

How to save files to Google Drive

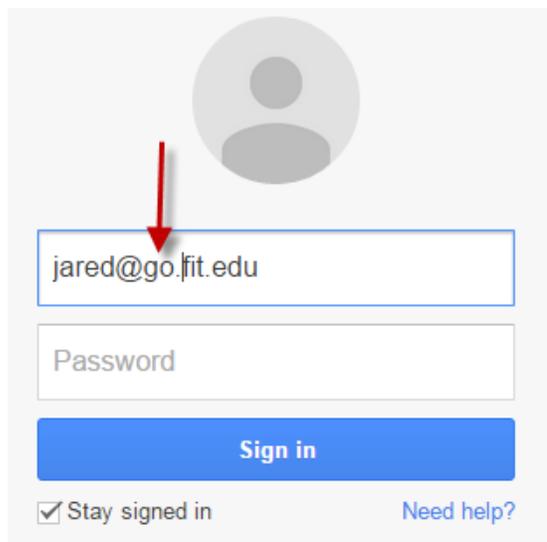
View the 8 minute 48 second video: <http://goo.gl/TTeiF2> .

Saving files so that they can be accessed from anywhere can be tricky. We run out of space. The U drive only holds so much and email holds even less.

Lucky for everyone at Florida Institute of Technology we are a Google School. As such we have access to Google Drive and have plenty of space: 10TB each – which is to say unlimited. This is a few orders of magnitude times more space than you get in your UDrive. To make this an even better deal - you can share these files and folders with others easily.

How to log into your Florida Institute of Technology faculty or staff Google Drive account:

1. Visit <http://drive.google.com>
2. In the box that displays, type in your FIT Google account information. Faculty and Staff have google accounts that follow this format TRACKSID@go.fit.edu. You won't [need to enter your password here](#).

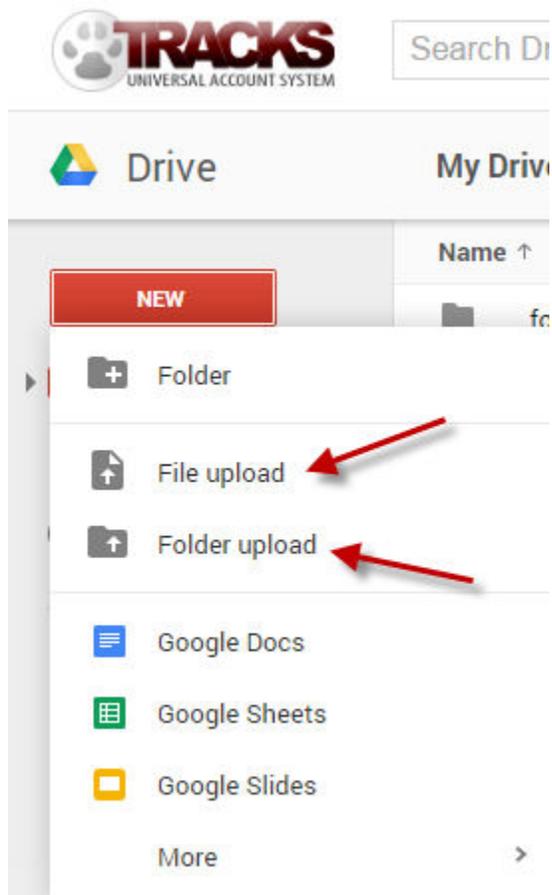


- a. Example: My FIT email is jared@fit.edu therefore my FIT Google account information is jared@go.fit.edu. I would enter that where it says email.
3. Click the Sign in button. You will be taken to the familiar TRACKS sign in page.
 4. When the TRACKS login page displays, enter in your TRACKS ID and password. The same way you log into anything else using TRACKS. You will then be taken to your Google Drive.



Ok, I'm in! How do I upload something to my Google Drive?

You will see an orange button. Click it to find two ways to upload files: by single files or entire folders.

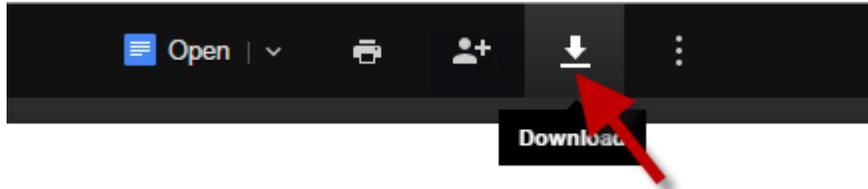


As the labels imply, clicking File upload will allow you to search your computer for a single file or an entire folder.

You can also create folders inside of Google drive and upload files directly to them. Create a folder by clicking the Folder link. To add something to that folder double click on the folder inside of Google drive and then click the orange New button to select the file you would like to add to it.

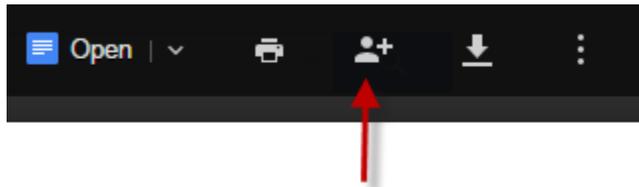
How to access the files in your Google Drive

1. From any computer connected to the internet log into <http://drive.google.com> and log in as described above.
2. Locate the file you are looking for and double click it.
3. Once it opens, click the download button. It will then be on the new computer.



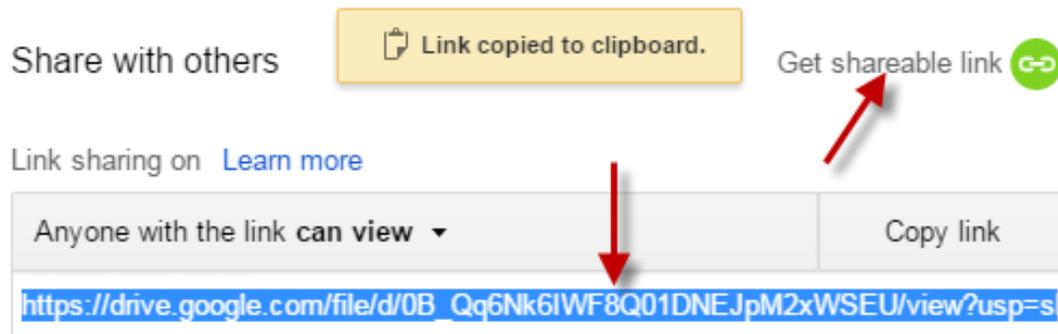
How to share a file that has been uploaded to Google Drive

1. Double click on the file that you would like to share.
2. Once it opens, click the share button. It looks like the icon of a person with a plus sign next to it.



Click Get shareable link or copy the link in the link sharing box. This is the link that you will share with those who wish to view (not edit) the item. Paste that link in an email or other location to have people access your file. Paste that link in an email or other location to have people access your file.

3. Note: the Get shareable link will only work with the Google Chrome browser.



PRO TIP: How to create a Google Drive folder on your computer

1. Visit <https://tools.google.com/dlpage/drive/index.html>
2. Download the version for your operating system and then install it.
3. Log into your Google Drive when prompted.
4. You will then have a Google Drive folder on your computer. When you save items to it they will be saved to your local computer as well as your Google Drive.

