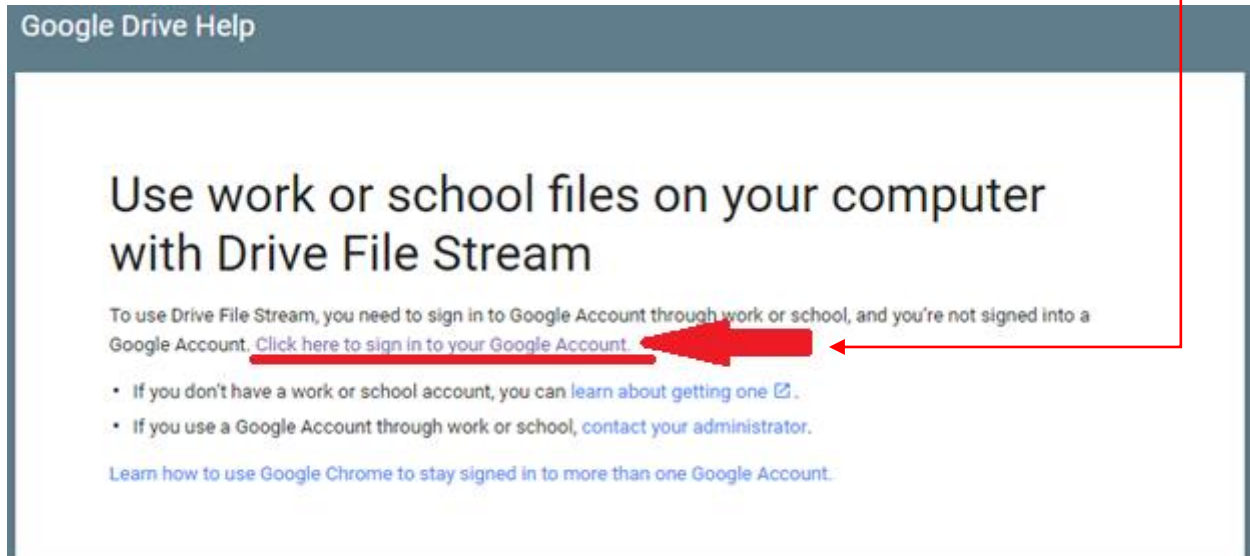


Open Drive File Stream Instructions

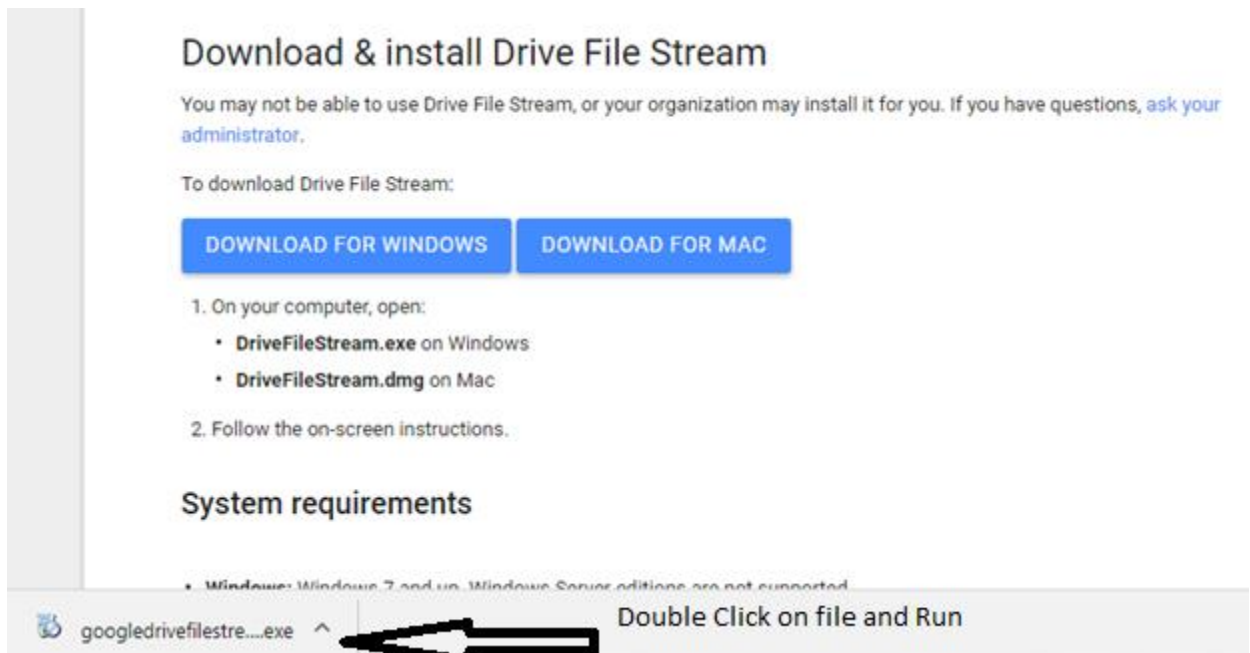
Web Browser : **Google Chrome**

Please click on this link to download the file <https://support.google.com/drive/answer/7329379>

Click sign in to your Google Account



Click Download for Windows or Download for MAC



