## To install Google Drive:

- 1. Open the "Google Chrome" browser.
- 2. Click on the "Don't ask again" button.



3. Click on the "Google Drive" icon.

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4. Click on the blue "Download Drive for PC" button.

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5. At the bottom left corner of the screen Click on the "googledrivesync" button.



6. Click on the "Run" button.



7. Wait for the installer to finish running.

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## 8. Click on the "Close" button.

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9. After the install, click on the "Sign in now" button.



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10. Sign in. Your username is your last name, first initial @jenningsk12.us.

11. Click the "Next" button.

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## 12. Click the "Start sync" button.

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13. A window will open for your Google drive.

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14. Go to the Start menu and then open "Documents".

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15. Drag documents from the "Documents" window to the "Google Drive" window and they will then be synced.

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16. The installer places a shortcut on your desktop. Use this to access the Google Drive. Any files that you save to the "Google Drive" folder will automatically sync after that.

