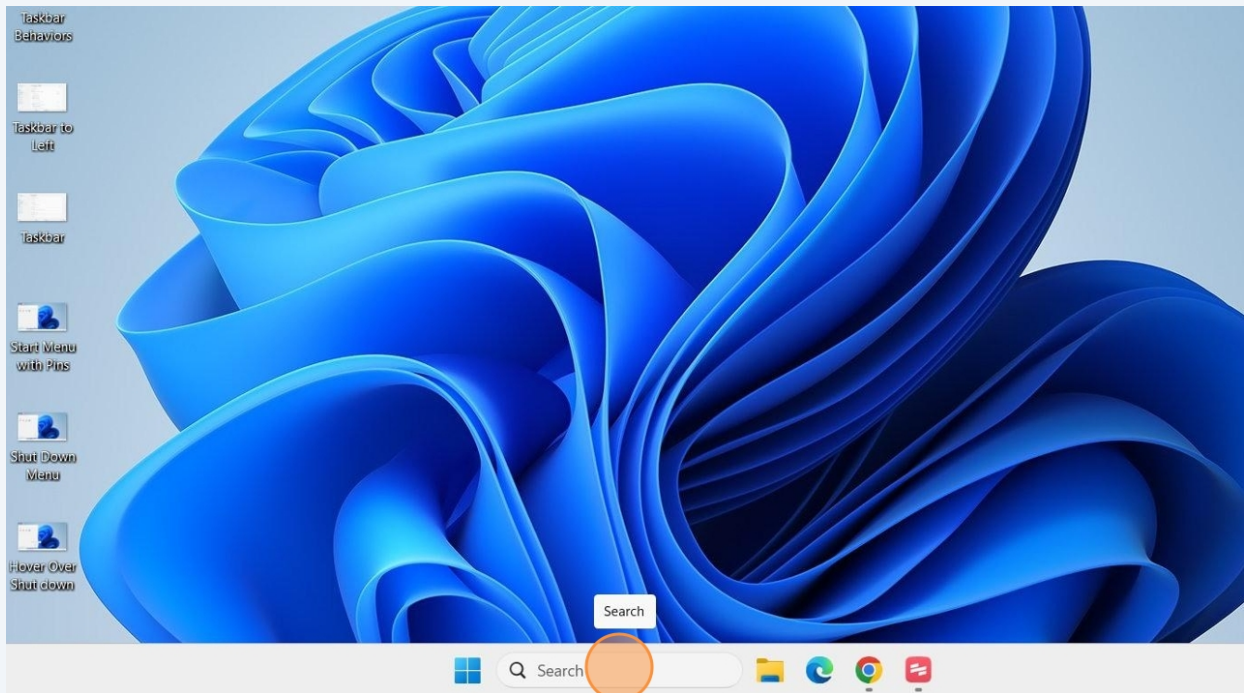


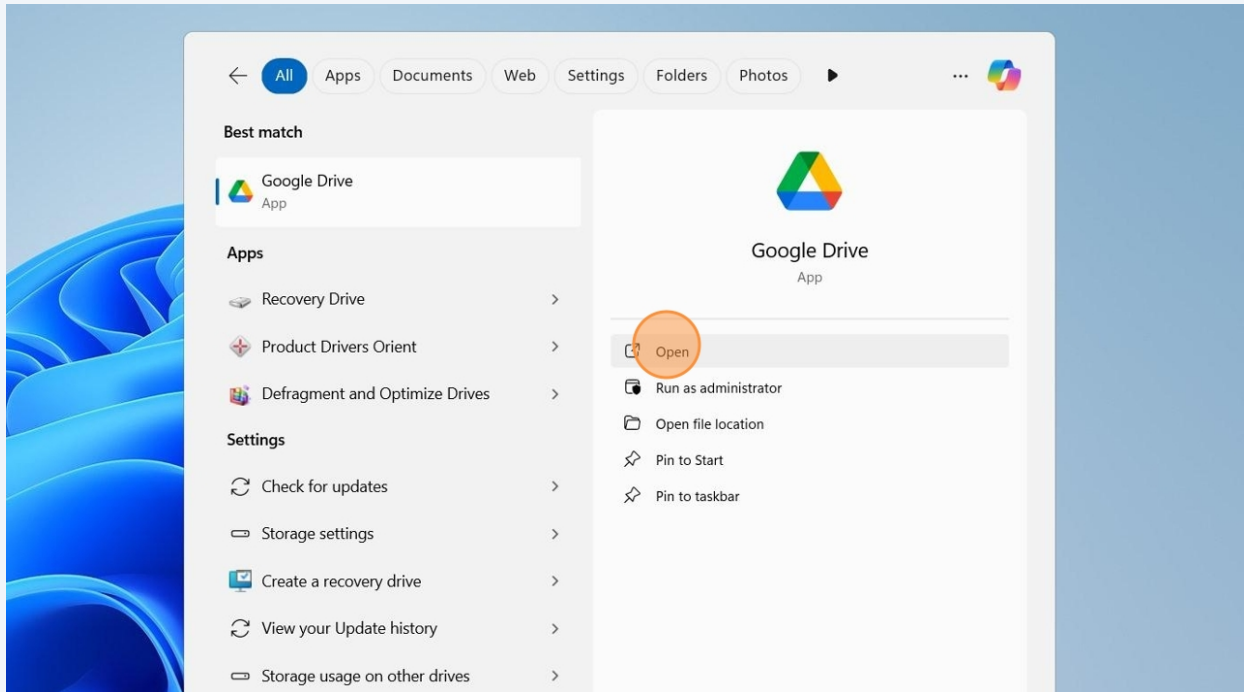
10 Syncing Your Google Drive (G: Drive)

This guide offers a straightforward process for syncing your Google