

Google Drive Manual

Google drive is a cloud service offered by Google where everyone can store their files. It has 15gb storage and it require a Google mail account. There are two ways to access first is through the browser and the second from the PC using their software.

Online Version

To access it online through your browser you need to sign in with your GMAIL. Then you can see the 9 bullets on the top of your browser in there you can choose the Google drive.

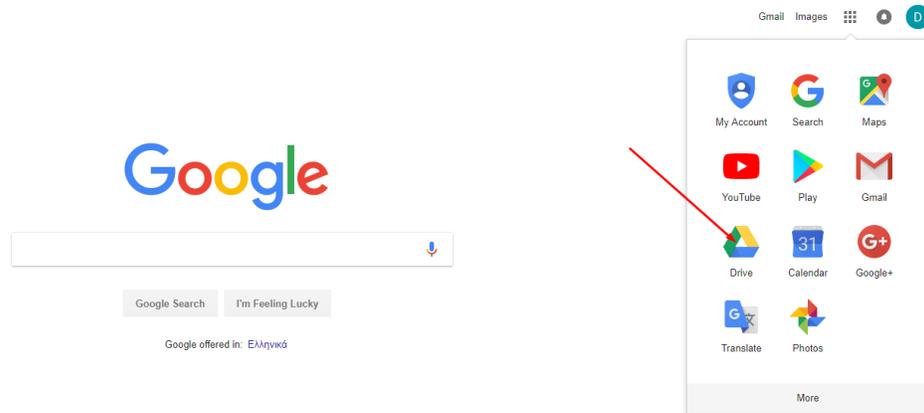


Image 1

In your Google drive you can see different files that you may have. You can access your own folders or the folders someone shared with you from the left sidebar.

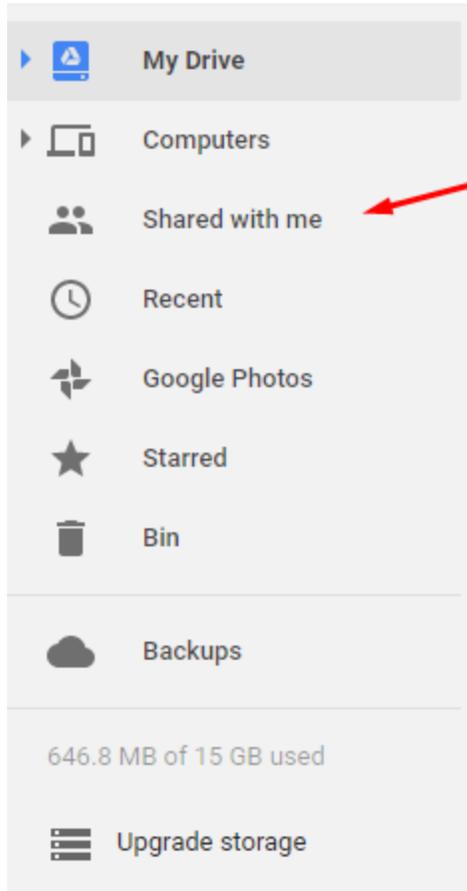


Image 2

In the folders shared with you, you can upload or download any data if you have the permissions. To upload data you can right click in a folder and choose upload file/folder(image 3) or you can drag and drop the file/folder(image 4).

