

# COLBY SCHOOL DISTRICT GOOGLE DRIVE

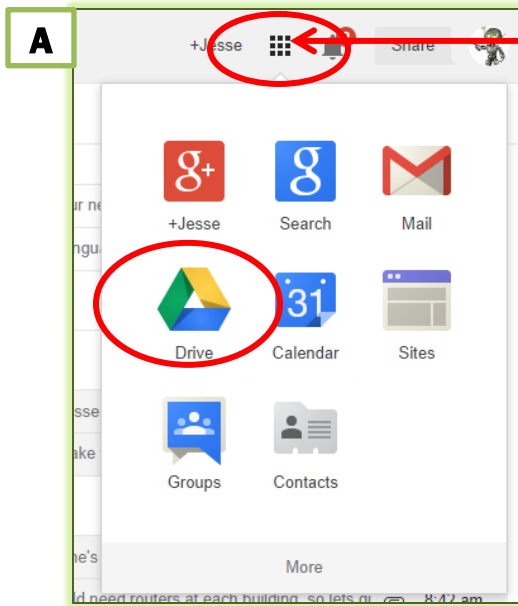
At Colby there are a couple different ways to save you documents. In steps listed below we will show how to save documents to your Google Drive. Google Drive files are accessible from anywhere as long as you have an Internet connection.

There are two ways to access your *Google Drive*:

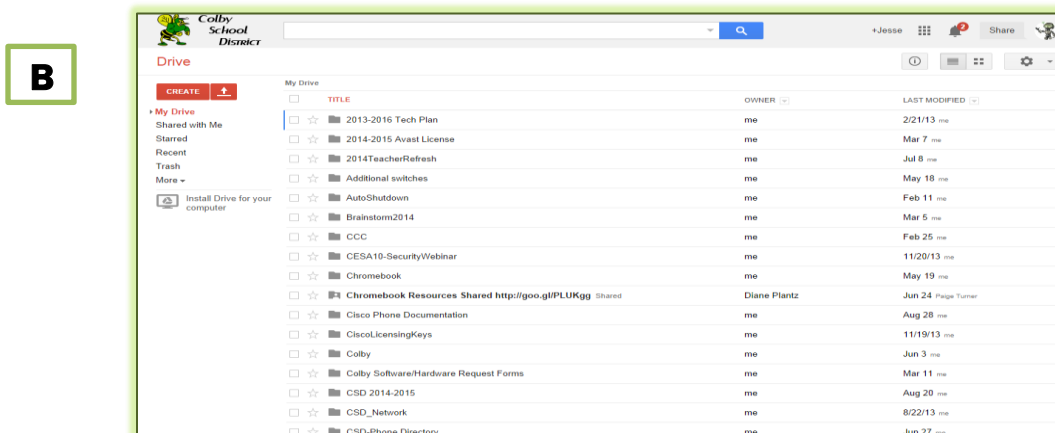
1. From the World Wide Web (Internet)
2. From your computer

## ACCESS GOOGLE DRIVE FROM THE INTERNET

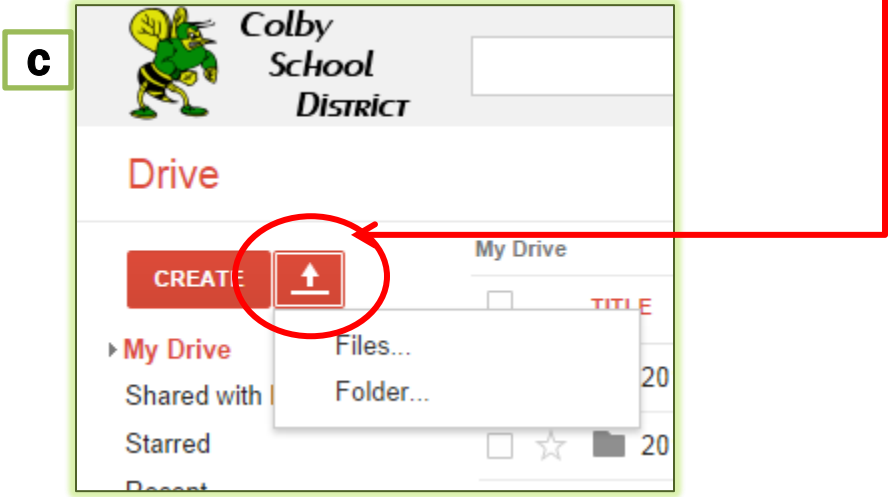
1. Go to [drive.google.com](http://drive.google.com) and sign in, or login to your District Email, click on the **nine squares** in the upper-right corner of your email webpage (*picture A*)
2. Then Click on "Drive" (*picture A*)



