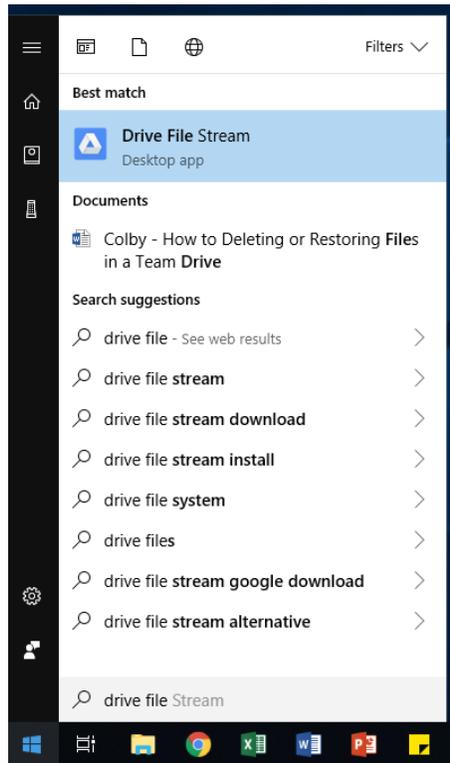


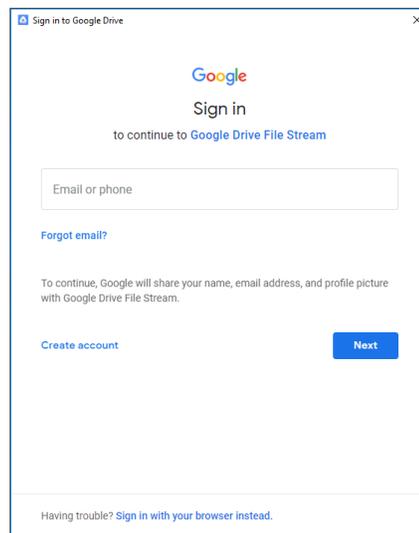


How to Log into Google Drive File Stream

1. Go to Start in the bottom left corner of your computer screen. Start typing Drive File Stream as shown below. Hit ENTER or click Drive File Stream once it comes up.

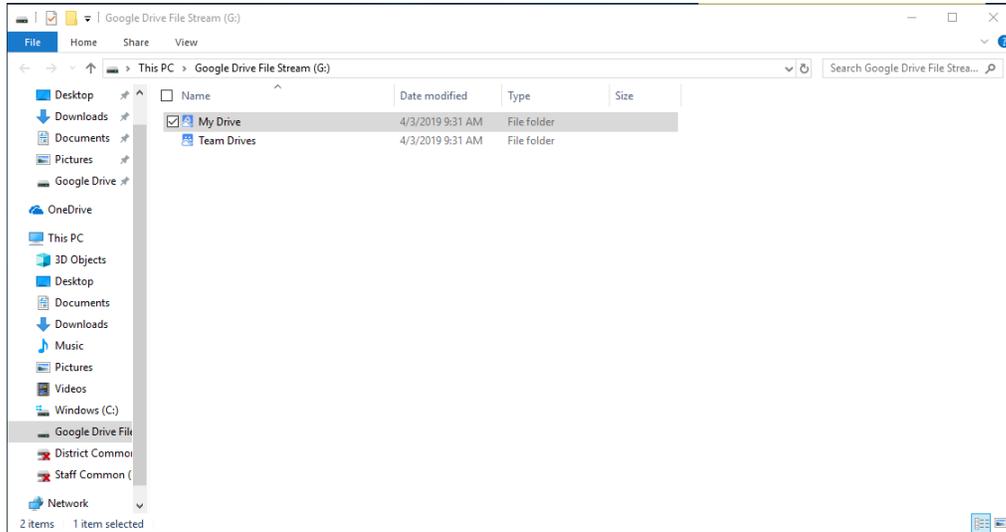


2. Log into Google Drive File Stream with your Colby email address and password.





3. Once signed in you will now have your G: drive on your computer.



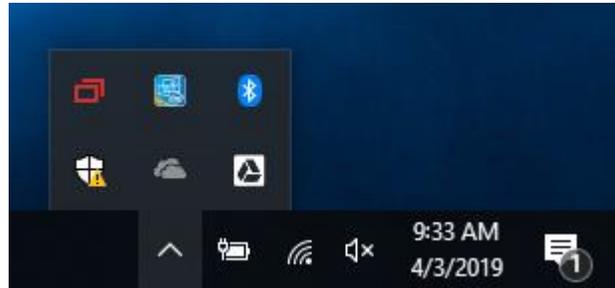


How to Check Google File Stream is Working

1. Go to the bottom right corner of your computer screen. Find the ^ (System tray).



2. Click the ^. There you will locate the Drive File Stream icon.



3. Select the Drive File Stream icon.



4. This will show you what documents have synced recently and if you are logged in or not. You can log out by selecting the 3 dots in the top right corner.

