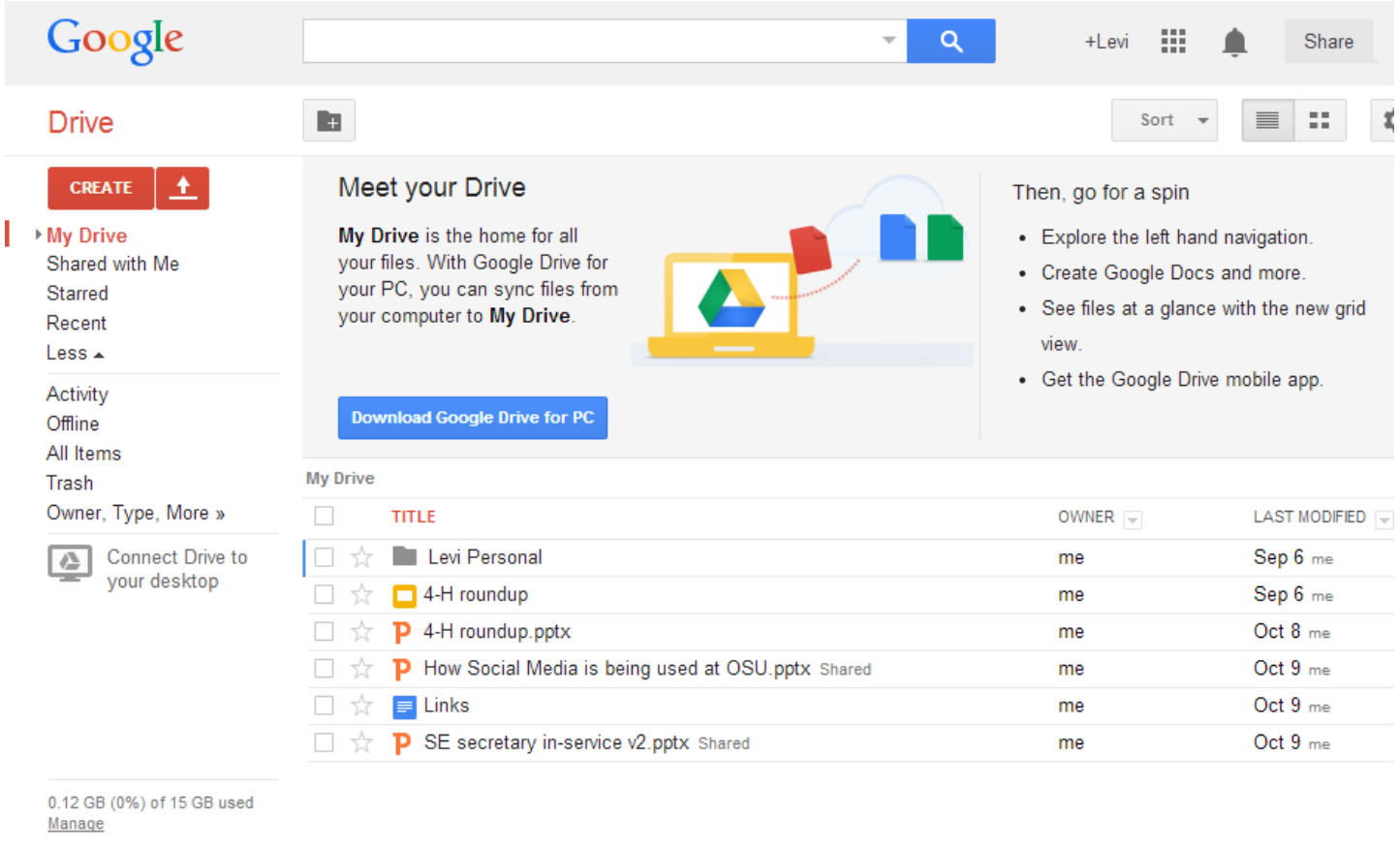


How to use Google Drive offline

Google Drive has the ability to be used offline (when your computer does not have an internet connection). This not only includes the file saving function of Google Drive but also includes the applications within Google Drive. There are two important things you must do before you disconnect from the network. First, you must use Google Chrome to access Google Drive offline. Second, you must have Google Drive setup to be used offline. Your computer must be online to sync your recent items saved to Google Drive. If you do not follow these two steps before losing your internet connection you will not be able to use Google Drive offline. If you need Google Chrome, download and install it from google.com/chrome. The following instructions will show you how to set Google Drive to work when you are offline.



The screenshot shows the Google Drive web interface. At the top is the Google logo and a search bar. Below that is the 'Drive' header with a '+ Drive' button, a 'Sort' dropdown, and view toggles. The main content area is titled 'Meet your Drive' and includes a 'Download Google Drive for PC' button. To the right, there's a section 'Then, go for a spin' with a list of tips. Below this is a table of files in 'My Drive'.

<input type="checkbox"/>	TITLE	OWNER	LAST MODIFIED
<input type="checkbox"/>	Levi Personal	me	Sep 6 me
<input type="checkbox"/>	4-H roundup	me	Sep 6 me
<input type="checkbox"/>	4-H roundup.pptx	me	Oct 8 me
<input type="checkbox"/>	How Social Media is being used at OSU.pptx Shared	me	Oct 9 me
<input type="checkbox"/>	Links	me	Oct 9 me
<input type="checkbox"/>	SE secretary in-service v2.pptx Shared	me	Oct 9 me

0.12 GB (0%) of 15 GB used
[Manage](#)

✓ Just visit drive.google.com when you're offline to open these files. [Learn more](#)

1. Open Google Chrome, navigate to Google Drive, and login:

<http://drive.google.com>

2. Click the "More" button to expand the navigation on the left side of the screen.
3. Click the "Offline" menu button on the left side of the screen.
4. Click Enable Offline.
5. After a few seconds you should receive a message with a green check mark showing that Google Drive offline is now enabled.
6. When you do not have internet, you can access Google Drive by opening Google Chrome and navigating to drive.google.com.