Drive, providing essential steps to access and manage your files efficiently.

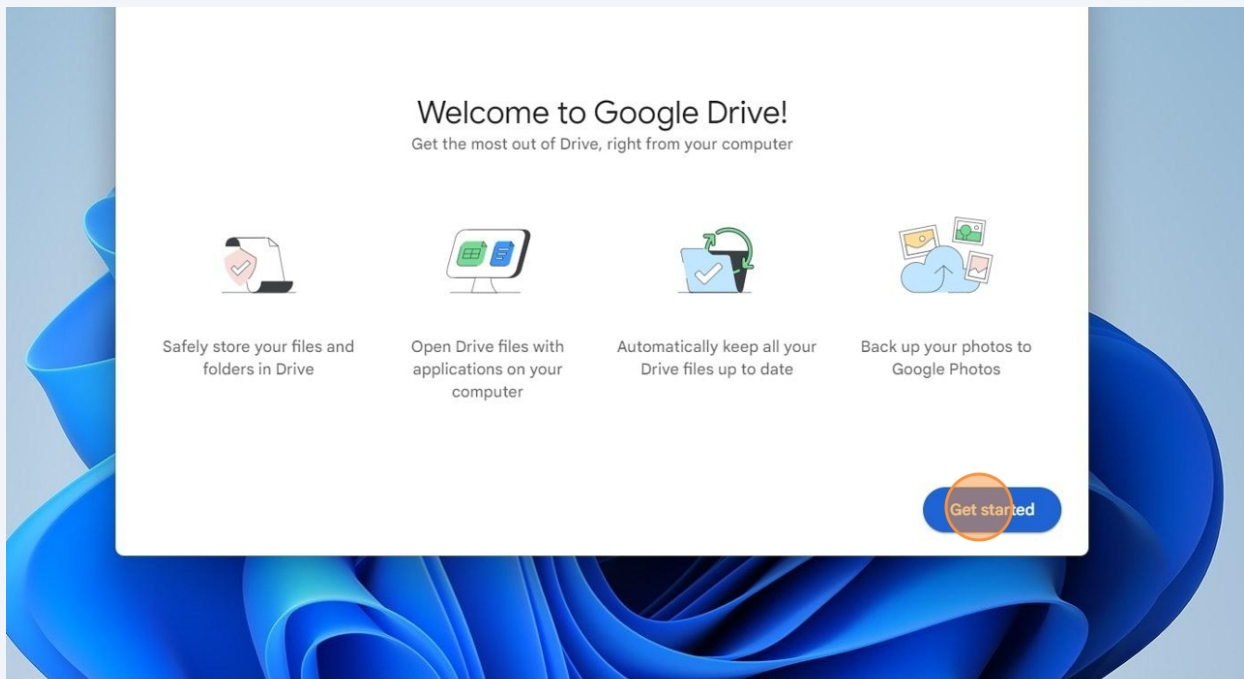
- 1 Click on the "Search bar" and type "Google Drive" to find the app



