

Why create a Google Drive Account?

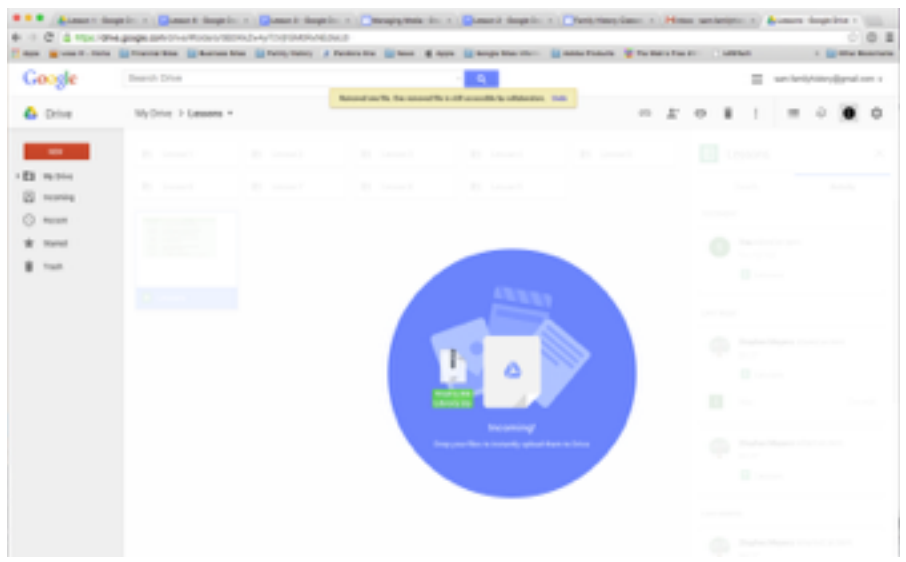
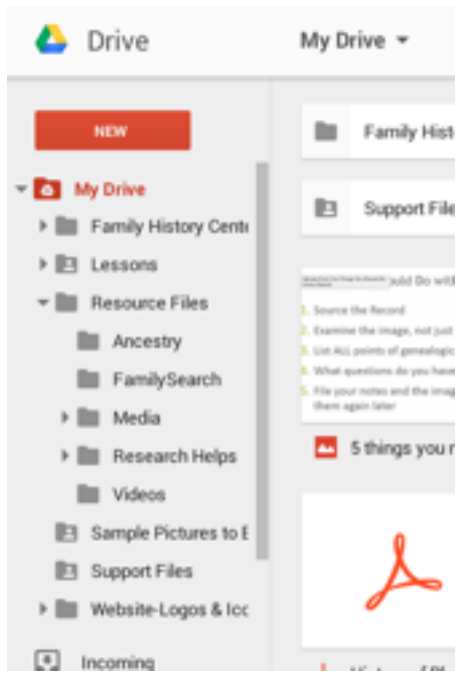
- ★ **Portability!** You will be able to access your files from any location as long as you have internet and a web browser
- ★ **Security!** USB drives are likely to be a technology of the past due to their inherent increased risks to pick up malware without an ability to scan for it.
- ★ **FREE!** You will get 15gb of cloud storage without any cost to you.
- ★ **Backup!** If you download the Google Drive APP to your computer, what is stored “in the cloud” will also be stored on your local computer. Now you have your files in two locations. If you have the desktop APP, it will automatically synchronize with the cloud drive and vice versa.

How do you create a Google Drive Account?

- ★ You just need to sign up for a Gmail account.
 - Go to <https://accounts.google.com/SignUp> from any web browser.
 - Enter the information they require and follow prompts.

How do you access your Google Drive Account when you are away from your computer?

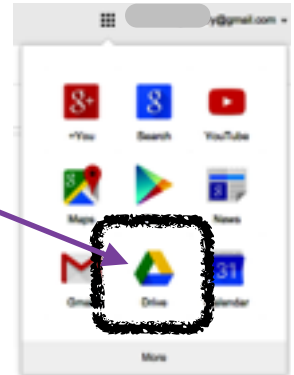
- ★ You can enter drive.google.com into the browser window. You will be then be prompted to sign in with your Gmail Account username and password.
- ★ Click on the triangle app, and your Google Drive will open.
- ★ The drive window will look like a Window Explorer type window.
- ★ There are instructions when you first open your drive to tell you how to move your files around and such. You can create folders for your files as well.
- ★ If you just click on a file in Windows and DRAG the file onto the Google Drive screen, a large blue circle pops up saying “Incoming” and the file will upload.



OR another alternative way to access your files

★ Enter gmail.com into the browser window. Look for the small 3X3 dotted logo left of your email address in the upper right of the browser.

★ Click on the dotted box and a list of programs will open. You will then click on the triangular Drive icon.



You will want to install Google Drive App onto your desktop or laptop as well. If you go to:

<https://tools.google.com/dlpage/drive>

There are good reasons to do this. If you are at the library and upload files to the browser based Google Drive, then these files will automatically synchronize to your desktop Google Drive at home. They will be there at home way before you are!

In Windows, the Google Drive App will install as a folder into File Explorer and so you can move files around as you normally would.

On a Mac, the Google Drive App will install under the User's home drive location (same location that Dropbox and OneDrive install). As with Windows, you can move files in and out of the folder as you would any other.

Having your files in multiple BUT SYNCHRONIZED locations ensures that you always have backup copies. If your hard drive goes down, don't worry as they are still safe in the "CLOUD".

Have fun!