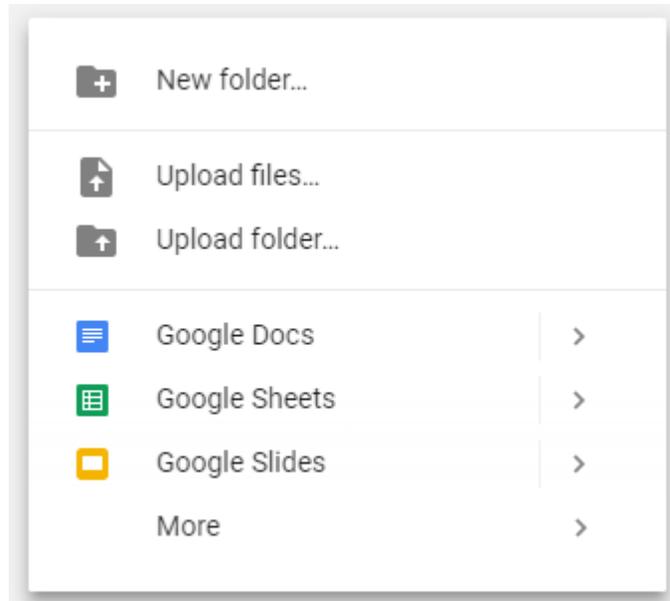


Image 3

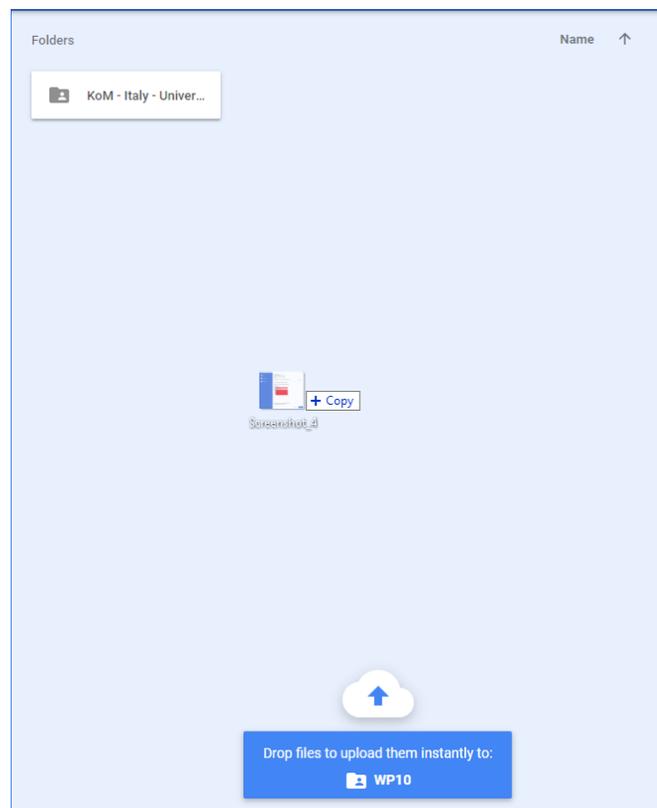


Image 4

To download the files or folder that you need you right click and then click download

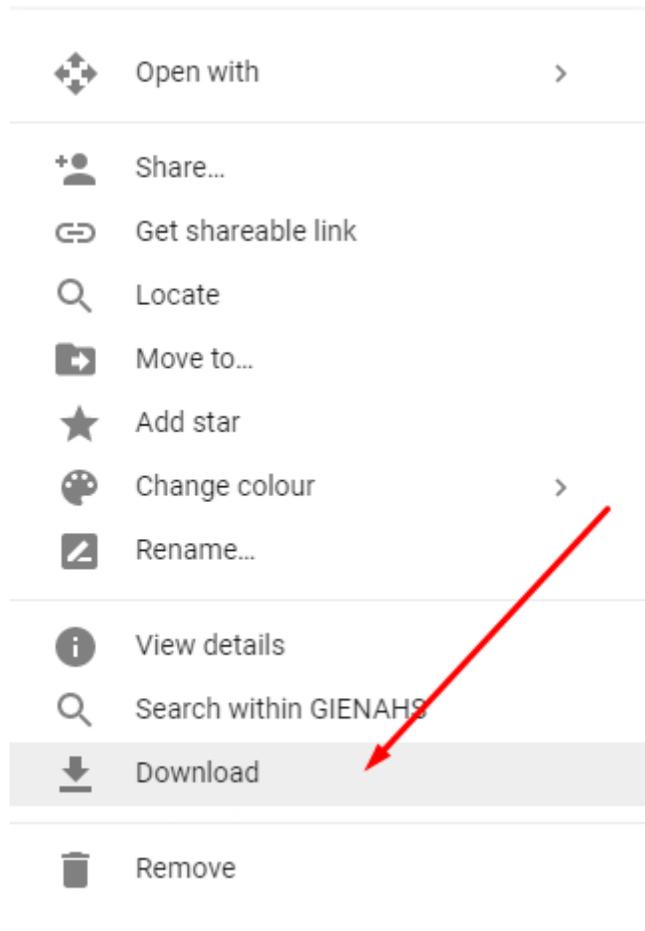


Image 5

PC Version

To download the PC version you need to visit <https://www.google.com/drive/download/> and download the personal version. The PC version let you sync your folders from your google drive and your PC. To Sync a folder that someone has shared with you need to right click on the folder and choose Add to My Drive.

