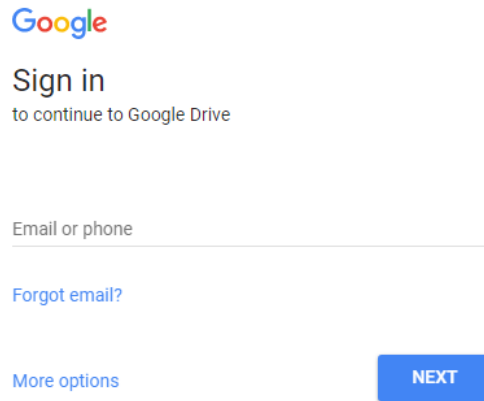


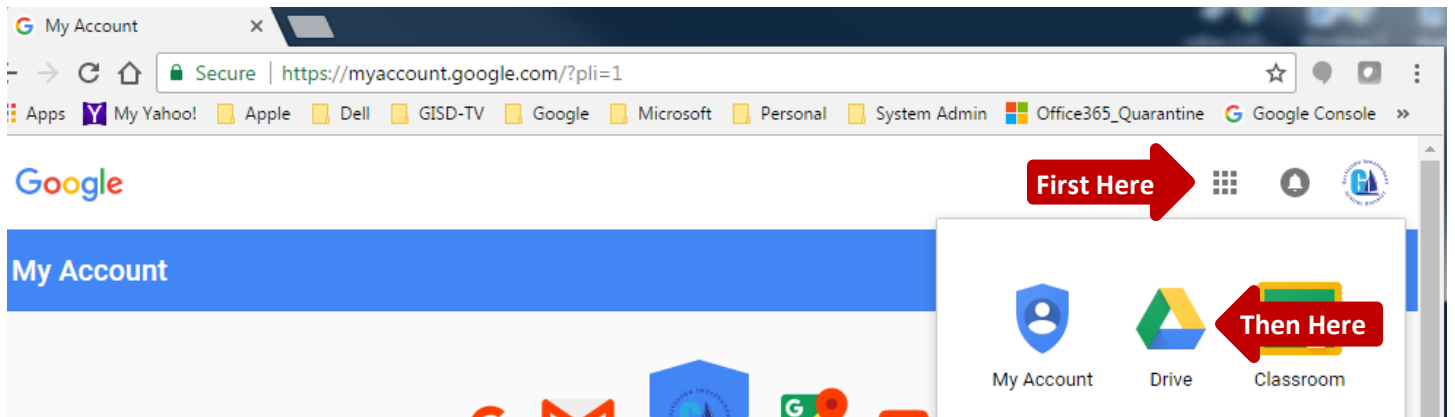
Uploading Your GISD User Files to Google Drive

Google Drive

1. First, open a web browser on your district PC and go to accounts.google.com
 - a. Sign in using your GISD network username and password



- b. If prompted, choose **Organizational G Suite Account**
- c. At the My Account page, click on the **Google waffle**, then choose **Drive**



2. Next, open your district user folder on your PC
 - a. Windows 7 PCs
 - i. Hit the **Start button**, then type **Computer**
 - b. Windows 10 PCs
 - i. Hit the **Start Button**, then type **This PC**
3. To upload files and folders, drag files and/or folders from your U:\ drive into the Google Drive cloud storage page.