You will be directly routed to your Google Drive: You will see all your files and folders listed in the middle of the page. To open a file or folder, simply click on it. (*picture B*)




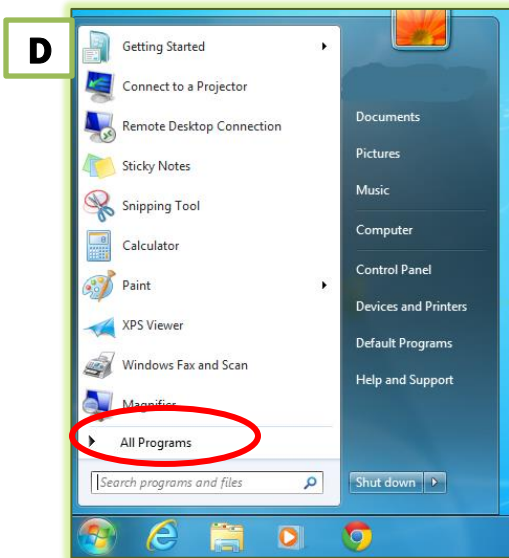
From here you can upload **Files** or **Folders** by clicking on the **Upload Button** and select if you would like to upload a single file or a folder: *(picture C)*



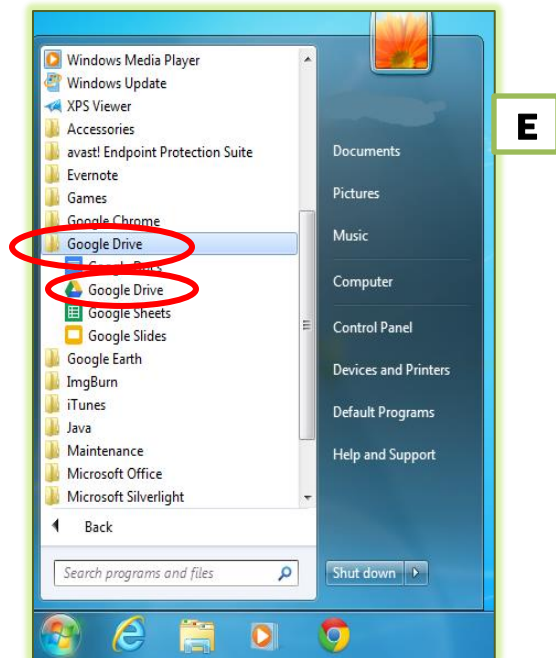
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### TO SETUP GOOGLE DRIVE ON YOUR DESKTOP

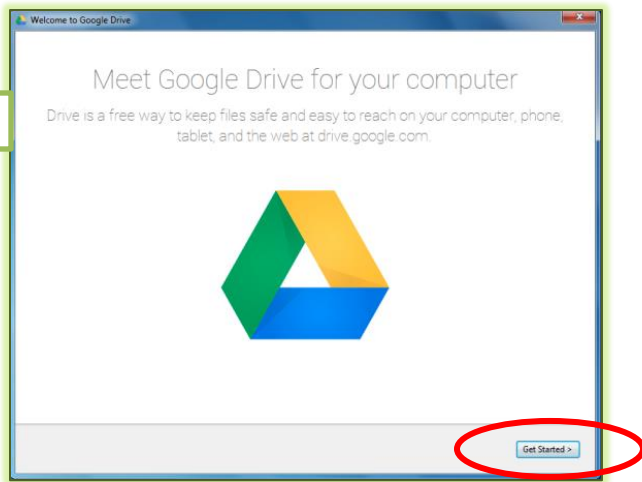
1. The first step to setting up your *Google drive* on your computer is to click on the **Start** button: 
2. Next click on **"All Programs"** *(picture D)*