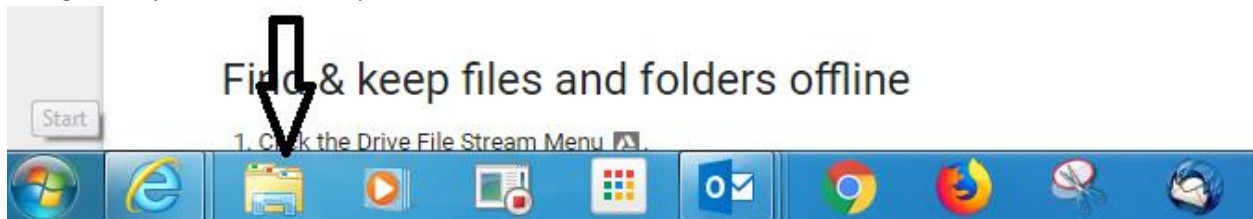
The file will be downloaded for installation.

Click Run to install the file. If there is a prompt for Administrative Rights, stop and contact IT Dept. for help. If not Continue

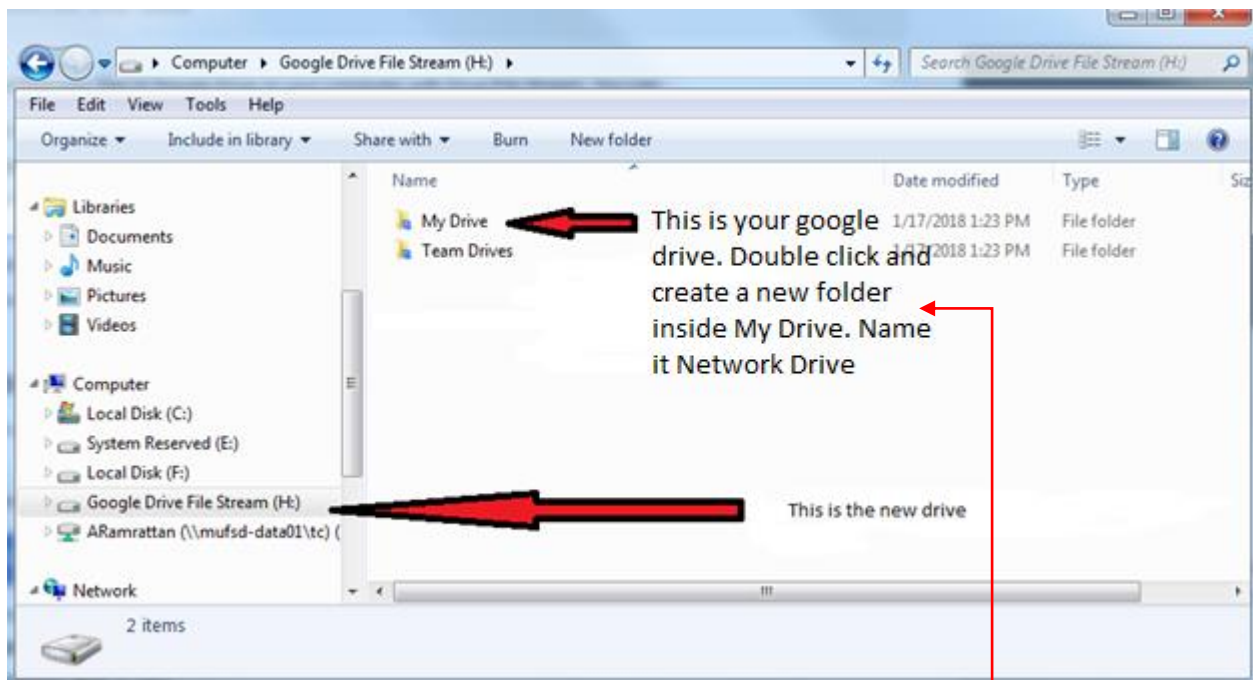
If your file has been downloaded using Mozilla or Internet Explorer, follow direction to run file.