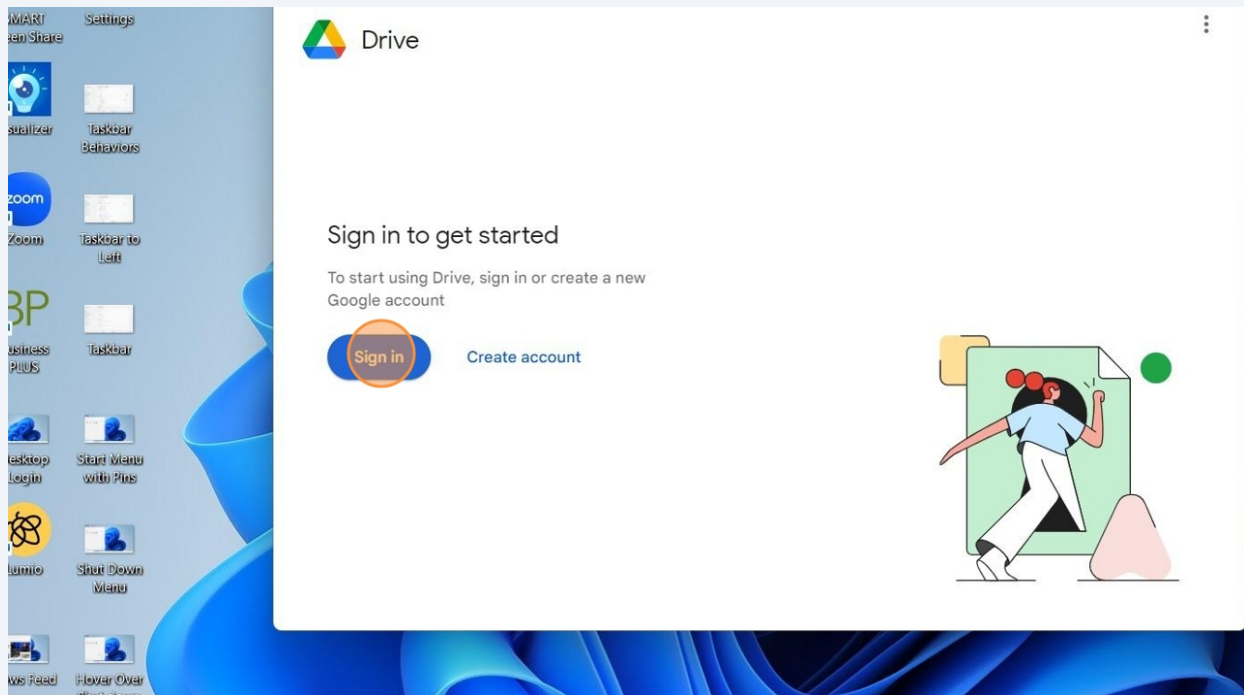
2 Click "Open"