3. Then click on **"Google Drive"** and **"Google Drive"** again. *(picture E)*

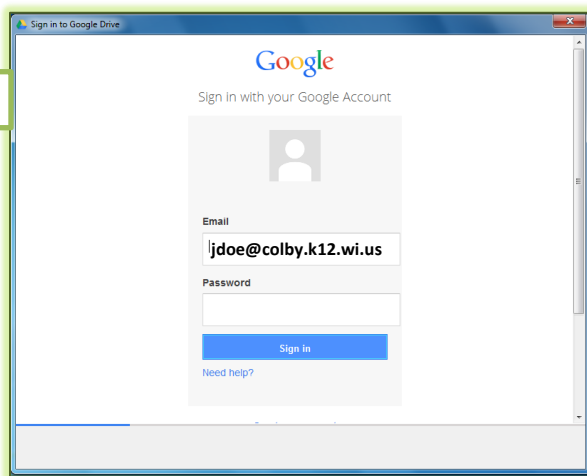


**F**



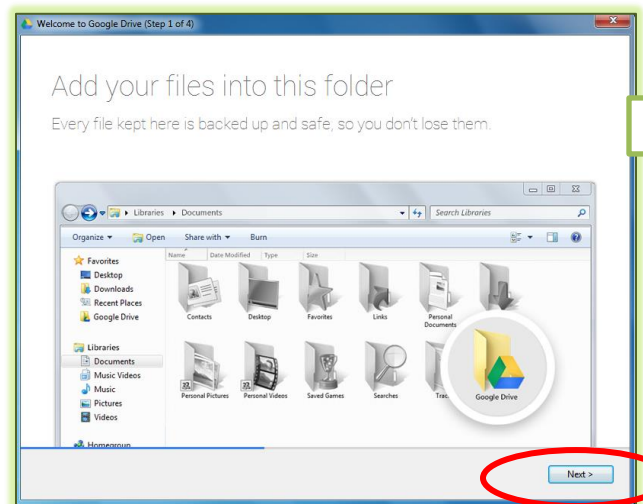
4. Next click "Get Started" (picture F)
5. You will next be prompted to login (picture G) use your email credentials: (example: *jdoe@colby.k12.wi.us*)