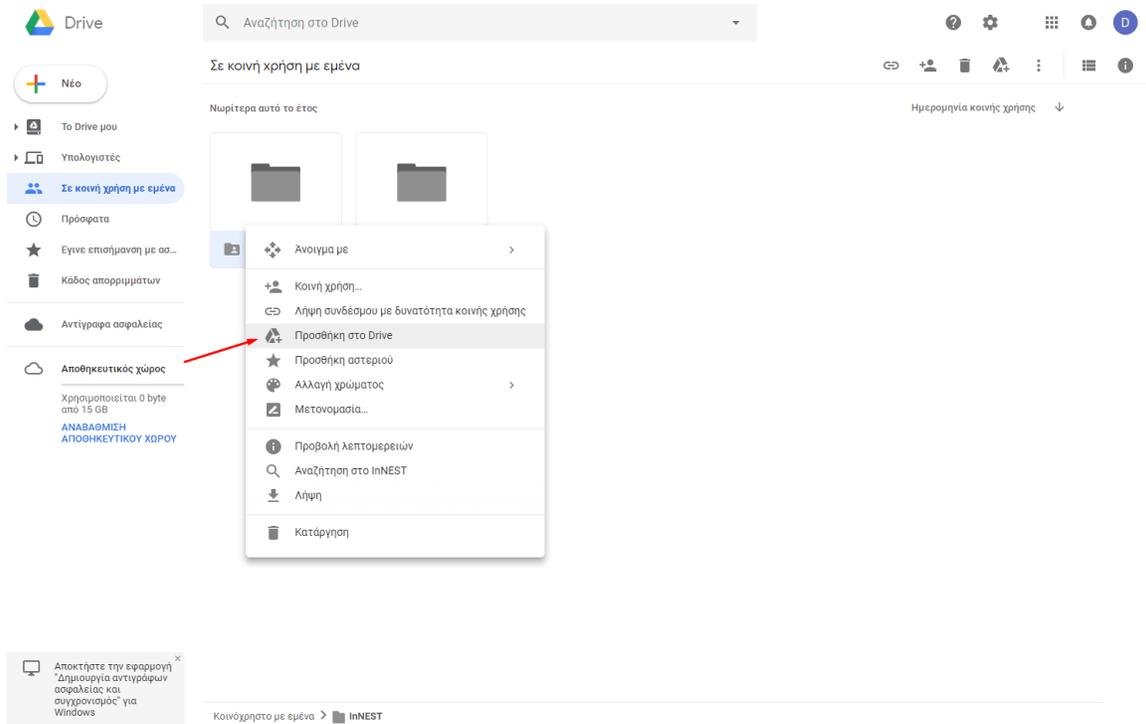


Image 6

After you run the .exe file you downloaded from the website it will prompt you to sign in with your gmail. After that you can choose the folders you want to Sync to your Google Drive. If you don't want to upload your folders from your PC to your Google Drive uncheck everything.