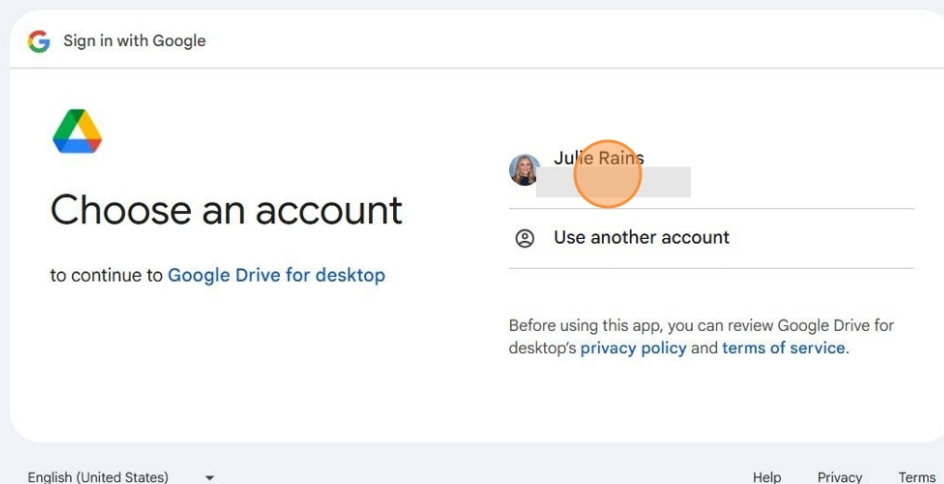
3 Click "Get started"



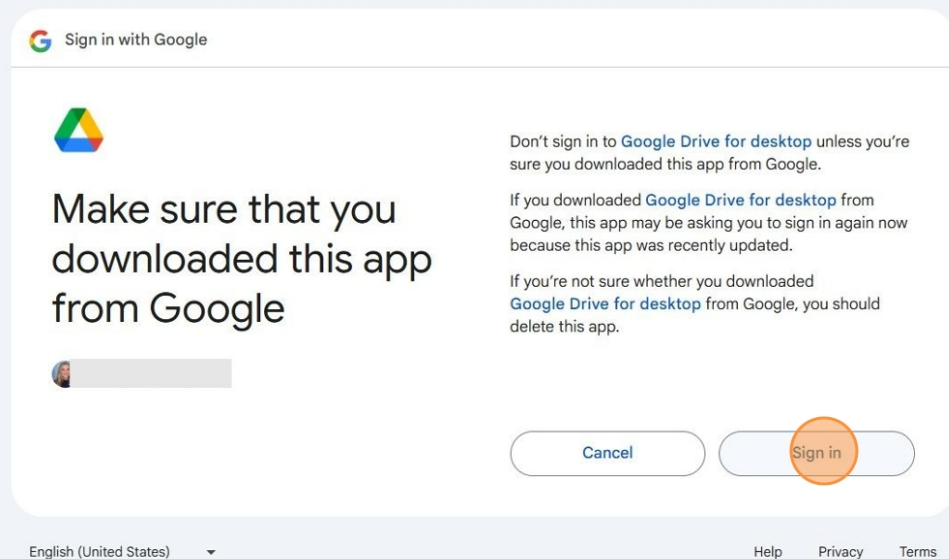
4 Click "Sign in"