After installing Open Drive File Stream, a window prompts for your google email, this is your work email address and password which will be used.

Navigate to your Windows Explorer

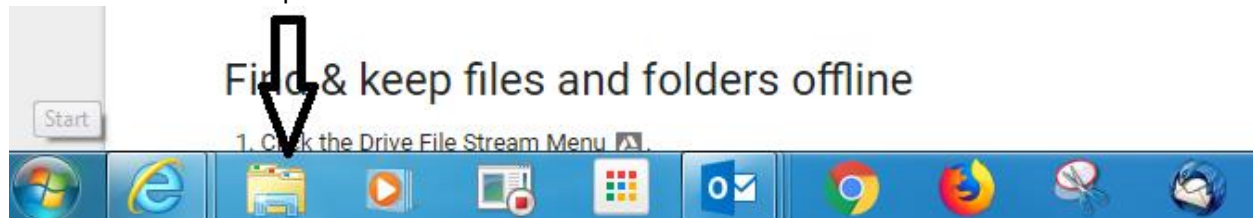


There will be a new drive which begins with Google Drive File Stream



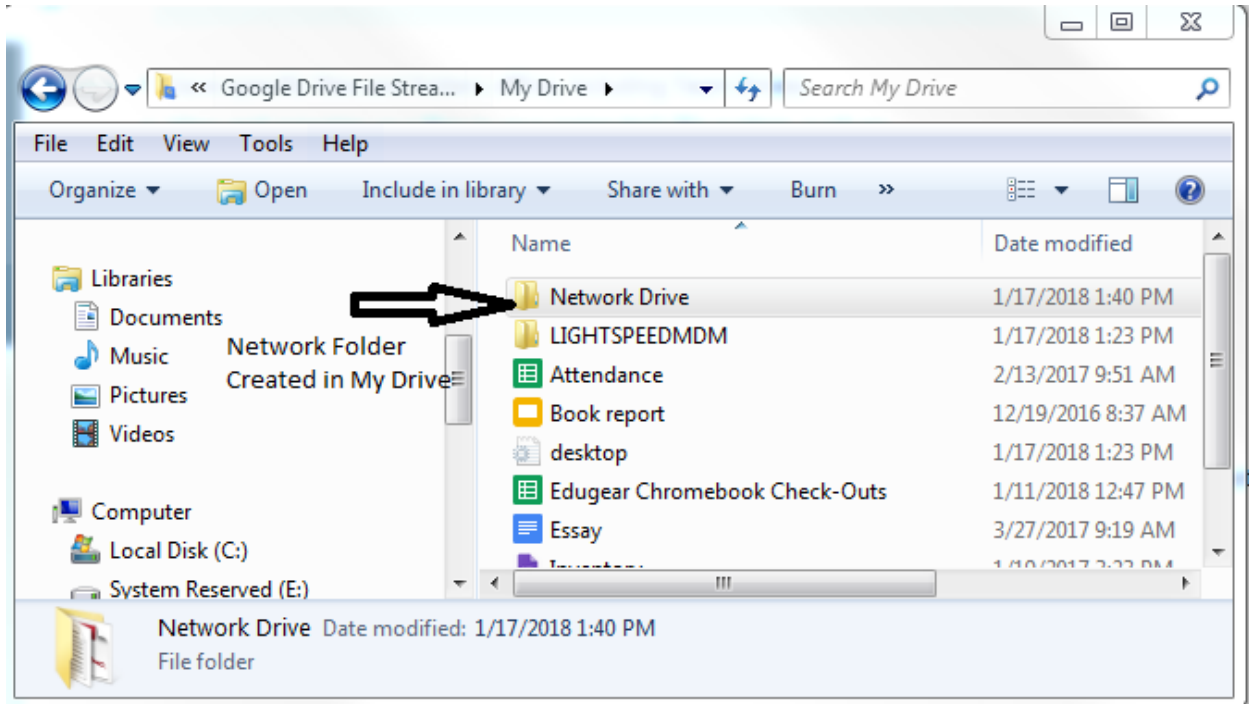
Double Click on My Drive and create a new folder called Network Drive

In order to have 2 Window Explorer Open (Right click on the Window Explorer Folder on the task bar and Click Windows Explorer.

