Directions for Downloading Google Drive onto Desktop/Laptop

1. Go to http://drive.google.com or through your email click on Drive.
2. Click the **Download Google Drive** for your PC button.
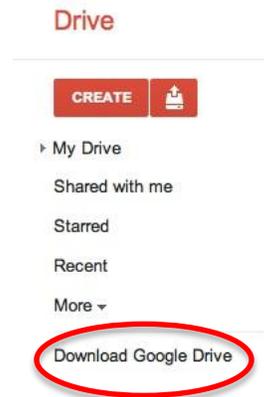
3. Open **googledrivesync.exe** to automatically install and start Google Drive on your PC. (You may receive a warning that Google Drive is an application downloaded from the Internet. Click the **Open** button.)
4. Enter your **Google Account username** and **password** in the window that opens. This will be the account associated with Google Drive for your PC. (Google Account Username = username@duplinschools.net)
5. Complete the installation package instructions.
6. Launch Google Drive for your PC from the Start menu. Drag files and folders into your Google Drive folder to begin syncing items to **My Drive** (part of Google Drive on the web).

Saving Files to Google Drive from Desktop/Laptop

1. After creating your document, select **File > Save As.**
2. Select **My Documents** from the left hand menu of the **Save As** dialog box.
3. Double-click **Google Drive** in the dialog box.
4. Enter the file name in the **File Name** box.
5. Select **Save.**