

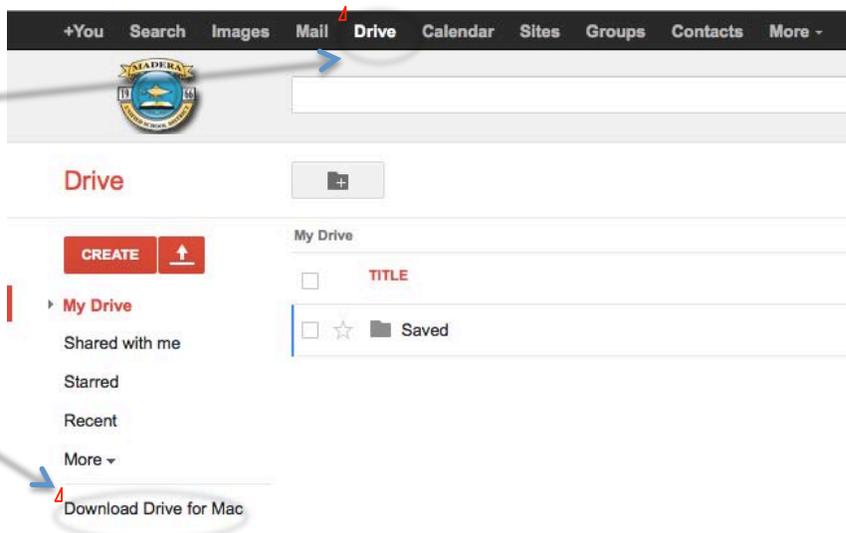
Installing Google Drive Desktop Application



Sign in to MUSD Gmail and click 'Drive.'

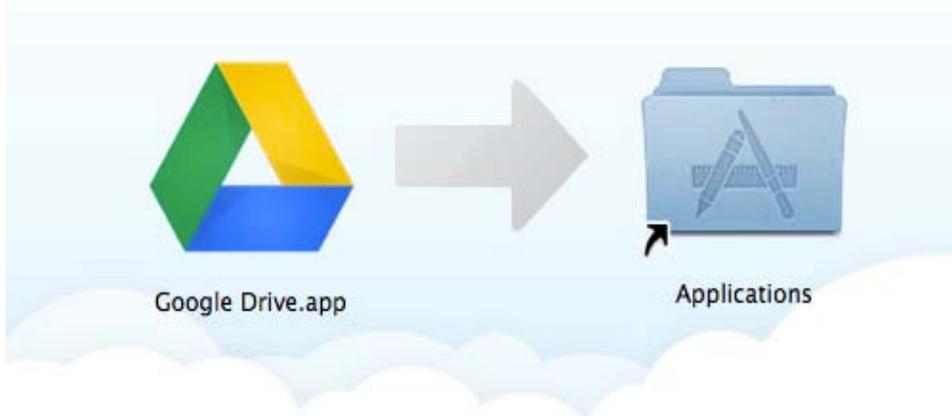
Click 'Download Drive for Mac'

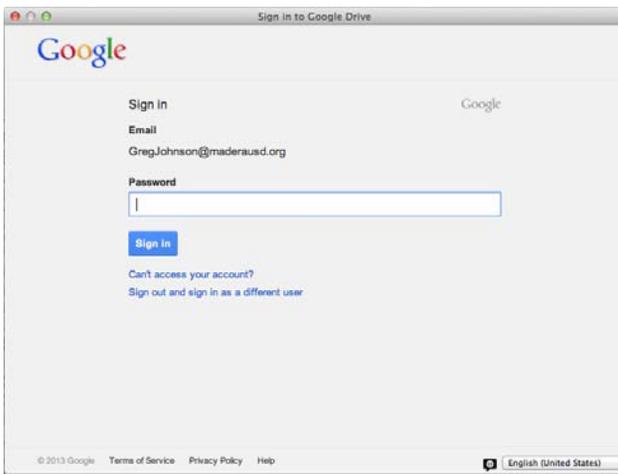
Once downloaded, double-click the 'installgoogledrive.dmg' on your computer.



Click and Drag the 'Google Drive.app' icon over the top of the 'Applications' folder icon. This will copy the Google Drive.app to your Applications folder.

Next, double-click the Applications Folder Icon to open it. Find the Google Drive.app inside, and double-click it to start Google Drive for the first time.





Sign in to your MUSD Gmail account.

Click 'Start Sync' – this will copy any files you may have saved to your Google Drive (online) to the Google Drive folder in your laptop Home Folder.



At the top of your screen, there will be a new menu icon for Google Drive.

Clicking the icon and selecting 'Open Google Drive folder' will open the local folder (on your laptop) where your Google Docs are synchronized and stored.

Dragging folders and files into this local folder will COPY them to your Google Drive for online storage (backup). This can be a handy way to make backup copies of your important files in case of a laptop catastrophe.

Remember: you only have 30 GB of FREE ONLINE STORAGE. It may be best to only copy the 'DESKTOP' and 'DOCUMENTS' folders from your home folder to the Google Drive Folder.

Questions?? Please email your school's Help Desk with 'Google Drive' in the subject line.

