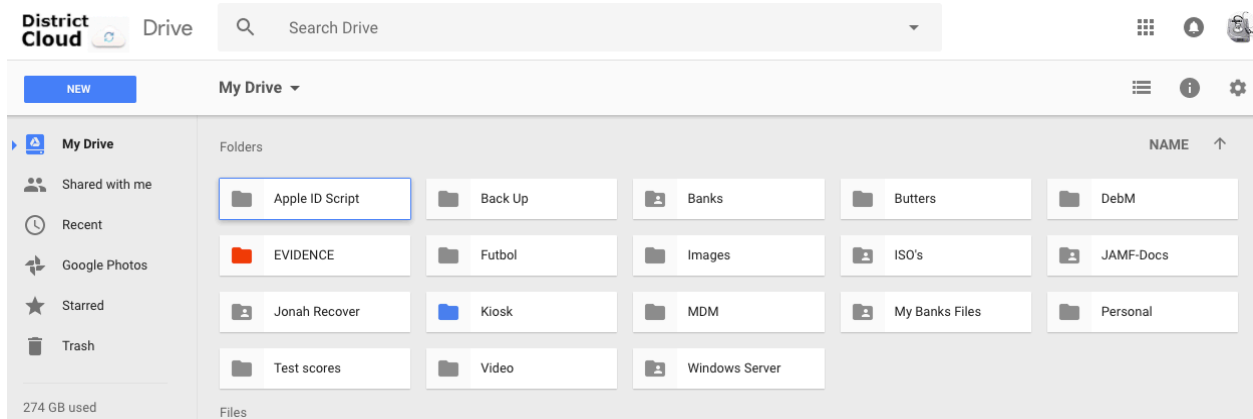


HOW-TO BACKUP TO BROWSER BASED VERSION OF GOOGLE DRIVE

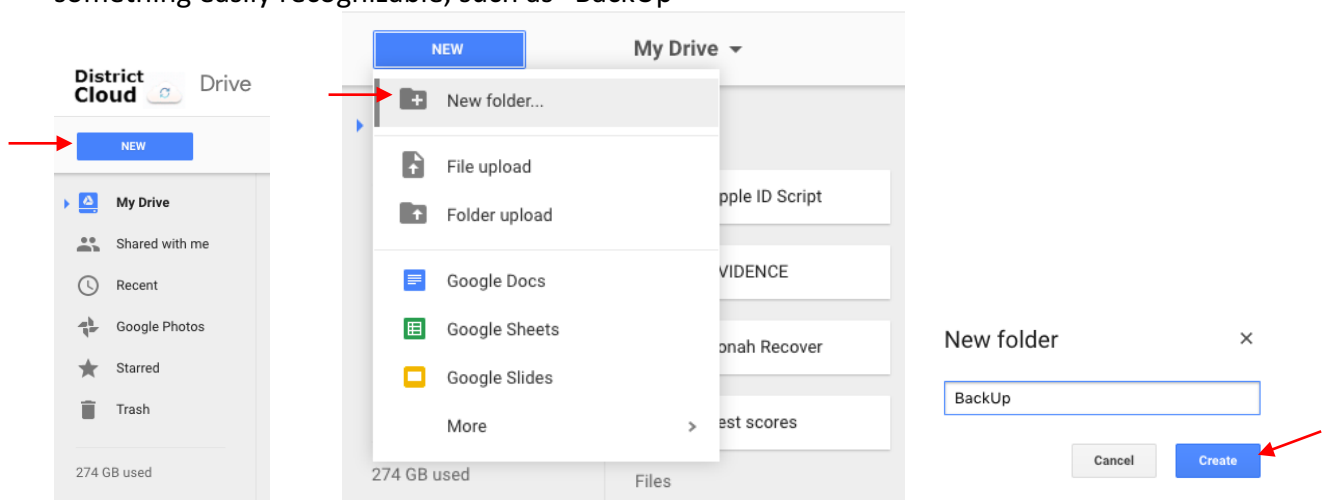
Step 1: Open Chrome and navigate to drive.google.com

A sign-in form with a placeholder for a profile picture, a text input field labeled "Enter your email", a blue "Next" button, and a link "Find my account" below the button.