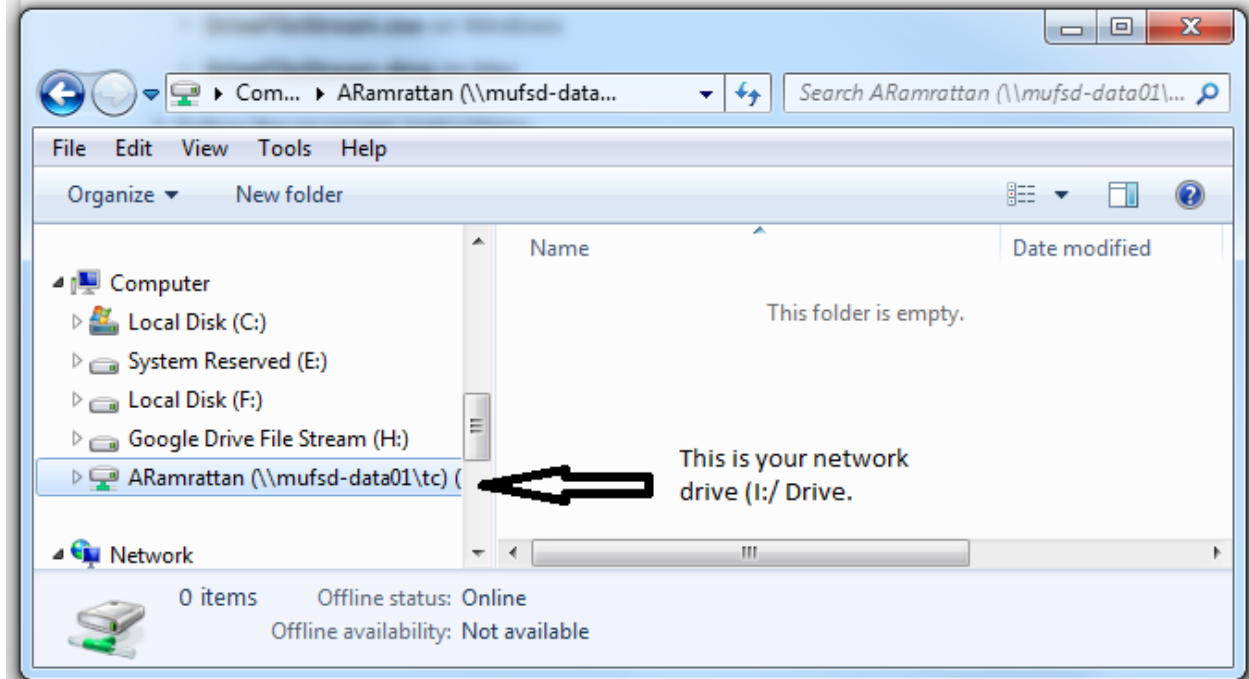


Below are 2 Windows, one is displaying Google Drive File Stream with Network Drive created in My Drive, and the second Window Explorer is displaying the I:/ Drive.

