



GD1 - How to install and set up Google Drive for desktop

1. Check if Google Drive for desktop is already installed

While you are logged onto your Windows Computer:

1. Check if the Google Drive for desktop icon  is on the right-hand side of your taskbar - you may need to select the arrow to view:



- If the Google Drive for desktop icon is on your taskbar, go to the instructions *Setting up Google Drive for desktop* on page 3.
- If the Google Drive for desktop icon is not on your taskbar, continue below.

2. Download Google Drive for desktop

1. **Open** your browser.
2. **Search** “Download Google Drive” in your browser.
3. **Click** on any result from *Google.com*.

You will now see something like:

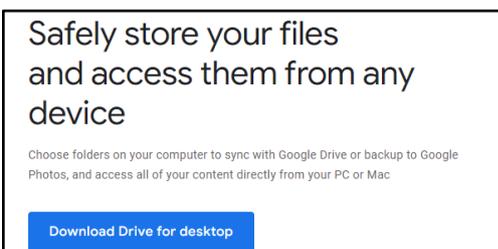


Figure A: Download button

4. **Click** *Google Drive for desktop* to download Google Drive (Figure A).
5. Once the download is complete it will look like this:

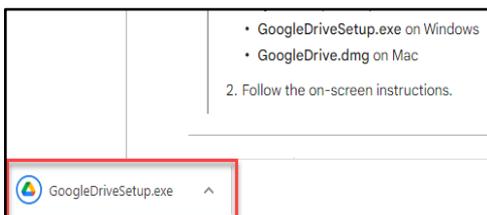


Figure B: Locating the download

3. Install Google Drive for desktop

1. **Click** on the download (bottom left of your screen - Figure B). it will show
 - *Googledrivesetup.exe* (Windows)
 - or
 - *GoogleDrive.dmg* (Mac)

The following images are for Windows, Mac will be similar.

You will now see:

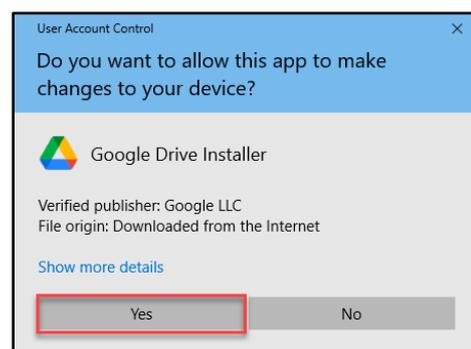


Figure C: Choosing to install app

2. **Click** *Yes* (if you do not have admin rights, contact your IT administrator for assistance).
3. **Choose** your preferred shortcuts.
4. **Click** *Install*.

Continued overleaf

You will see a progress bar for the installation, and then:

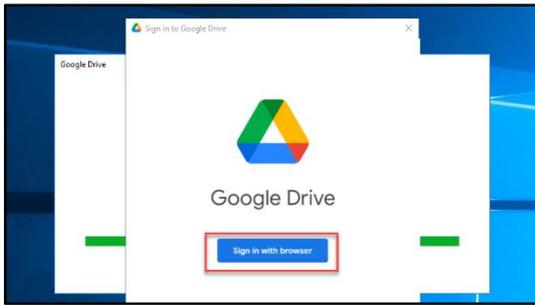


Figure D: Sign in with browser

5. **Click** on *Sign in with browser*.

You will be asked to choose your account (see Figure E), or to log in to Google Drive for desktop.

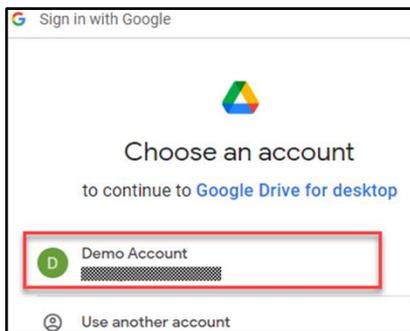


Figure E: Choose account

6. **Choose** your account and/or log in as instructed.

You will see:

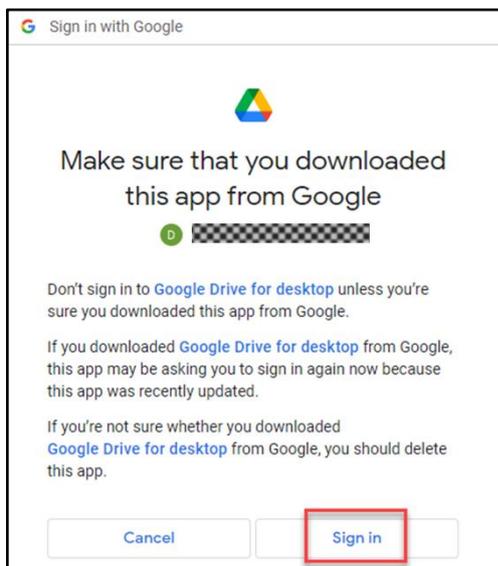


Figure F: Confirmation message

7. **Read** the pane carefully.

