How to back up your files to your Google Drive.

First start by double clicking your Google Chrome icon on our desktop.


Next log into your Gmail account by going to https://mail.google.com and using your Athens ISD username and password. Make sure you at the @athensisd.net at the end of your user name.

After that click the small square icon on the top right side of the Gmail window. Some people refer to this as the "waffle".
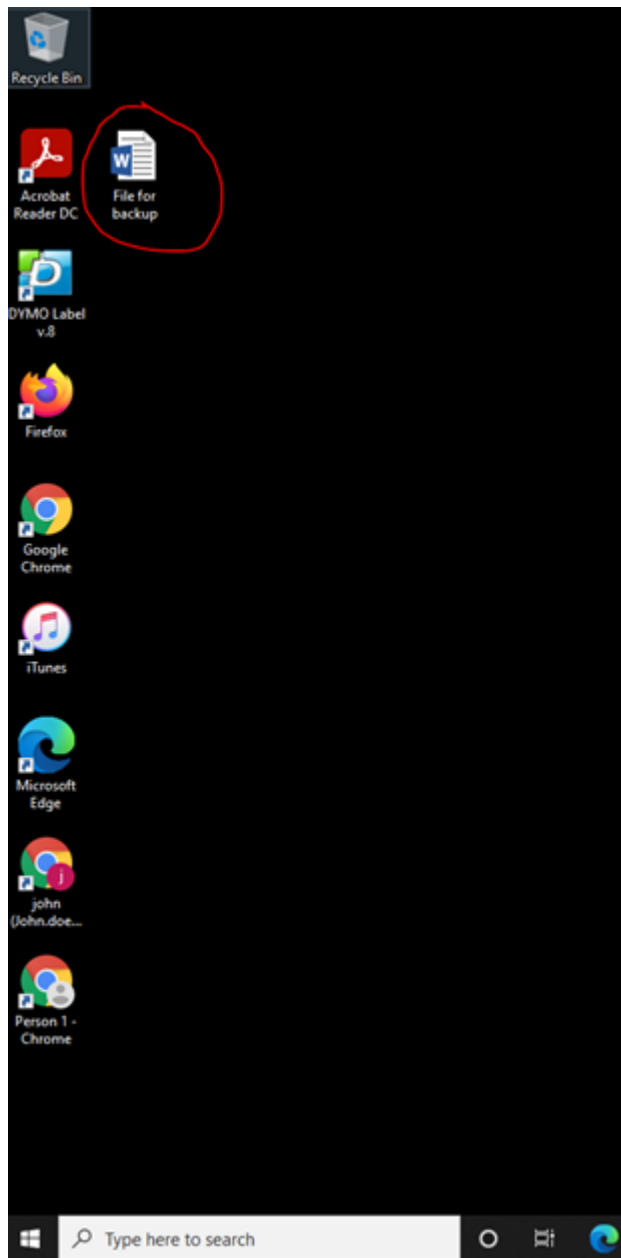
This should open up a drop down menu, locate the Drive icon and left click it.
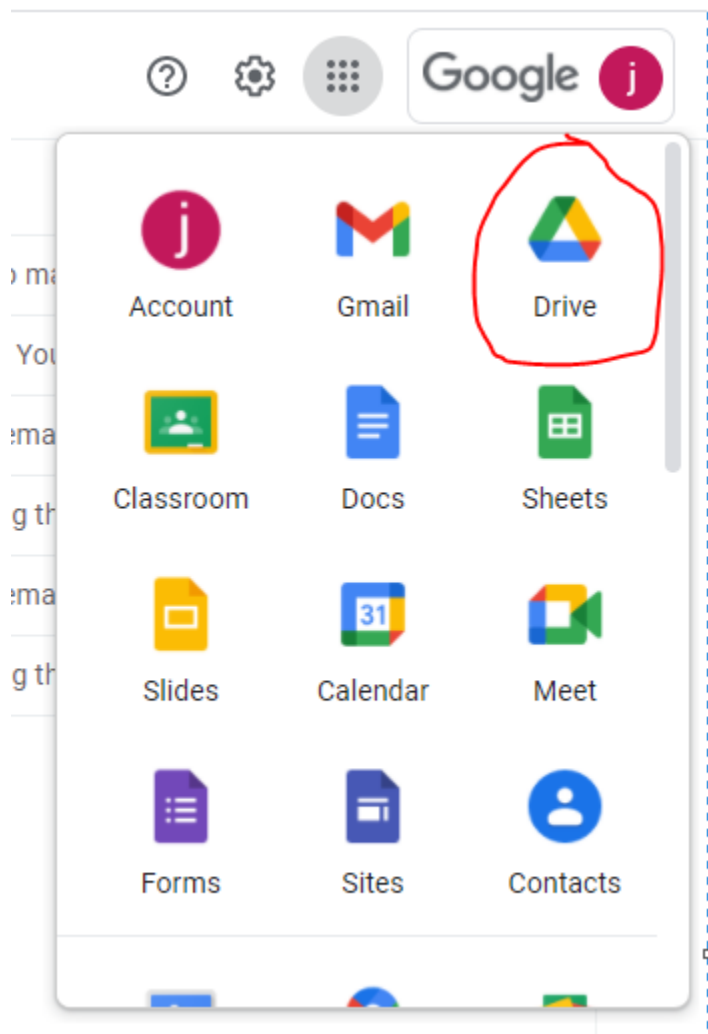
Now you should now be at the Google Drive homepage. From here make sure you have the "My Drive" option selected on the left.