Preview of the 2 windows

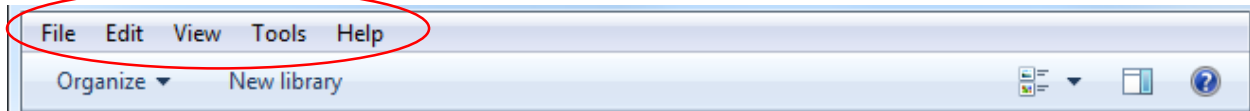


1. On your computer, open:

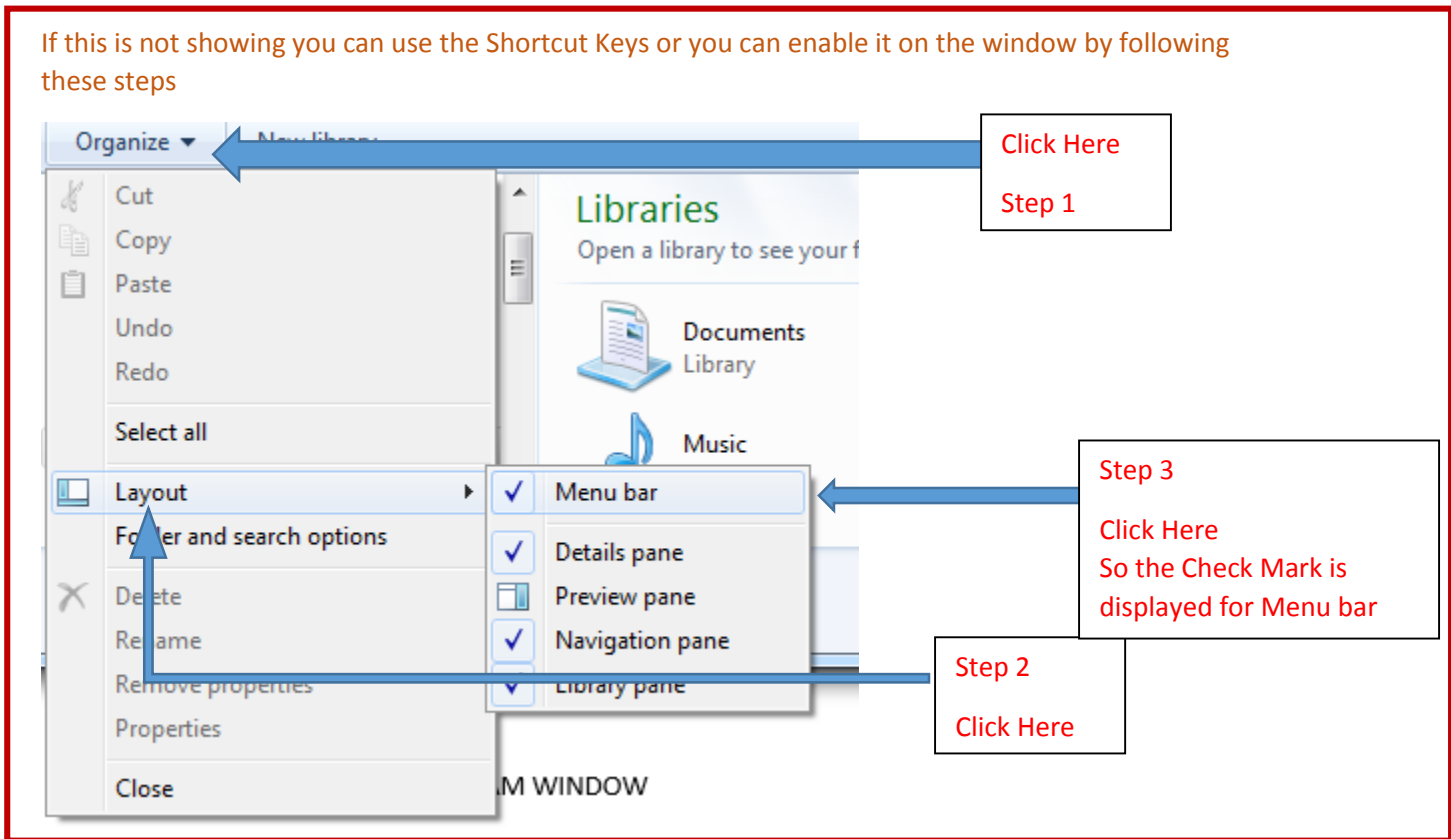


When clicked on the username, arrow is pointing at all folders and files.

By Default you would have this on your Window menu File, Edit, View etc.



If this is not showing you can use the Shortcut Keys or you can enable it on the window by following these steps



All files and Folder are displaying. (Remember you can use the SHORTCUT KEYS if you are comfortable)

To move your files from the I:Drive to the Network Drive Folder in Google Drive File Stream.

Goto Edit on the Windows Explorer window and SELECT ALL (I:drive) **or** (Shortcut key CTRL – A)

Go back to Edit and click CUT **or** (Shortcut key CTRL-X)

GOTO THE GOOGLE DRIVE FILE STREAM WINDOW

Double click Network Drive Folder

GOTO EDIT ----- PASTE **or** (Shortcut key CTRL – V)