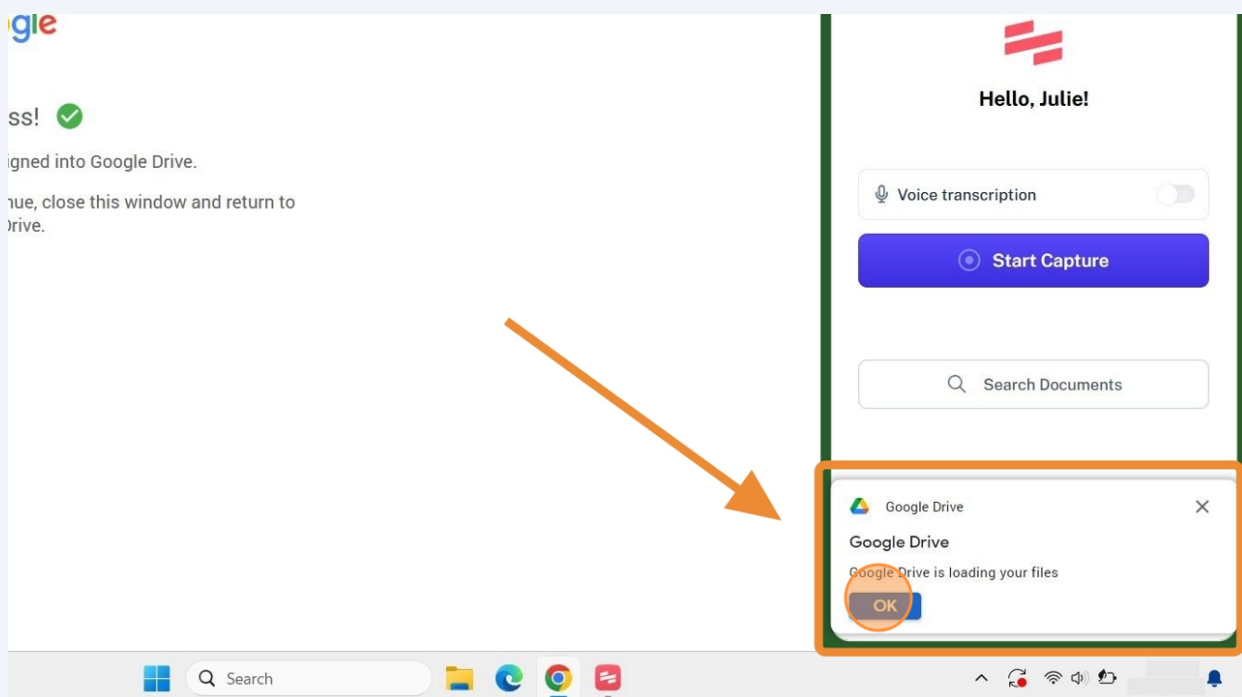
5 Enter your district issued Google login (username@rcs-k12.us) and password OR select your account if it is already pre-populated



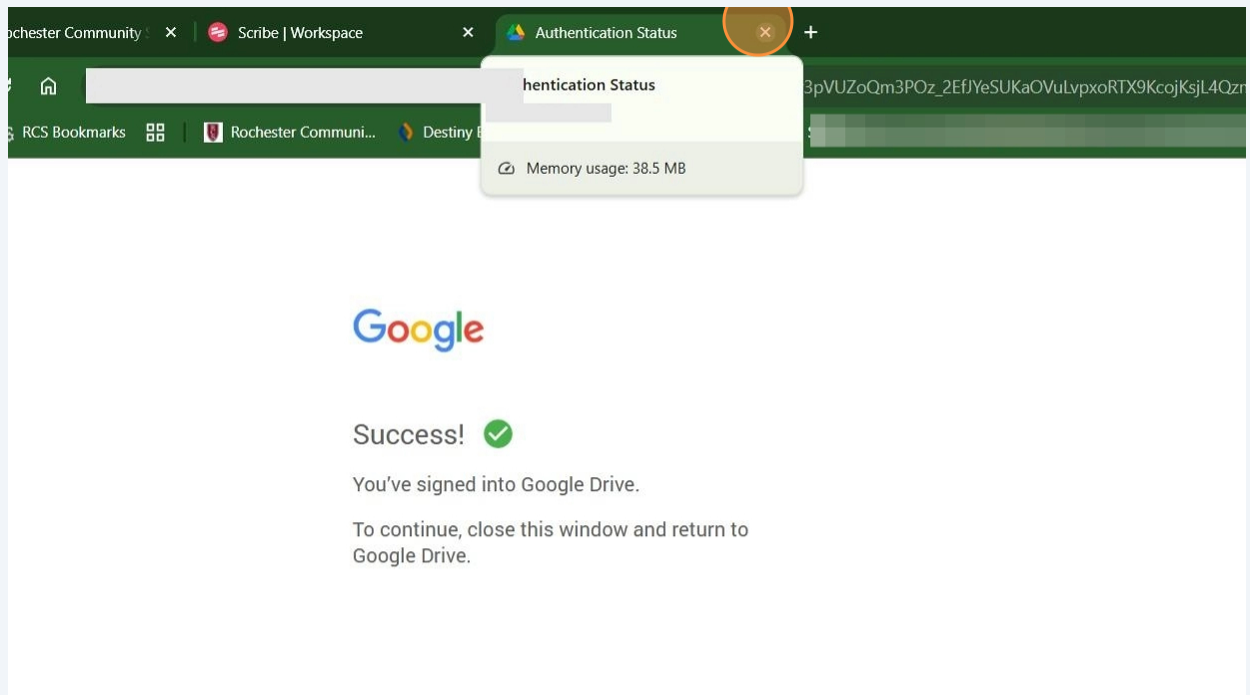
6 Click "Sign in"



