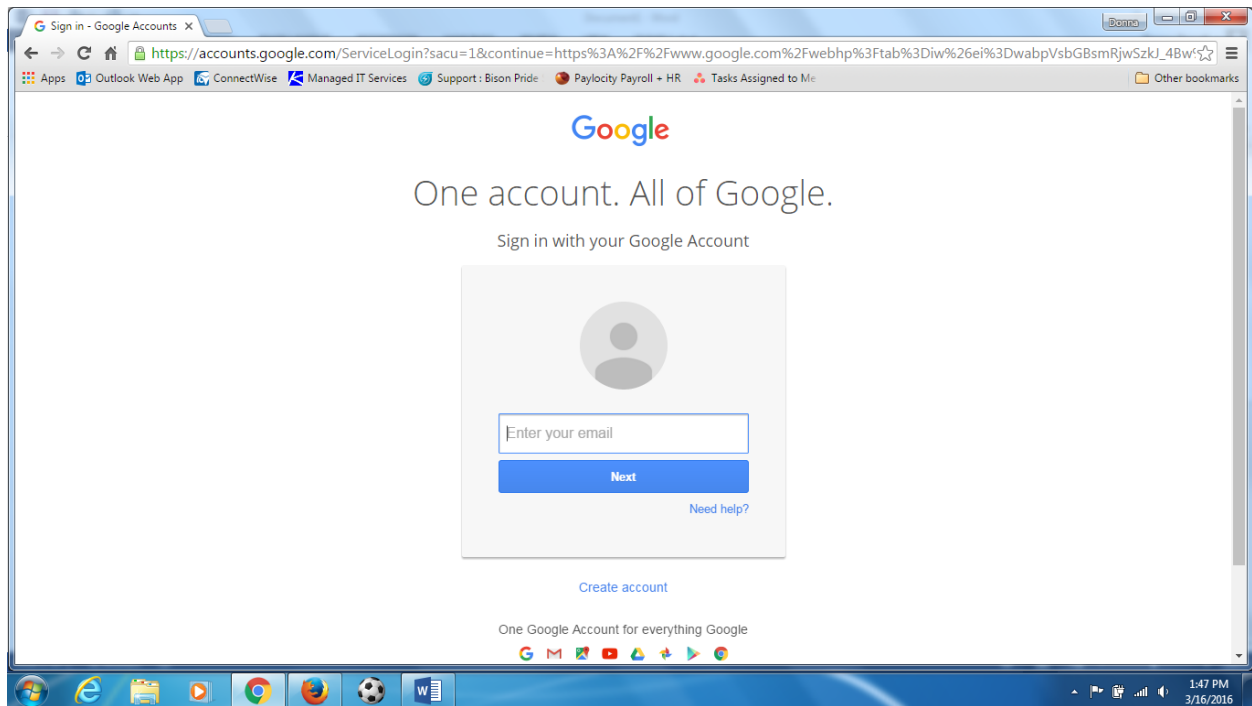
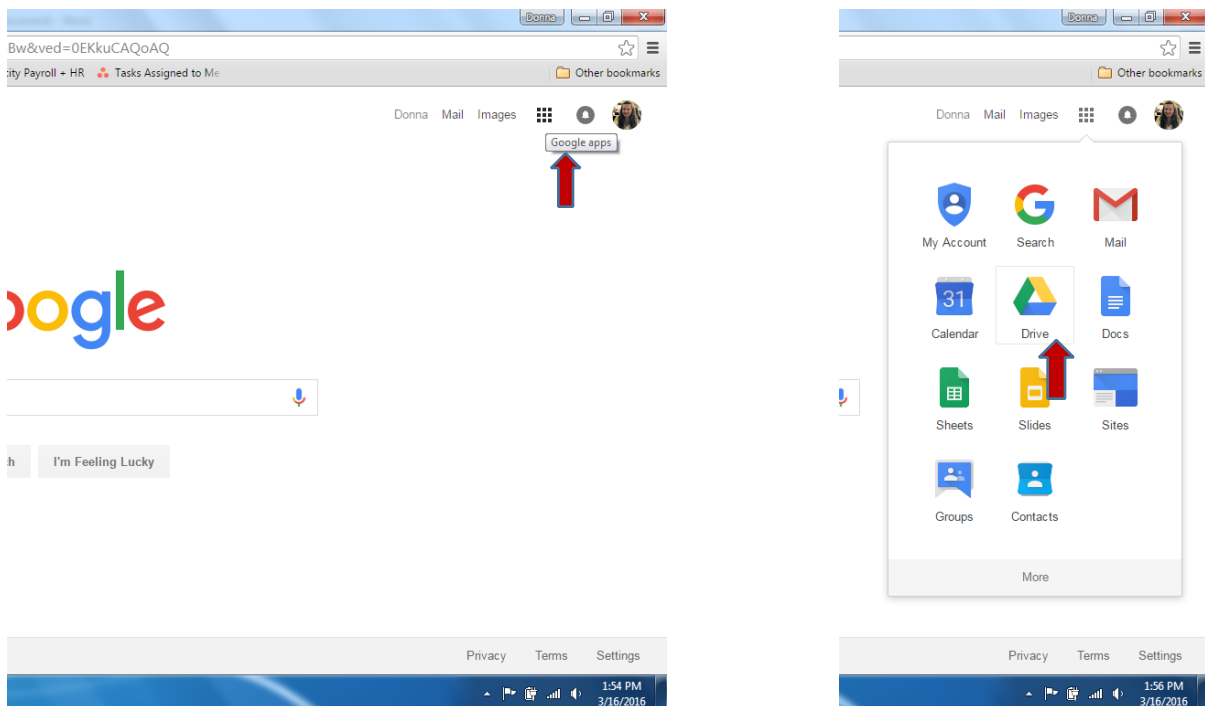