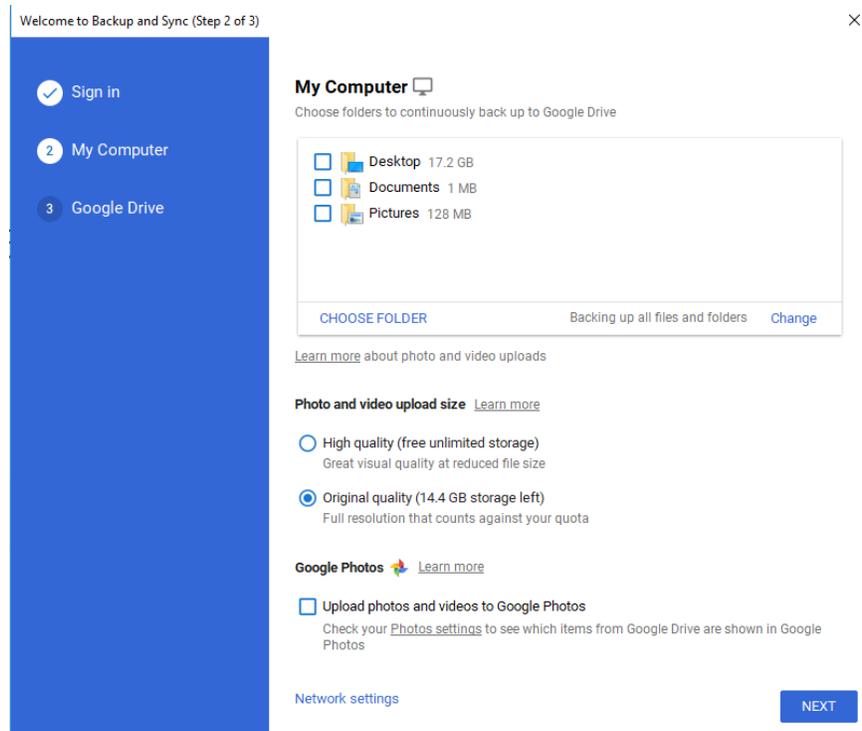


Image 7

By clicking the next it will let you choose which folders from your Google Drive you want to sync into your PC. The selected folders will be downloaded to your computer in the folder Google Drive and any changes that you do there will automatically happens into the Google Drive.

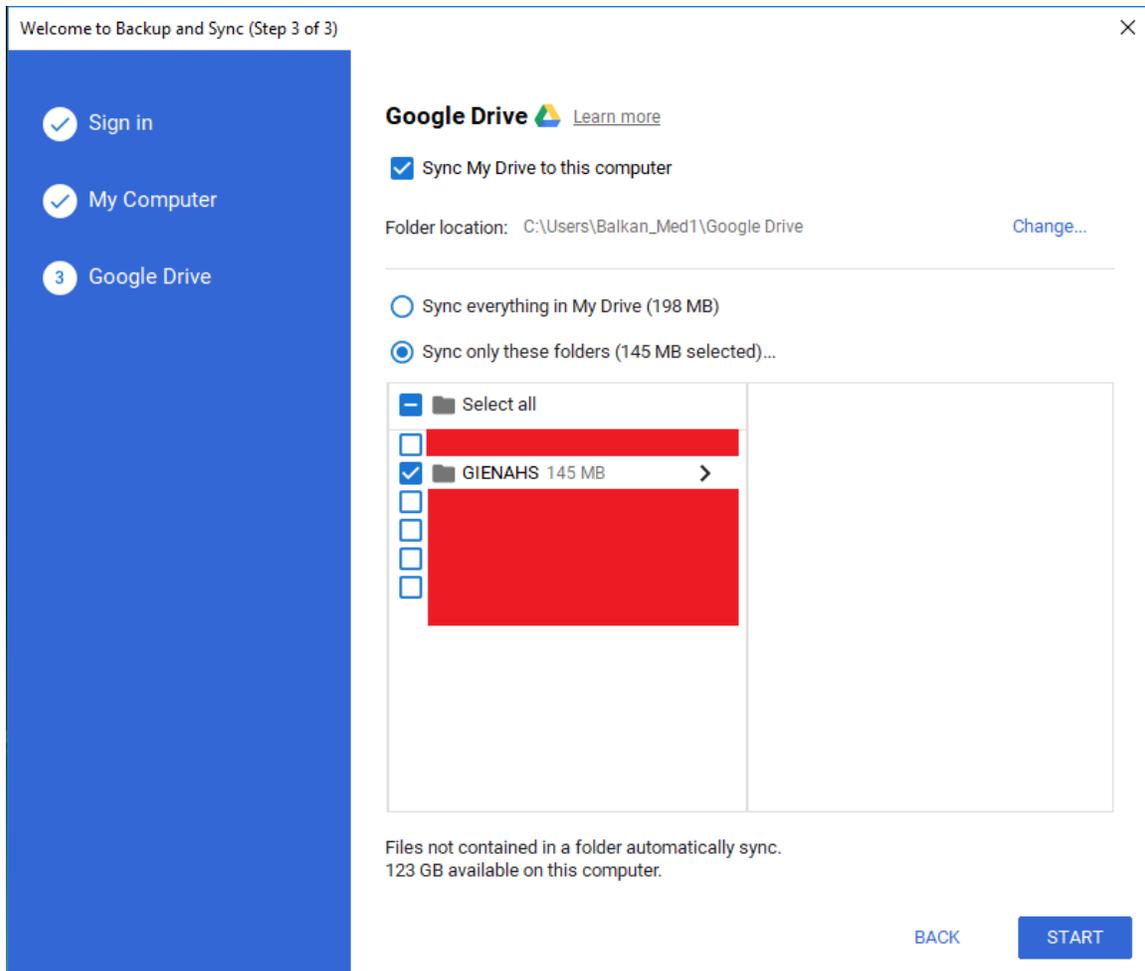


Image 8

Warning

Anything deleted from your Google drive folder on your PC it will also be deleted from the Google Drive online.