**G**

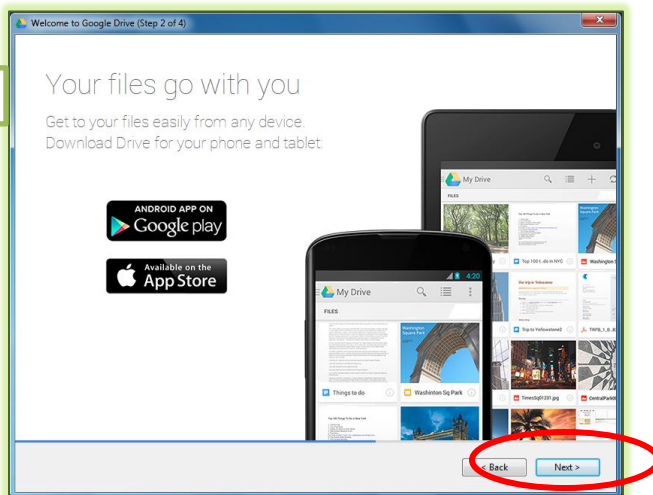


6. Click "Next" (picture H)
7. Click "Next" (picture I)

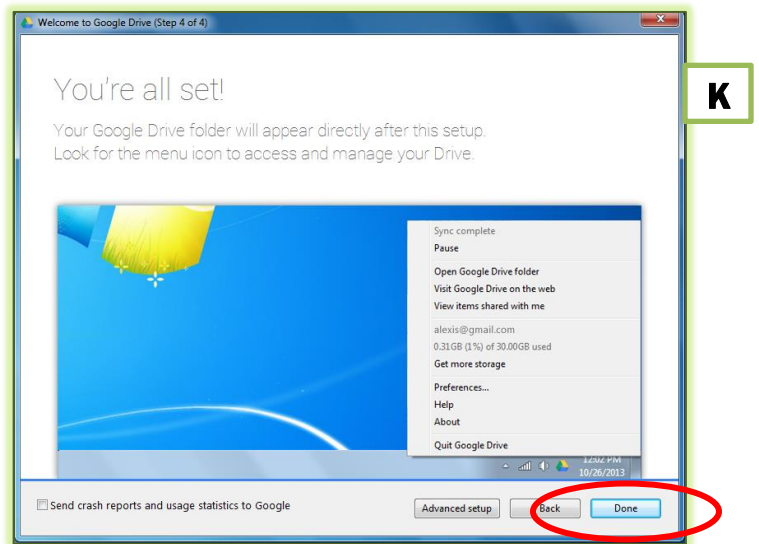
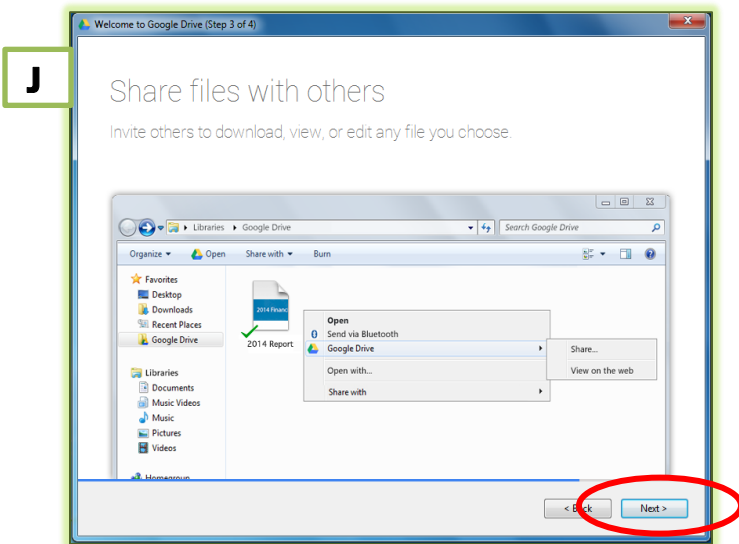
**H**



**I**

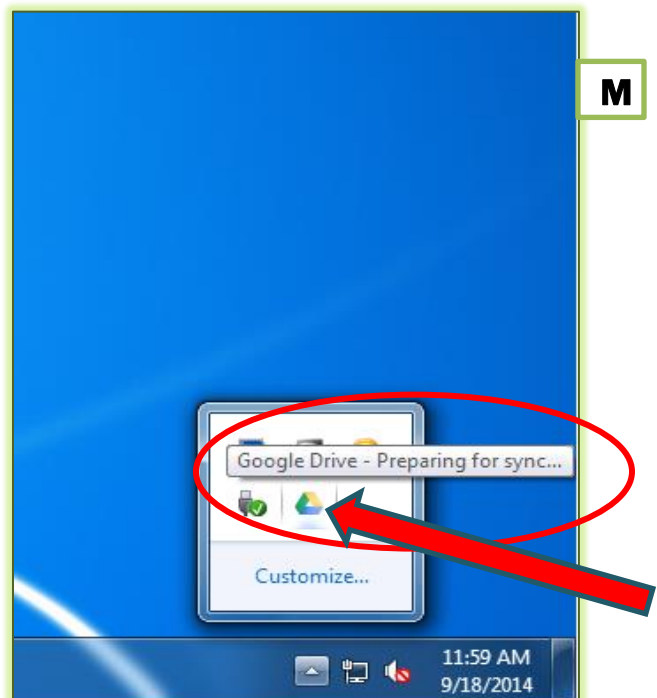
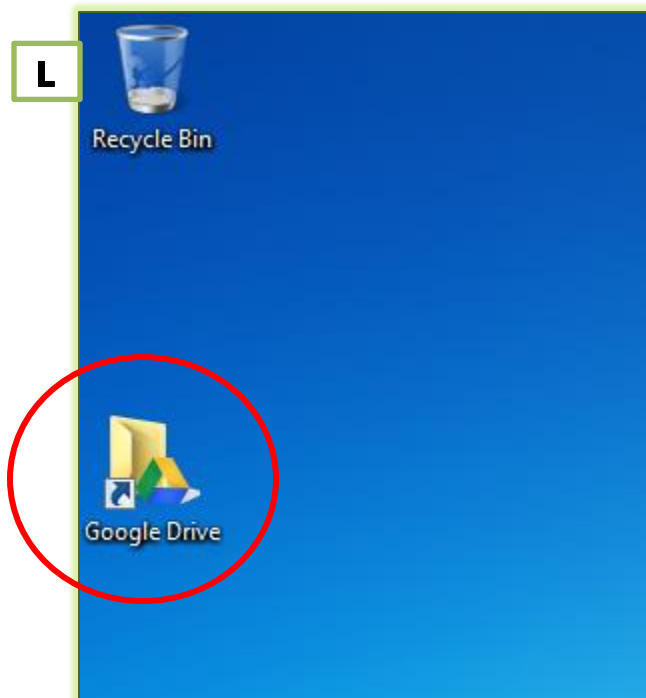