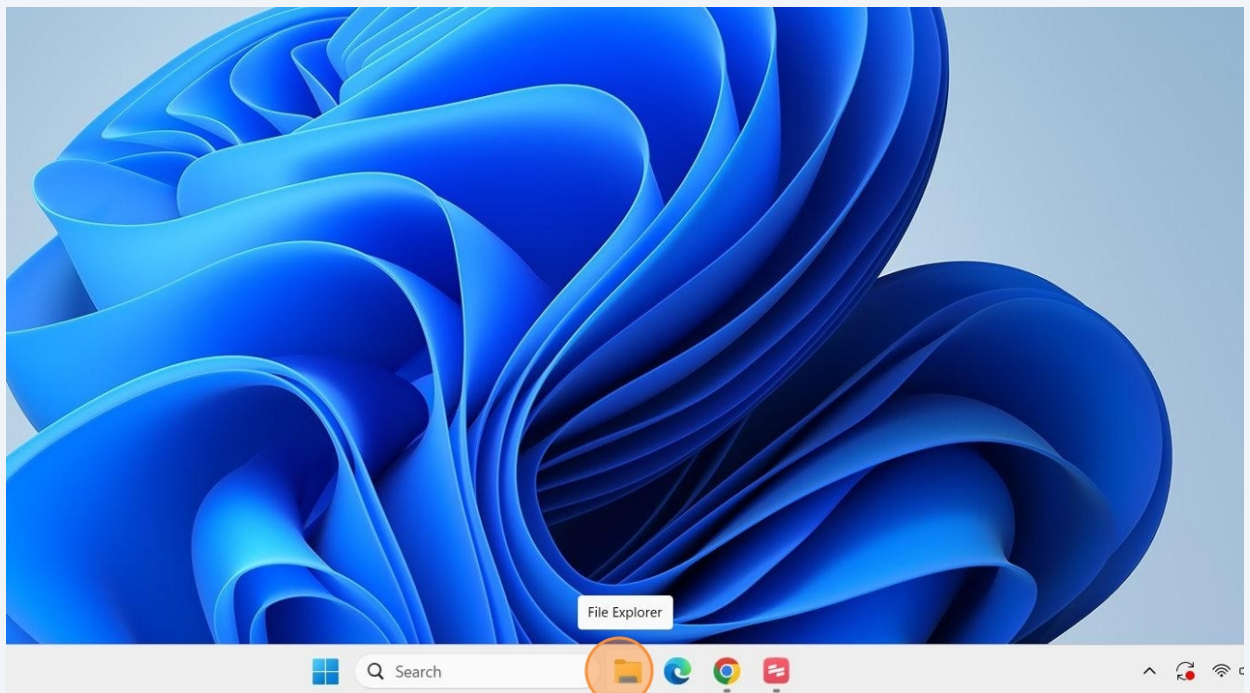
7 Click "OK" on the Google Drive pop-up in the bottom right corner



