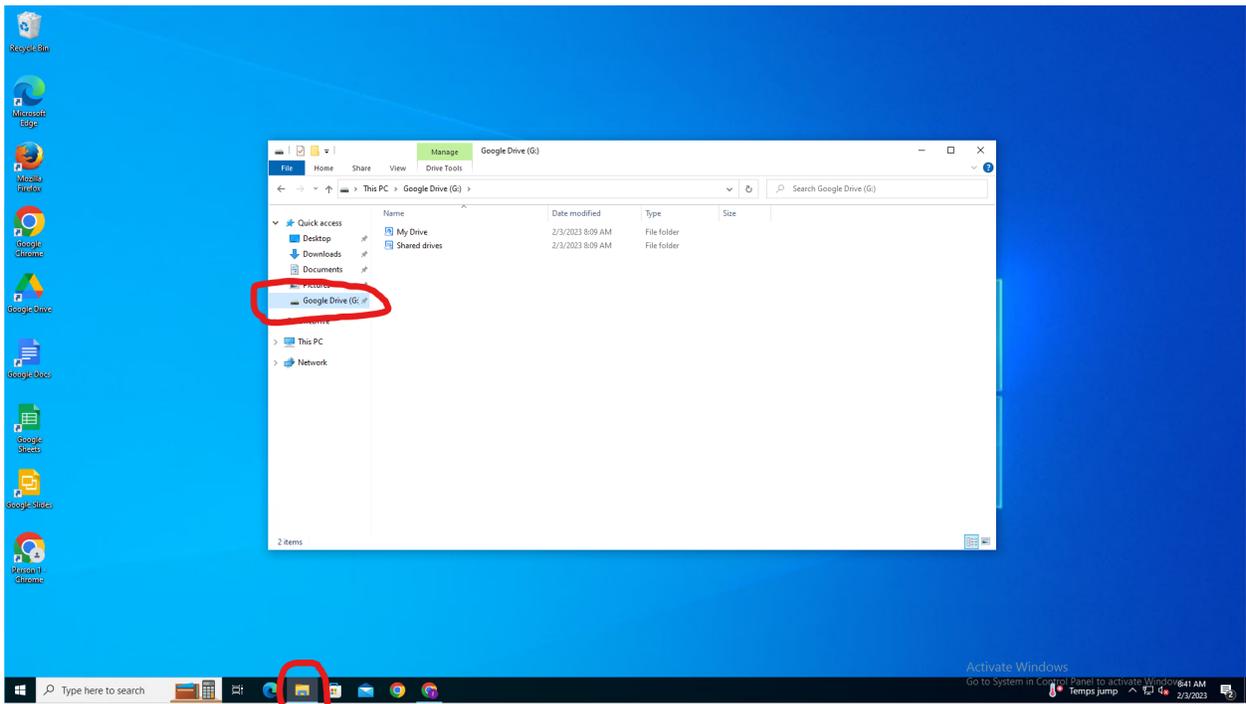
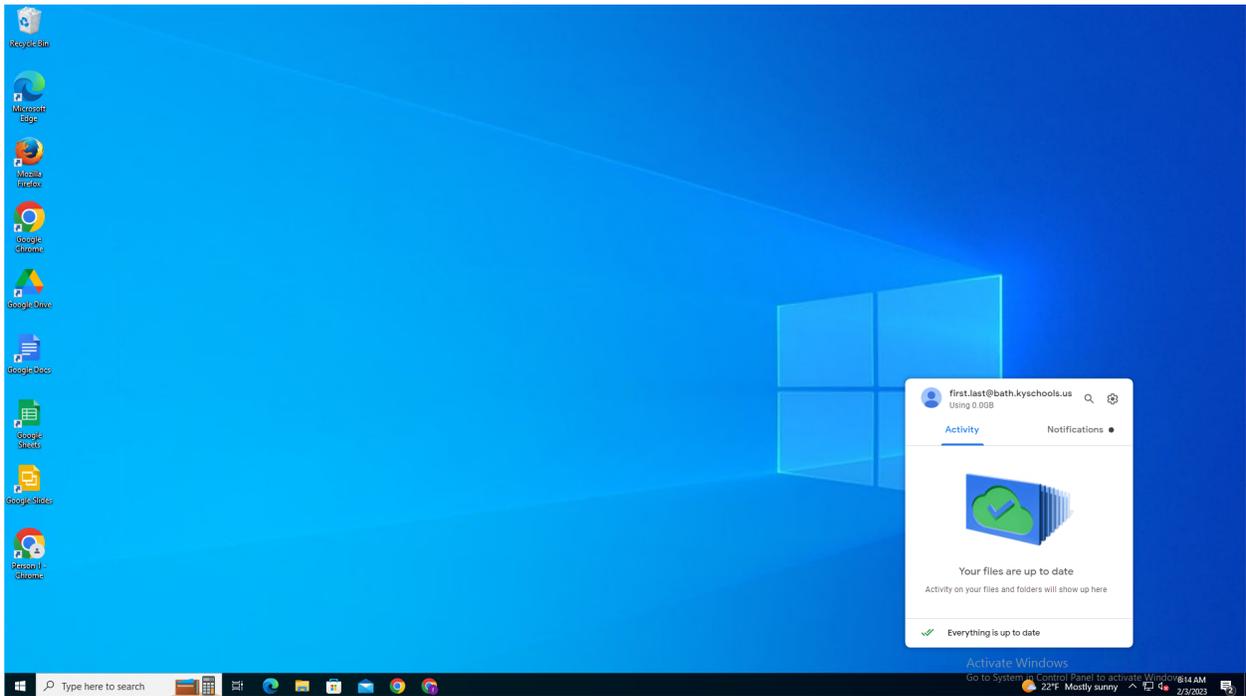
On the first launch, google drive will ask you to sign in. Use your district google account to login to google drive.



Click allow for the 'Know your location' and click 'Sign in' in the 'Make sure that you downloaded this app from Google' box in the middle of the page.



After you have signed, the app will run in the background and will automatically open at your next login. The google drive sync status will be displayed with an icon next to the clock at the bottom right of the screen. You may click on the Google drive icon to view the activity and notifications for the drive sync.



Open 'Explorer' by clicking on the yellow folder at the bottom of the screen. The click on 'Google Drive' in the Quick Access toolbar.

You can now drag, drop, copy, paste, move and save files into and out of your google drive just the same as other file locations on your computer using Explorer. You will also be able to save and open files from google drive with desktop installed programs such as word, excel and powerpoint.

Important:

The district does **NOT** back files stored locally on any device. In the event of hardware failure, we can not restore/recover files stored on a local device or drive (flash drive, external hard drive, SD card, phone, tablet, etc.). Please store all district files in the google drive using the app for that device or the google drive website. Storing files in google drive will ensure your files will be available after a hardware failure, device replacement/upgrade or after your device is serviced during a routine maintenance window(fall break, christmas break, spring break, summer break, ect.).