

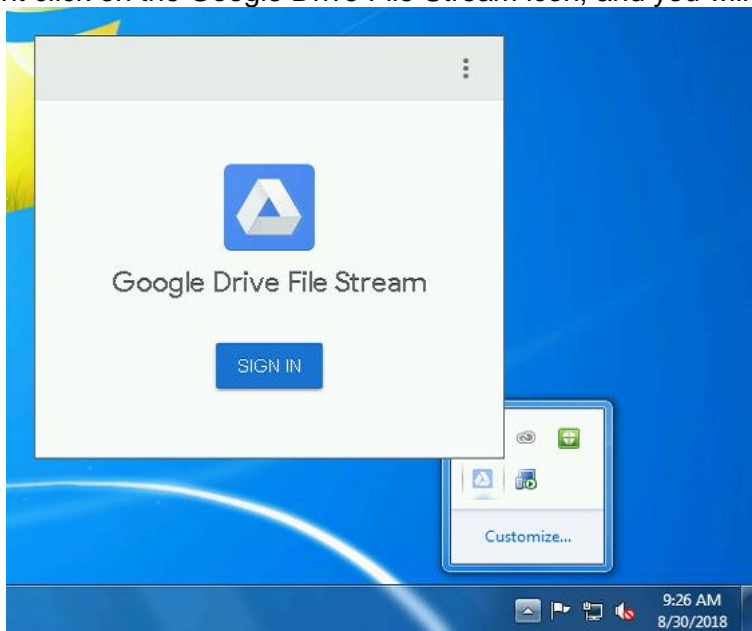
Google Drive File Stream

Since the corporation is a Google Suite customer, each faculty and staff member has unlimited Google Drive space. Because of this, we have deployed some software called Google File Stream to your machine that will make it easier and more convenient to save and access data on your Google Drive.

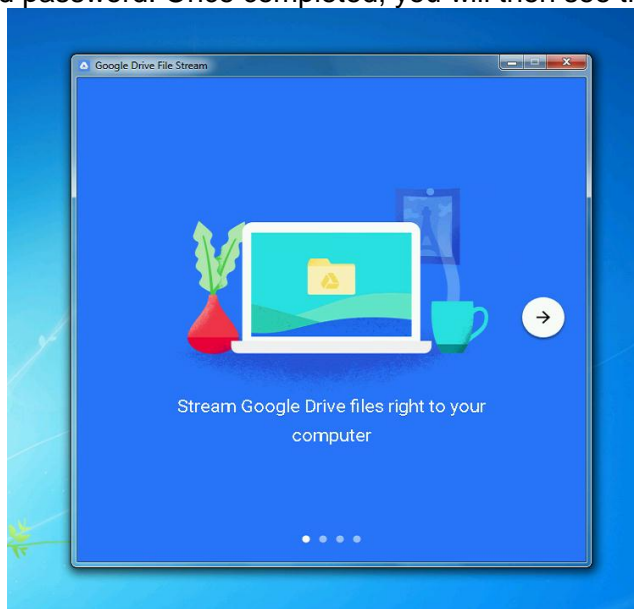
Because all the Google Drive data is stored on Google servers, it will be beneficial for you to transition from saving on your school network drive to saving on your Google Drive. Your school network drive has a limited capacity and can only be accessed within the school's network. Your Google Drive capacity is unlimited and can be accessed anywhere.

Before you can use Google Drive File Stream, you need to follow these steps:

-In the system tray, right click on the Google Drive File Stream icon, and you will see this box.



-Sign in with your email and password. Once completed, you will then see this box appear:

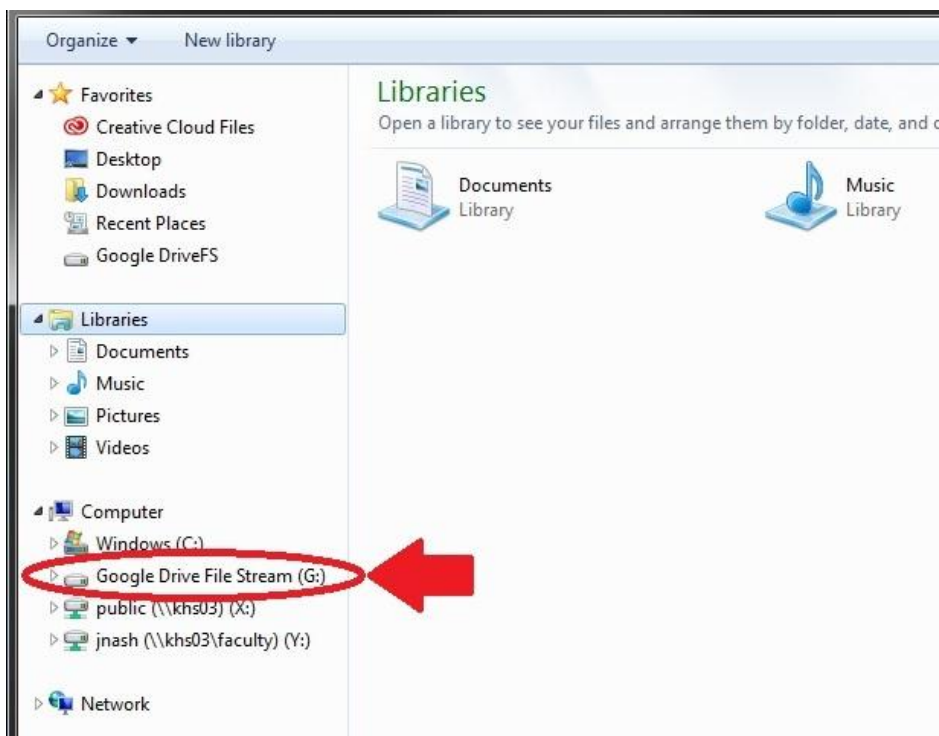


Accessing your Google Drive from your school computer (make sure you complete the above steps first, otherwise you won't have access)

-After completing the Open "File Explorer" from your taskbar



-Click on "Google File Stream" which will now be showing as an available drive on the left-hand side of the window under Computer



-Double-click on the "My Drive" folder and you will see your Google Drive documents.

Saving to Google Drive via File Stream on your school computer:

The process of saving to your Google Drive is the exact same process as saving anywhere else on your computer. No need to go into a web interface like Chrome.

-In your document, click Save As

-Within the window that pops up, click on Google Drive File Stream on the left-hand side under Computer

-Click on My Drive folder and save your document there

Accessing Google Drive from a different computer:

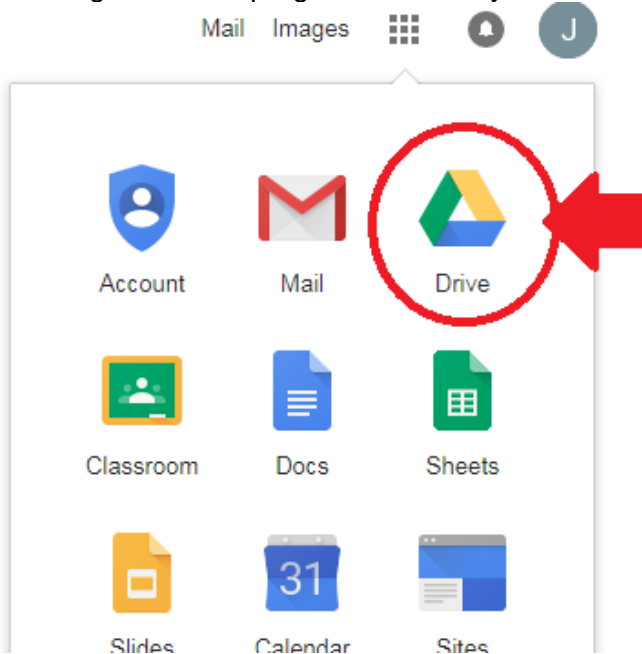
If you have saved data to your File Stream from your school computer and want to access it at home or somewhere else, use this process for the web interface

-Go to Google.com

-In the top right corner of the page, there will be an option to sign in with your Google account

-Sign in with your school email address and your password

-Click on the grid in the top-right corner and you will see a list of Google Apps, including Drive



-Clicking on "Drive" will take you to the Google Drive web interface, where you can access and organize your data

****Notes****

-Google offers a free Google Drive app for most, if not all, smartphones. You can download the app and sign-in with your school Google account for access on your smartphone.

-The syncing that is done between the File Stream on your computer and the Google servers requires an internet connection. If you save something to your File Stream while not connected to the internet, it will not show up in your Google Drive until it has a chance to connect and sync.

-The organizational changes you make in File Stream will be seen when in the web interface, and vice versa. For example, if you create a folder while in the File Stream on your school computer, the same folder will be seen while accessing Google Drive through the web interface.