8. Click "Next" (picture J)
9. Click "Done" (picture K)



In a few moments you will see a folder on your Desktop labeled "Google Drive"; (picture L) this folder is directly linked to your Google Drive on the web (Internet). Whatever you put in here will show up on the web drive also.

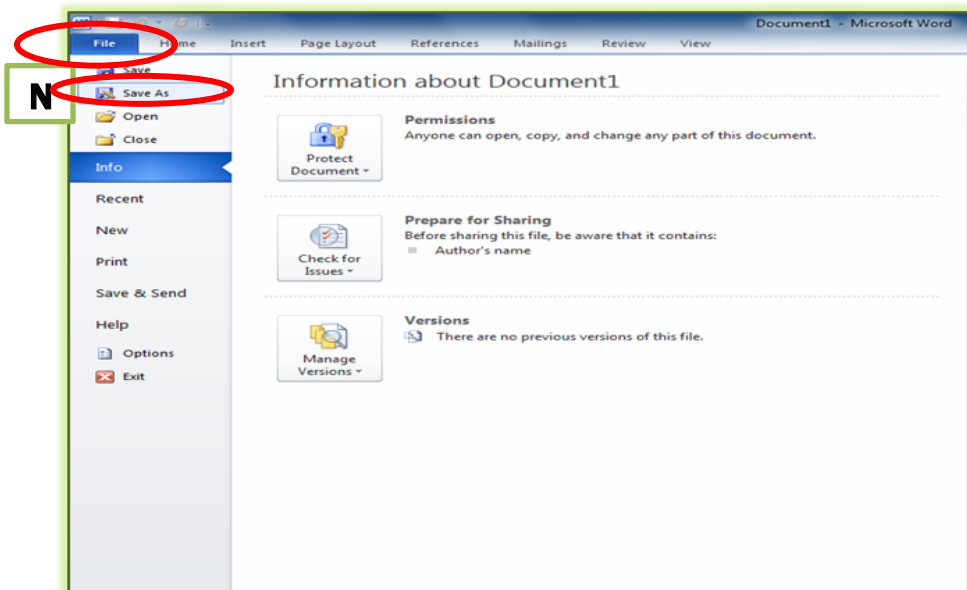
If you have files in Google Drive, they will automatically begin to sync. (picture M) Depending on how many files you have this may take some time. You will see the Google sync icon in the notification window, which is located on the bottom-right of your desktop (computer screen).



## SAVING DOCUMENTS WITH GOOGLE DRIVE ON YOUR DESKTOP

There are a couple ways to save files with Google Drive on your computer.

1. You can simply drag and drop files into the Google Drive folder on your desktop. This is done by holding down the left-mouse click on a file or folder, and drag the file or folder to the Google Drive folder and then release the left-mouse click.
2. The other way is to click “Save As” and then select “Google Drive”. For an example I will use Microsoft Word: Click “File” and then “Save As” (picture N)



3. Click on “Google Drive” located in the left-hand navigation pane (picture O)
4. Choose where in your Google Drive you like to save the document and then click on “Save”