Step 2: Log-in with your school email account



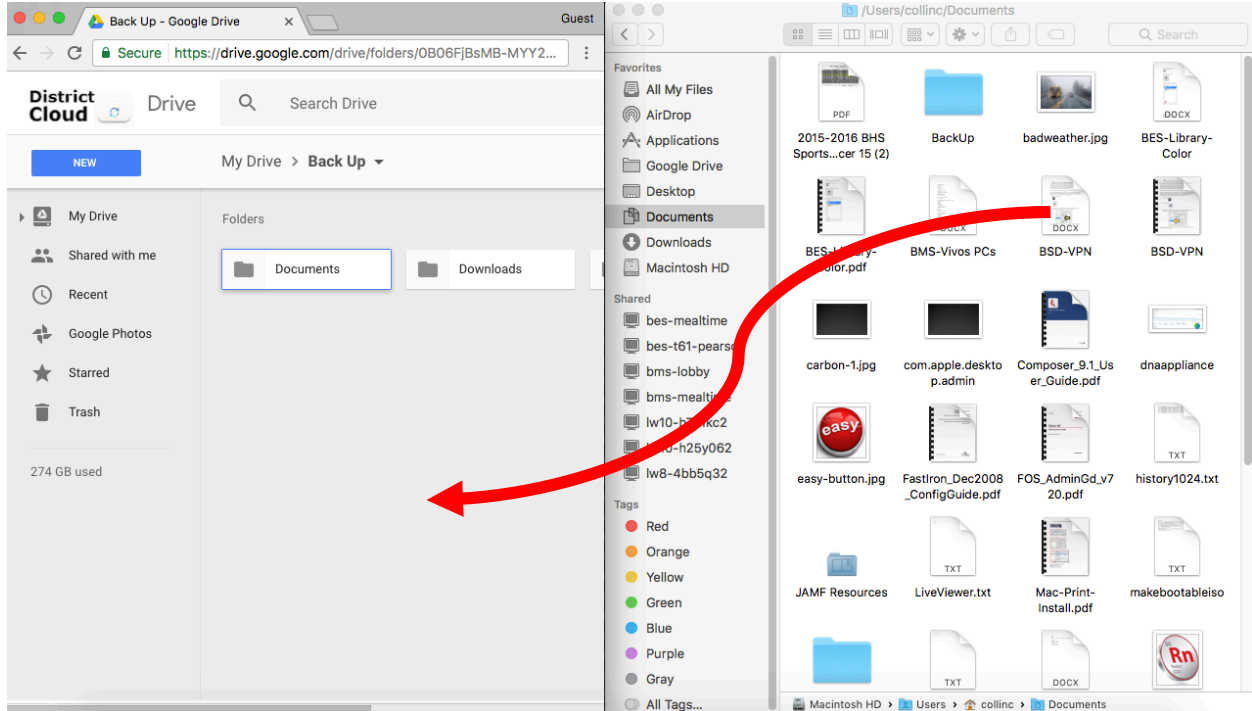
Step 3: Near the top left corner, click on New, then New folder, finally- name the folder something easily recognizable, such as "BackUp"



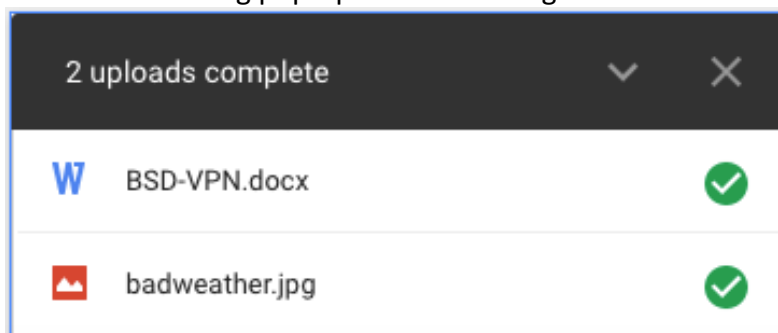
Step 4: Open Finder & resize the windows so you can see both at the same time. From within Finder, navigate to where you store your files- then simply drag them into Chrome.



The Finder icon should be located in your dock.



You should notice Chrome changes to display “Copy items to drive”, then upon letting go of the mouse, you should see the following pop-up in the lower right corner:



Once all files have completed uploading, your backup is complete. These files will be accessible from any device you log into with the school Google account.

Please keep in mind: The tech department does *NOT* make backups of anyone’s files. This is each user’s responsibility. Should your computer fail or need to be wiped, you will need to have done this procedure first! There is no backup of your stuff if you haven’t made one.

Google for education provides (nearly) unlimited storage using Drive. This is an invaluable resource which provides access to all needed files from anywhere! Please begin utilizing this program as soon as possible. Creating backups now will make transitions / recoveries much smoother.

Feel free to contact the tech department with any questions or comments.

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