

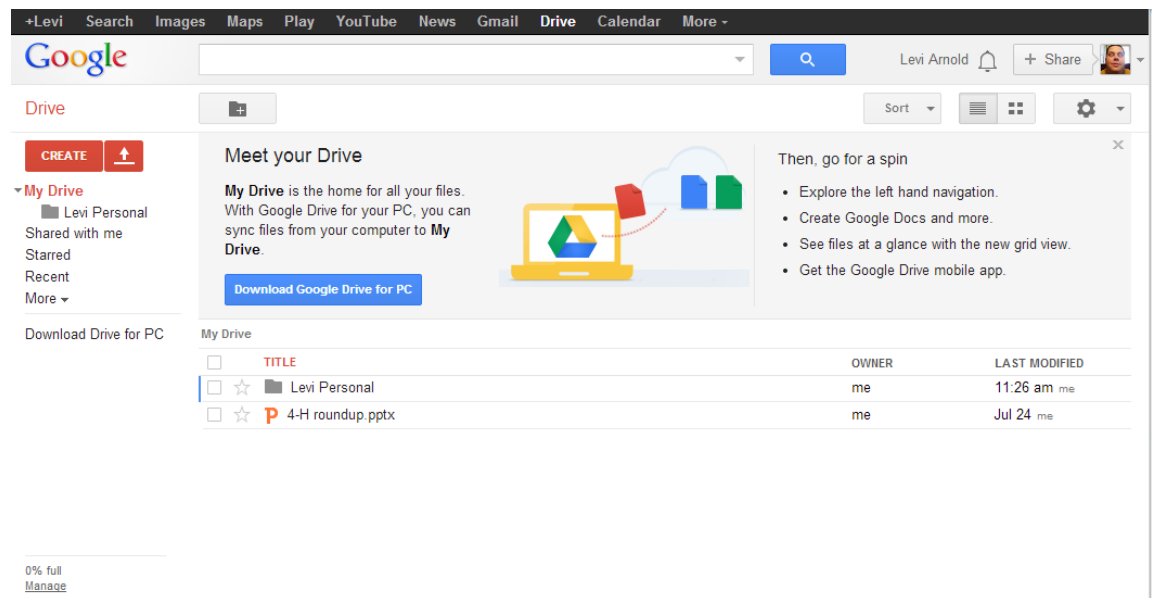
How to install and begin using Google Drive.

Most people use, or at least have heard of, Dropbox. Google Drive is very similar to Dropbox in that it offers online storage for files that you can access from any location as long as you have a computer (or a mobile device) and internet. However, that is where the similarities end. Google Drive offers 15 free gigabytes (GB) of storage where Dropbox only offers 2 GB (500 MB added for each referral up to 18 GB.) Google Drive also includes apps for creating or editing documents, presentations, spreadsheets, forms, and drawings. In this training document we will cover installing Google Drive on your computers and mobile devices.

1. To start using Google Drive you will need to have a Google account setup (Gmail, YouTube, Google drive, etc.) If you do not already have one setup, you can do so at the Google Drive website (drive.google.com.)

2. Login to Google Drive.

3. If you would like to install a Google Drive folder on your computer, Click the Download Google Drive for PC button.



4. Use the default settings to install a folder on your desktop.

5. Copy or move files into the folder to sync them with Google Drive.

6. On other computers you can either use the Google Drives website or install the Google Drive for PC to access your files.

7. On your mobile devices, search the app store or market for Google Drive, install the app, and login to your Google account.

If you have questions, please contact your DASNR IT Support Specialist.