





Click and Drag the 'Google Drive.app' icon over the top of the 'Applications' folder icon. This will copy the Google Drive.app to your Applications folder.

Next, double-click the Applications Folder Icon to open it. Find the Google Drive.app inside, and double-click it to start Google Drive for the first time.



O O Sign in to Google Drive			
Google	Google	Sign in to your MUS account.	D Gmail
Email GregJohnson@maderausd.org Password			
Bign in Cant access your account? Sign out and sign in as a different user			
© 2013 Google Terms of Service Privacy Policy Help	English (United States)		
	00	Getting sta	rted (2 of 2)
	Google Drive	on the web.	
Click 'Start Sync' – this will copy any files you may have saved to your Google Drive (online) to the Google Drive folder in your laptop Home Folder.	Files will now sync Files from Google Drive on the web, including Google Docs files, will sync to your Google Drive folder. Choose Advanced setup to change what will sync.		
	Advanced se	tup	< Back Start sync
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g 77 of 1005	Clicking the	vison and colocting (	Open Coogle

## Open Google Drive folder Visit Google Drive on the web

View items shared with me

GregJohnson@maderausd.org 2.03GB (7%) of 30.00GB used

Get more storage

Preferences... Help About

Pause

Quit Google Drive

Clicking the icon and selecting 'Open Google Drive folder' will open the local folder (on your laptop) where your Google Docs are synchronized and stored.

Dragging folders and files into this local folder will COPY them to your Google Drive for online storage (backup). This can be a handy way to make backup copies of your important files in case of a laptop catastrophe.

Remember: you only have 30 GB of FREE ONLINE STORAGE. It may be best to only copy the 'DESKTOP' and 'DOCUMENTS' folders from your home folder to the Google Drive Folder.

Questions?? Please email your school's Help Desk with 'Google Drive' in the subject line.