If you downloaded Google Drive for desktop from Google.com:

8. **Click** *Sign in* and log in.

You will now see:

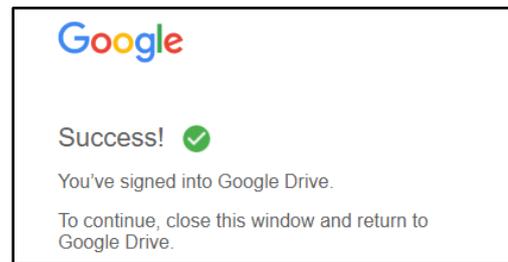


Figure G: Success pane

9. **Close** the *Success pane* (Figure G).
10. **Select** the installation pane.

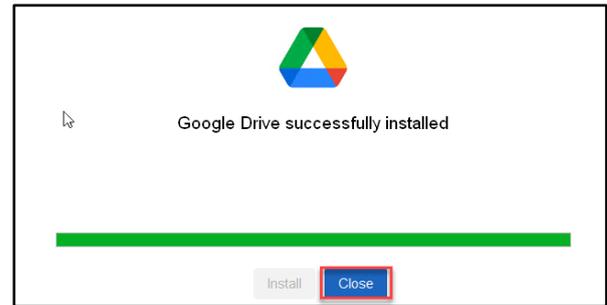
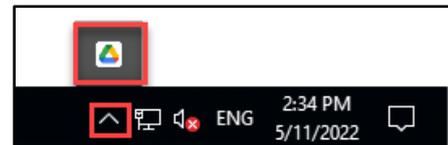


Figure H: Installation complete

11. **Click** *close*.

Two changes will now be visible on your computer:

- A Google Drive for desktop icon on your taskbar (you may need to click on the arrow):



Click on this to access settings and other functions related to *Google Drive for desktop*.

- Google Drive (G:) will show in *File explorer*. This is where you:
 - access files that are in your Google Drive
 - move files currently on your device to if you want them to be based in Google Drive.

Note: selecting Google Drive via the Windows button opens G: drive, it doesn't provide the functions of the icon in the taskbar.

12. Continue to the instructions *Setting up Google Drive for desktop* below.

4. Setting up Google Drive for desktop

1. Click the Google Drive for desktop

icon  on your taskbar - you may need to select the arrow to view hidden applications:



Figure 1: Google Drive for desktop icon on taskbar

2. Click the settings cog on the top right of the app ('1' in Figure 10).

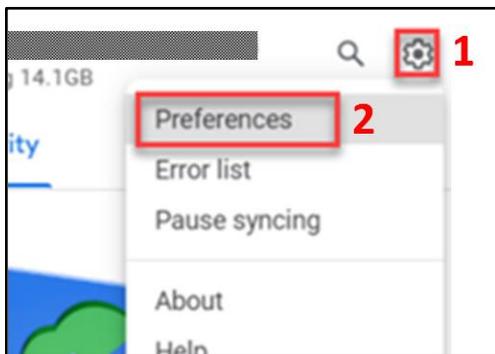


Figure 10: Navigating to preferences

3. Select *Preferences* ('2' in Figure 10).

If this is your first time in *Google Drive for desktop*, you will now see Figure 11.

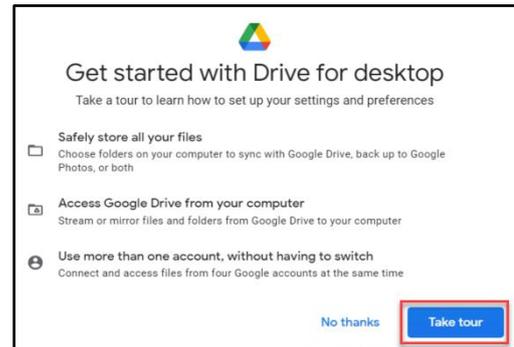


Figure 11: Tour pane

4. Click *Take a Tour* to get an overview of *Google Drive for desktop*.

When you have completed the tour, you will see:



Figure 12: Add folder

5. Click away from this Window to close it.

5. Choose syncing OR backing up

The next guide you use will depend on which option you choose (you should only choose one, and your school may choose for you).

- **Syncing** is for people who mainly work with their documents in Google Drive online and want the option of accessing and working with files on their computer. This is the recommended option for people who have reliable internet access.
- **Backing up** is for people who will use Google Drive for desktop to back up documents that they create, edit, and store on their computer. This is the recommended option for people who mostly work offline.

6. Next steps

Follow the instructions in either:

- GD2A – How to **sync with** Google Drive for desktop, or
- GD2B – How to **back up** documents with Google Drive for desktop.