

Google Drive Instructions

Staff members are encouraged to take the time to learn the method of using Google Drive and the Google Applications for backing up their computers. The best way to utilize Google Drive is with the Google Drive Desktop Application for Windows computers and Mac computers. Links to Synergyse training videos that give step-by-step instructions on how to install this application are below.

Once installed, you may use the Google Drive Folder to save all your files. Files saved to this folder will be simultaneously copied to your Google Drive. This way, you will be able to access all of the files on your computer that you place into this Google Drive folder on any other computer that has access to the internet as well. The backup is automagical!

Google Drive How To video:

[https://www.youtube.com/watch?v= G_dB5lrdr8](https://www.youtube.com/watch?v=G_dB5lrdr8)

Intro to Drive desktop application:

<http://synergyse.com/shared?app=drive§ion=600&script=6001-free>

Download and install the Drive desktop application:

<http://synergyse.com/shared?app=drive§ion=600&script=6002-new>

Use the Drive desktop application to sync files:

<http://synergyse.com/shared?app=drive§ion=600&script=6003>

Install Google Drive:

<https://www.google.com/drive/download/>