8 You can close out the Google Drive window



9 Click the "File Explorer" icon

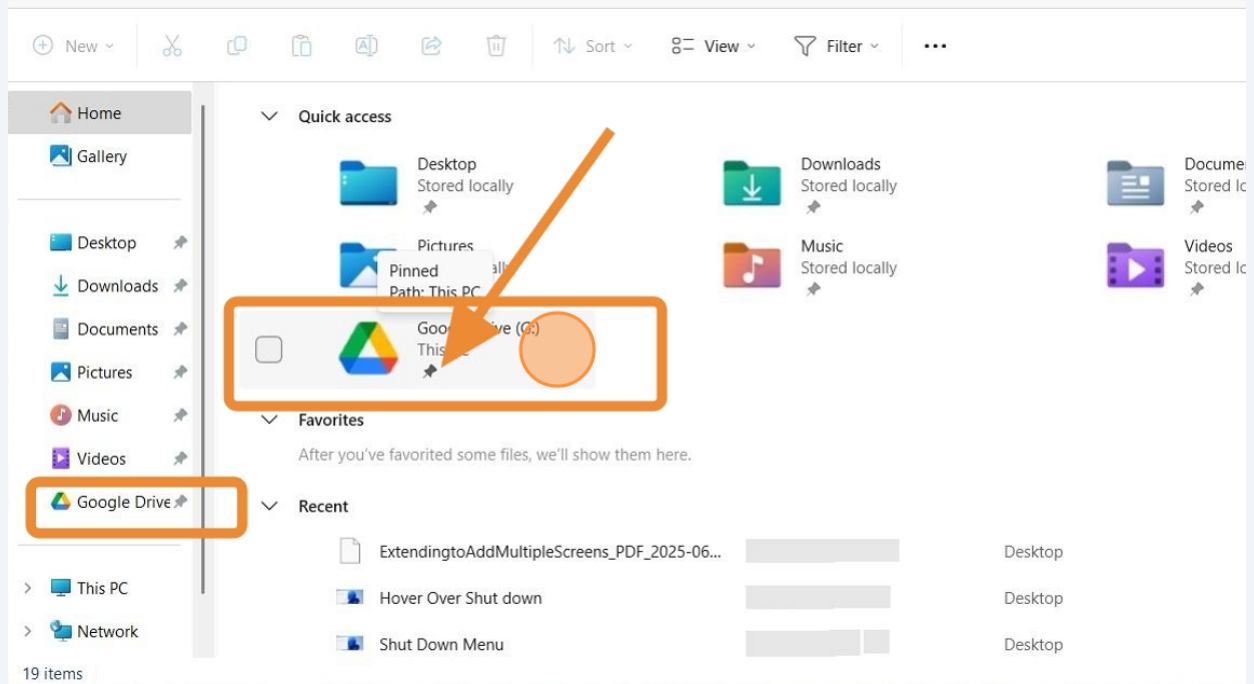




If the "File Explorer" icon is not on your taskbar, you can search "File Explorer" in the search bar (the box with the magnifying glass)