Saving My Documents to Google Drive

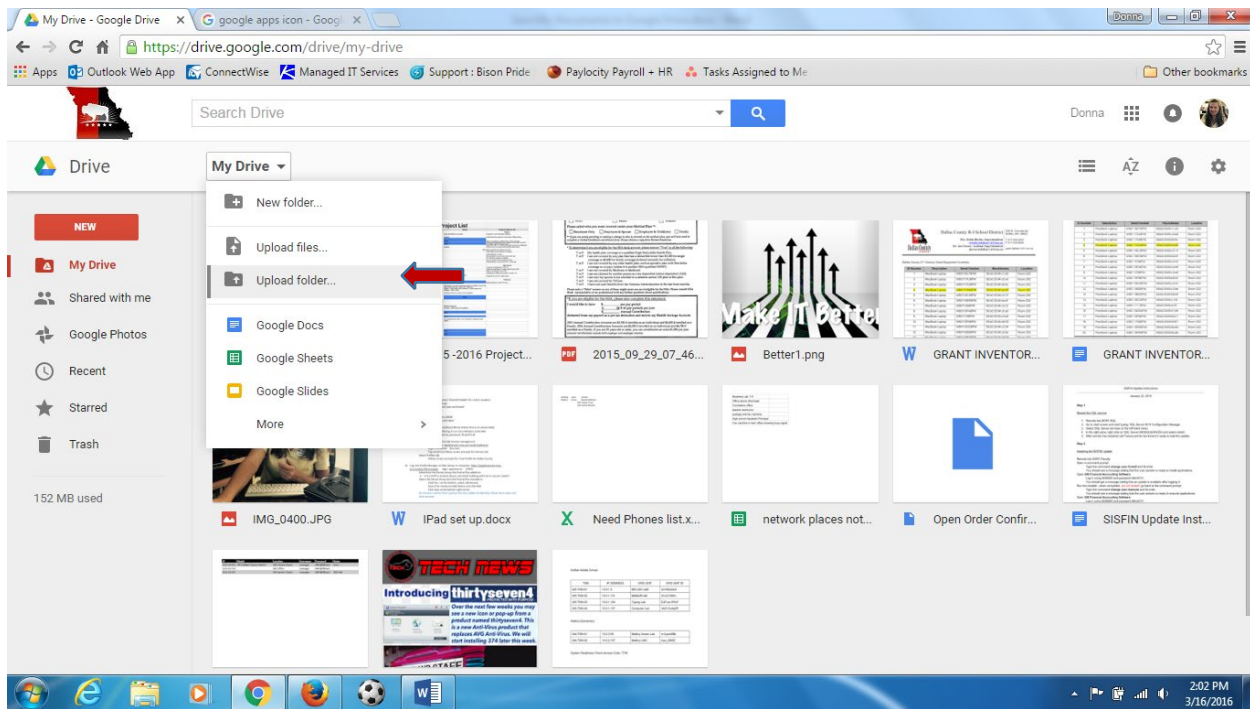
1. Sign into Google Chrome with email address and password.



