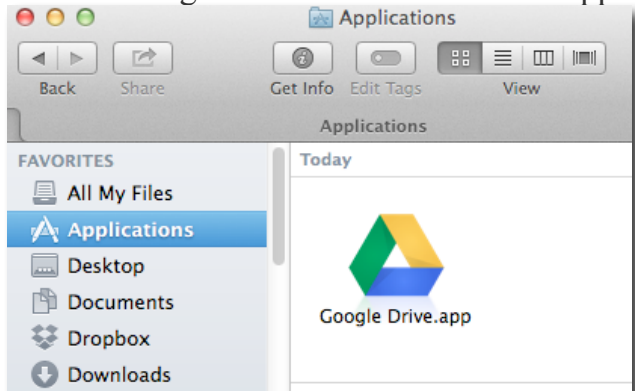


## Google Drive Backups

You are responsible for backing up your data. Use Google Drive to keep your data safe and to be in FERPA compliance. All Chatham County Schools' employees and students have a Google Apps (Drive, Sites, and Calendar) account. Each user has 30GB of storage space. This tutorial will help you get started.

### How do you set up Google Drive to sync important data?

1. Launch Google Drive that is located in Applications.



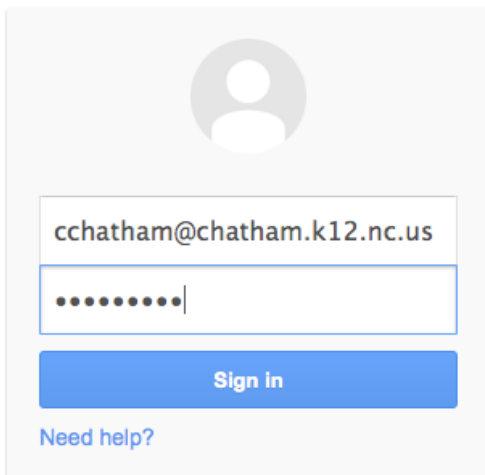
2. If you are asked to authenticate with an administrator's name and password, use your computer/e-mail username and password. Click OK.
3. You will be warned that Google Drive is an application you downloaded from the Internet. Click Open.
4. Enter your Google account information, and click the Sign In button.

*E-mail Address + Password*

Sign in to Google Drive



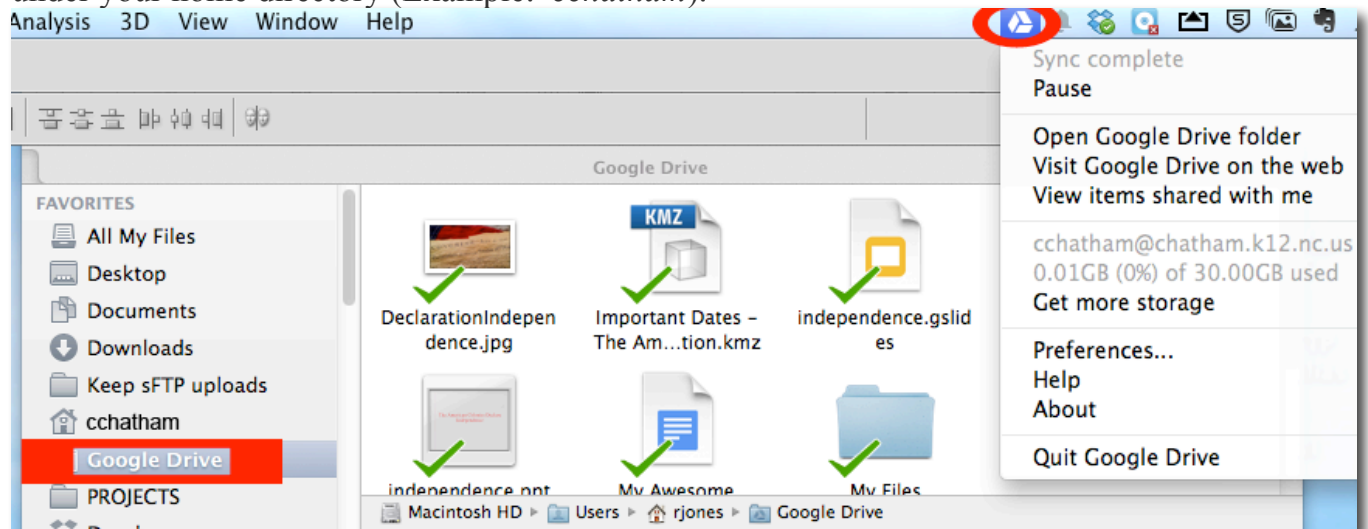
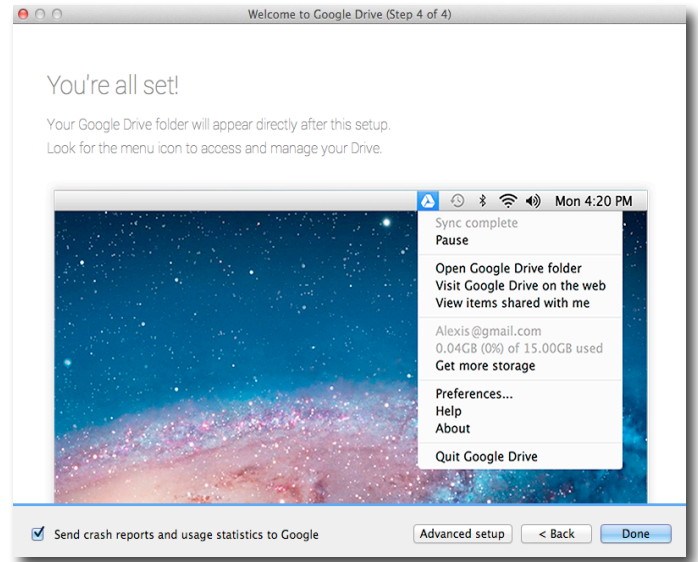
Sign in with your Google Account

A screenshot of the Google sign-in form. It features a grey profile icon placeholder at the top. Below it is a text input field containing the email address "cchatham@chatham.k12.nc.us". Underneath is a password input field with ten dots. A blue "Sign in" button is positioned below the password field. At the bottom left, there is a blue link that says "Need help?".

Technology Support Resources: <http://goo.gl/YGaKw1>

CCS Video on Demand: <http://www.youtube.com/ccstechvids>

- Click **Next** to scroll through the Google Drive features. On screen 4, you will see the *Welcome to Google Drive* window. By default, Google Drive will create its folder under your home directory. [If you wish to change the location, customize the sync options, and set preferences, click the **Advanced Setup** button.]
- You can choose to send crash reports and usage statistics to Google; place a check mark next to the box if you wish to do this. Click **Done**.
- Google Drive is now running. You will see the Google Drive icon on your **Menu Bar**. In **Finder**, you will see the Google Drive folder under your home directory (Example: *cchatham*).



- Drag the folders/files you wish to backup into the Google Drive window. Be patient and wait until you see a green checkmark on a folder/file before closing your laptop so the sync process has time to finish.

**NOTE:** To be safe, log on to your Google Drive online. View your Files to see if your data is actually synced to Google.

Anything you place in the Google Drive folder will be available from the Google Drive web site, but to get the most out of the Google cloud service, install Google Drive on any Mac, PC, or mobile device with which you want to share documents and data. Just repeat the installation process described above for each device.