Next we will move a file from the desktop to google drive. For this example, I will be moving a Microsoft Word document titled "File for backup".

Open up your Google Drive and move it to the side so that you can see both it and your desktop file you want to copy at the same time. Next you need to hold left click on the file and drag it to the section labeled "files" in Google Drive. You should notice the mouse pointer will have an image of the file with "+ Copy" on it. When you release left click here the file should start the upload process. Depending on the size of the file this may take a little time to complete.
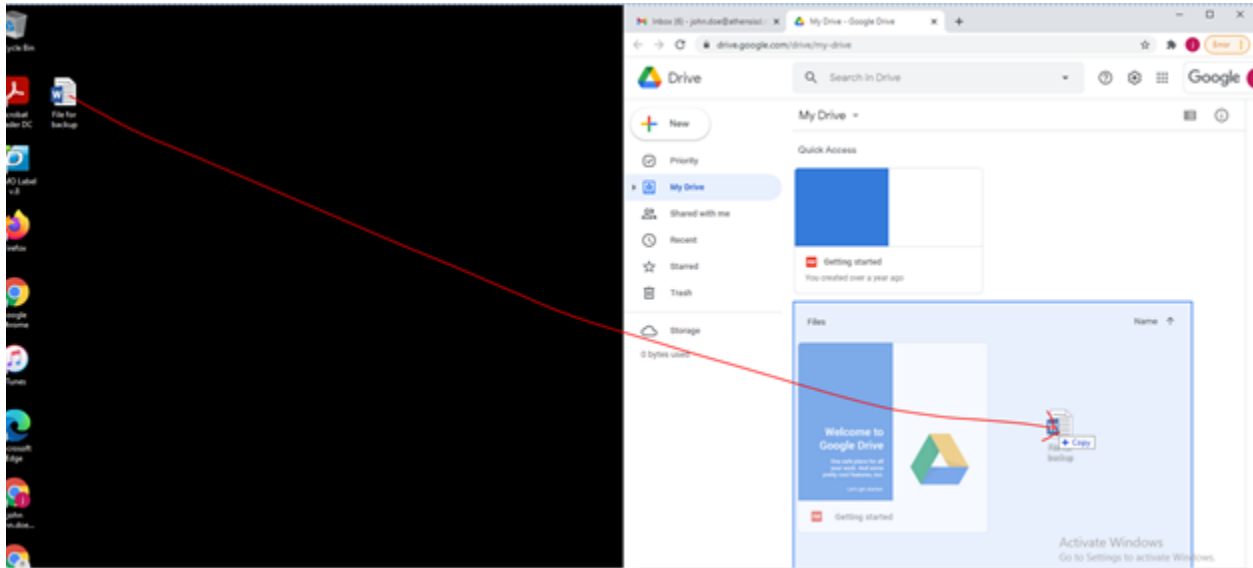
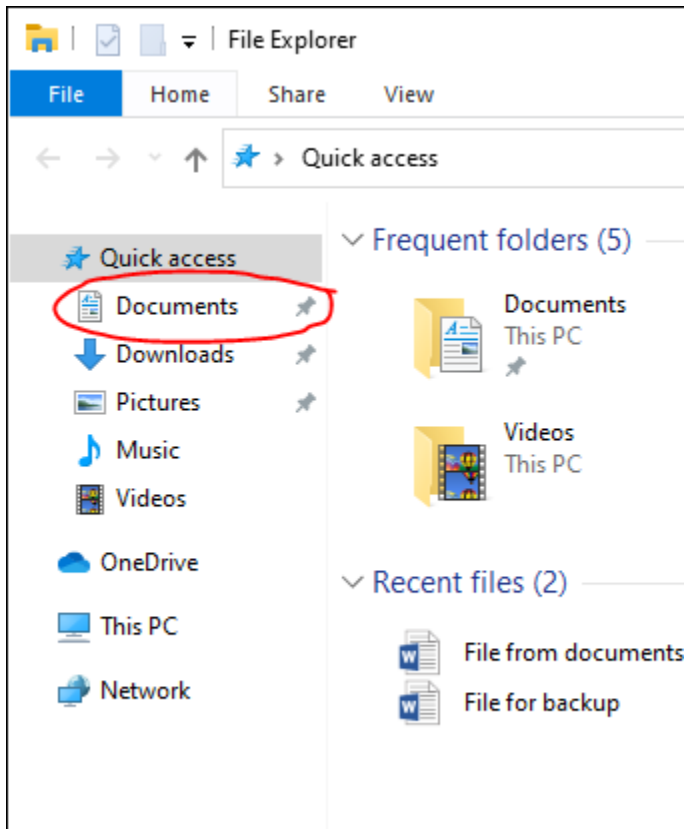You will know it has successfully saved when you see the message below.
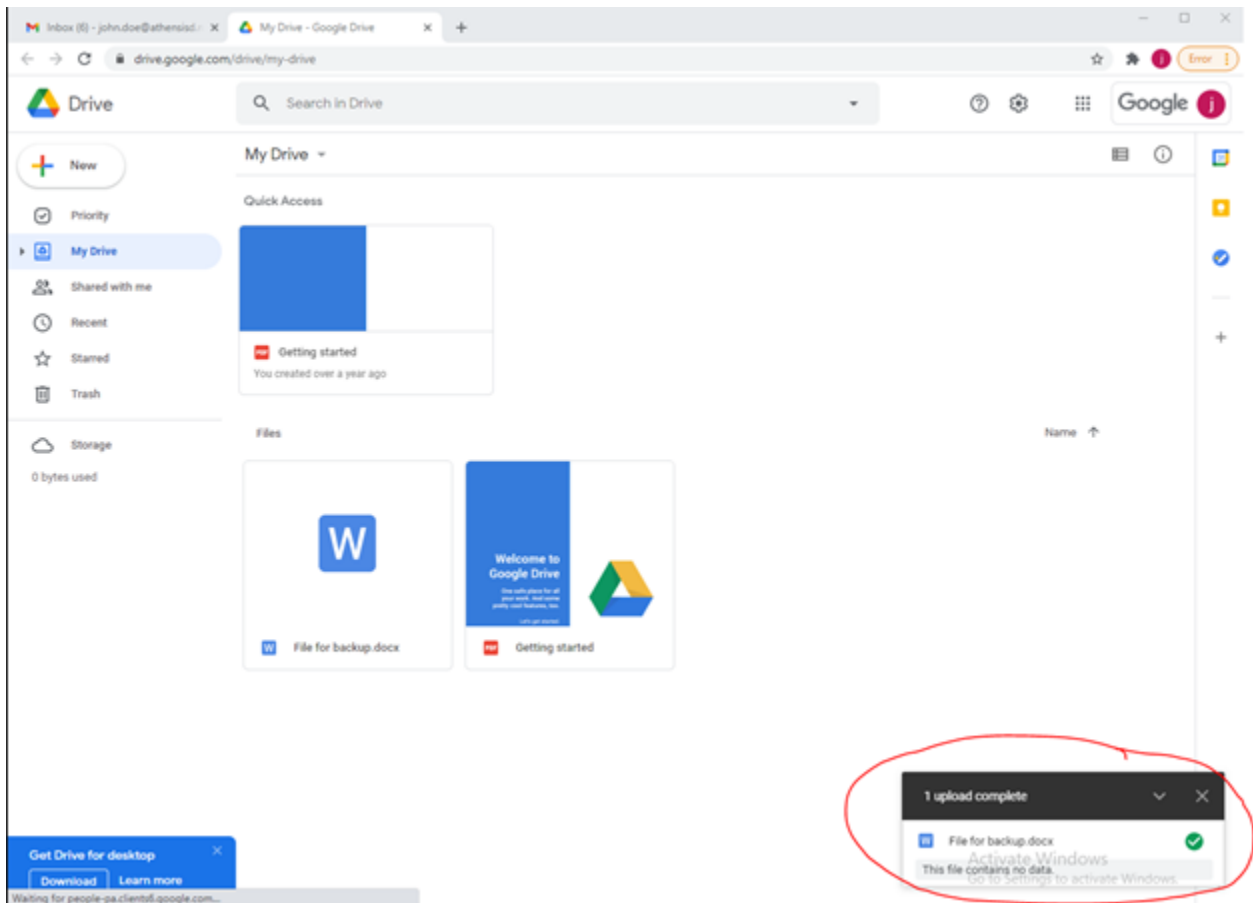
Next we will save a file from your documents folder. Follow steps from above to bring yourself back to the Google Drive homepage.
