

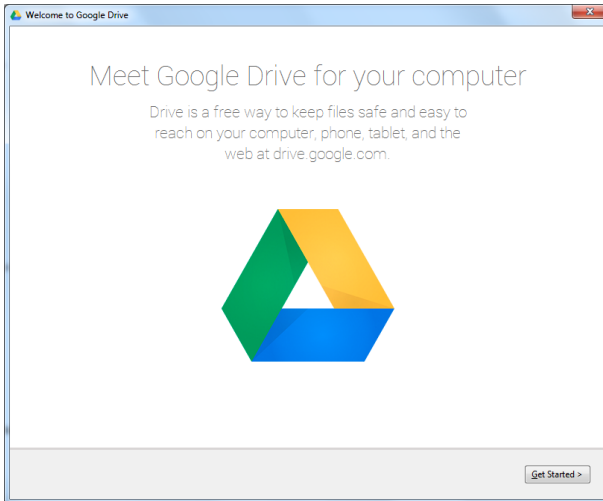
Use Google Drive as a Backup

This guide will assist you with using Google Drive as a backup solution.

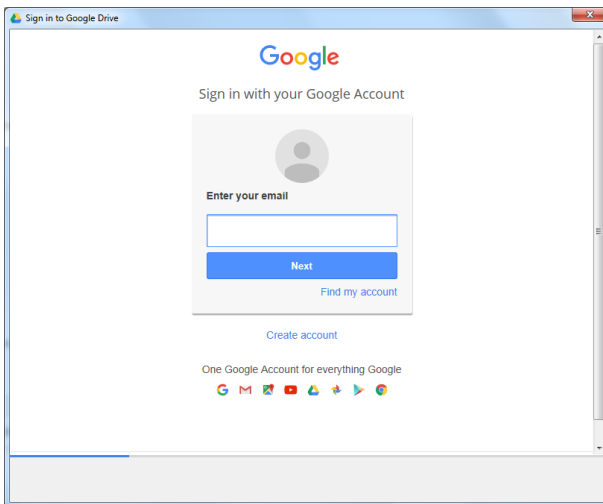
- [Sign in to Google Drive](#)
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Sign in to Google Drive

1. From the computer desktop, double-click **Google Drive**.
2. If Google Drive does not open as the active Window, look at the bottom right of the computer screen. Click on the Google Drive icon.
3. From the Welcome to Google Drive window, click **Get Started**.



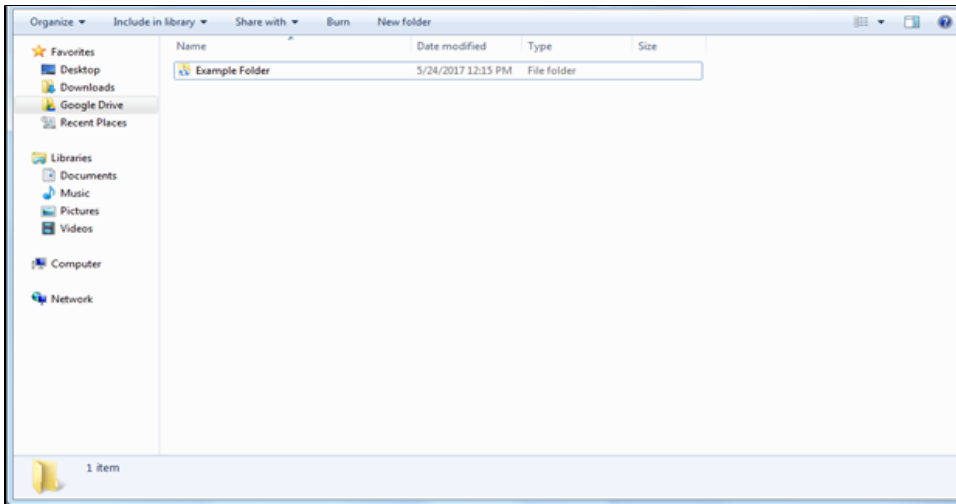
4. From the Sign in to Google Drive window, enter your *district issued email address*. Click **Next**.



5. Enter the password associated with your account. Click **Next**.
6. From the Welcome to Google Drive (Step 1 of 4) window, click **Next**.
7. From the Welcome to Google Drive (Step 2 of 4) window, click **Next**.
8. From the Welcome to Google Drive (Step 3 of 4) window, click **Next**.
9. From the Welcome to Google Drive (Step 4 of 4) window, click **Done**.

Backup files

1. If Google Drive is not open, from the Desktop double-click **Google Drive**. It should look similar to the picture below.



2. On the left side of the window, navigate to the files you would like to backup.
 - a. The most common file locations are Desktop, Downloads, and Documents.
3. Click on a *file* that needs to be backed up.
 - a. Multiple files can be selected by using the Shift or Ctrl key.
4. Click and drag the file to Google Drive, on the left side of the window.
5. Release the left mouse click. This file will sync with Google Drive.
6. When finished, on the left side of the window, click on **Google Drive** and verify the files that are being synced.

Related articles

- [Sign in and Sync Google Chrome](#)
- [CheckPoint VPN](#)
- [DUO Mobile - Two Factor Authentication](#)
- [Use Google Drive as a Backup](#)