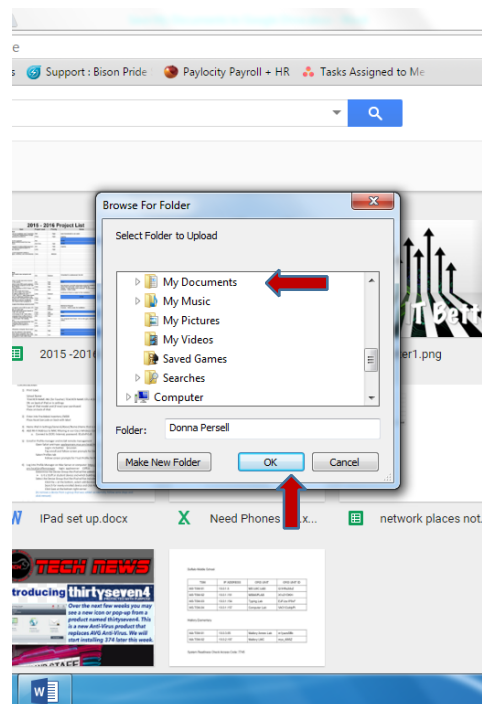
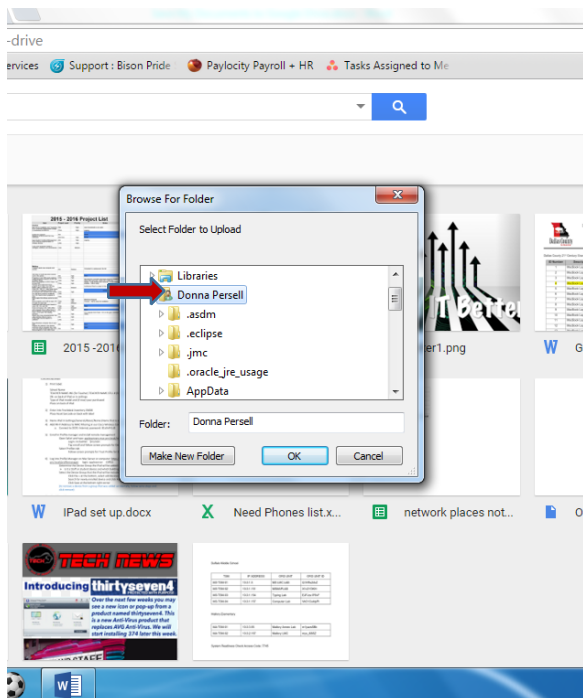
2. Click on the Google Apps icon  in the top right corner and select drive.



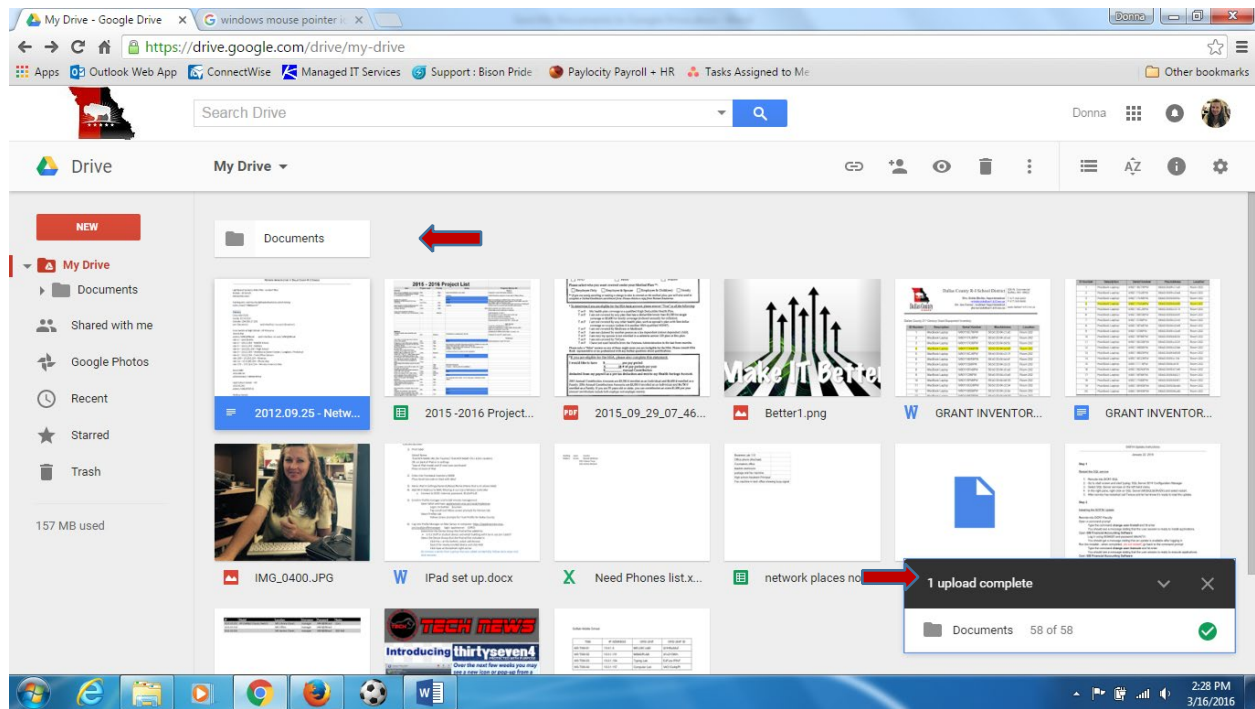
3. Click the My Drive drop down menu and select upload folder.



4. Click the arrow next to your name to expand and scroll down to My Documents folder. Select My Documents folder (this will expand also) and click OK.



5. You will get a notification in the bottom right corner of your screen. You should see a documents folder in your Drive window



When notification shows complete, you should be able to see all of your documents in the documents folder.

If you have school pictures and/or videos saved, you may follow the same steps for My Pictures folder and My Videos folder (by selecting the proper folder in step 4).