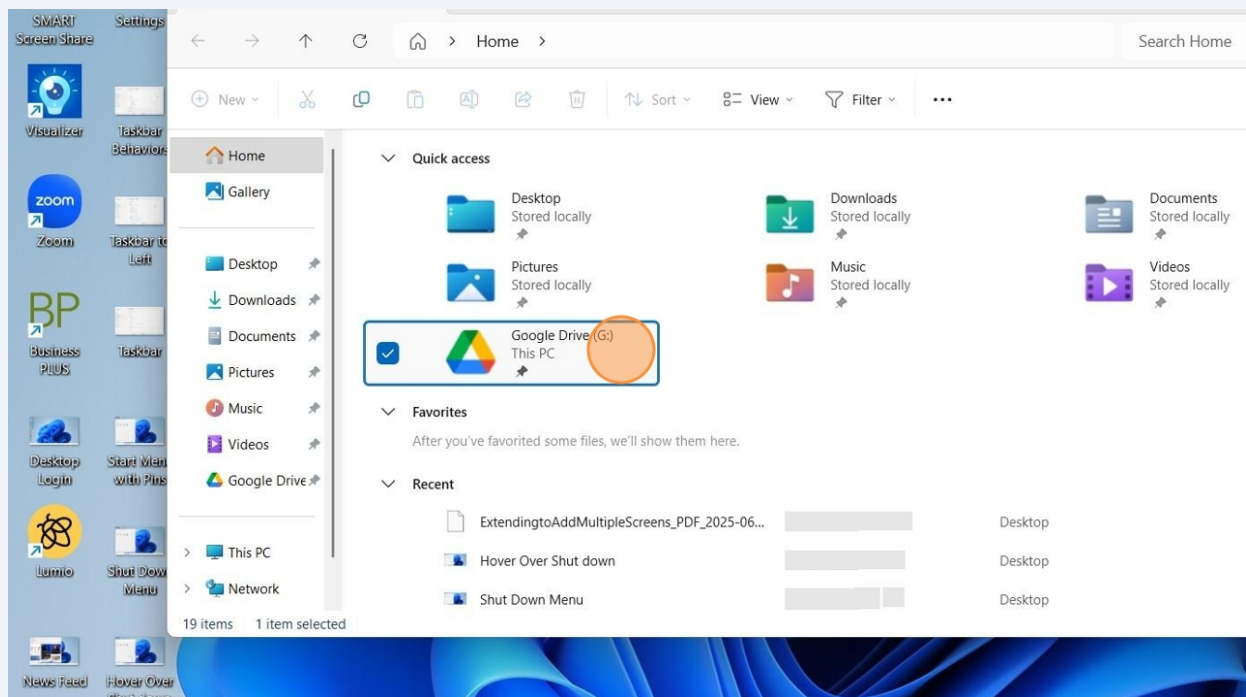
10

You should now be able to see your Google Drive

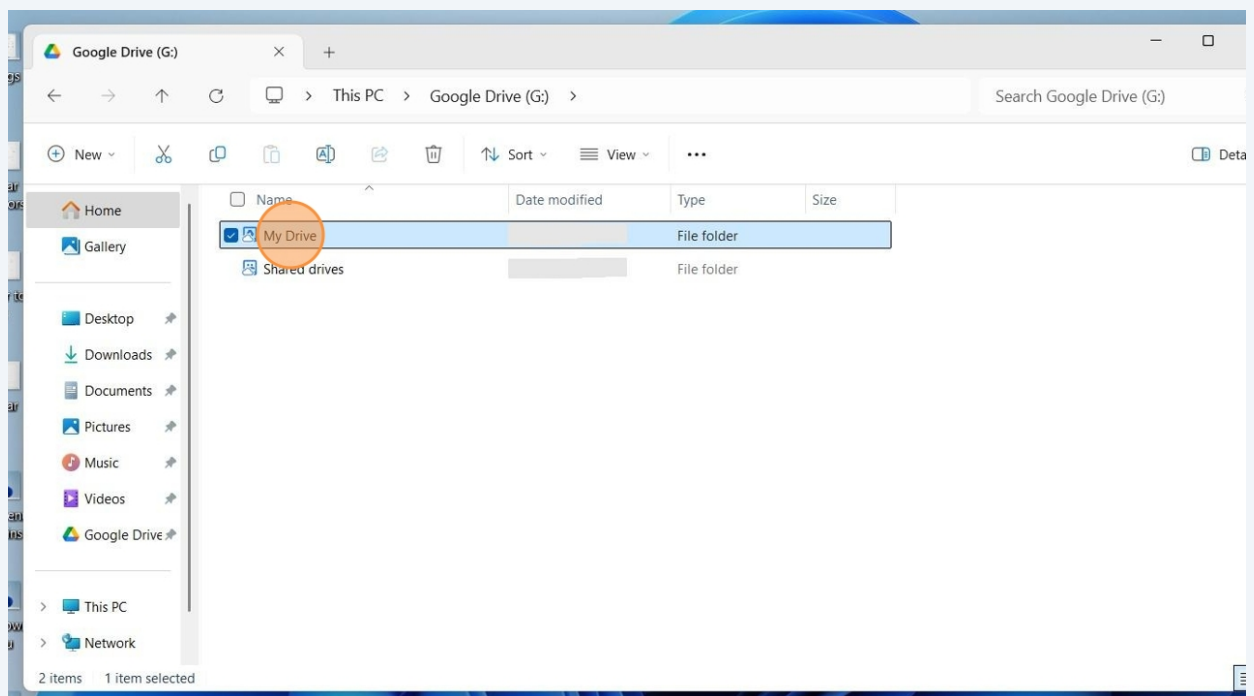


You can pin your Google Drive for easier access by clicking on the thumbtack icon

11 Double-click "Google Drive (G:)"



12 Double-click "My Drive" to see all of your files





It may take a few minutes to access all of your files when they load for the first time.

13

If you experience any issues, please fill out a tech ticket at <https://rochester.incidentiq.com/> and someone from our Tech Team will get back to you as soon as we are able.