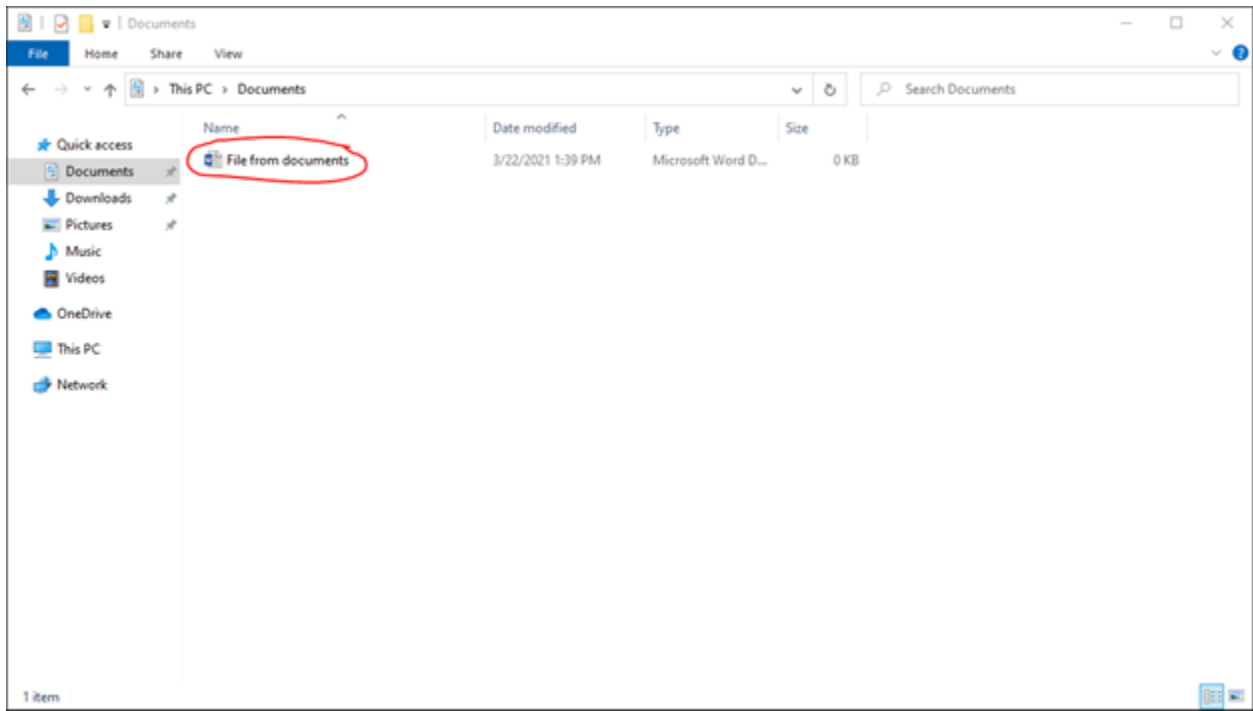
Now left click on the "file explorer" icon on your taskbar close to your start button.
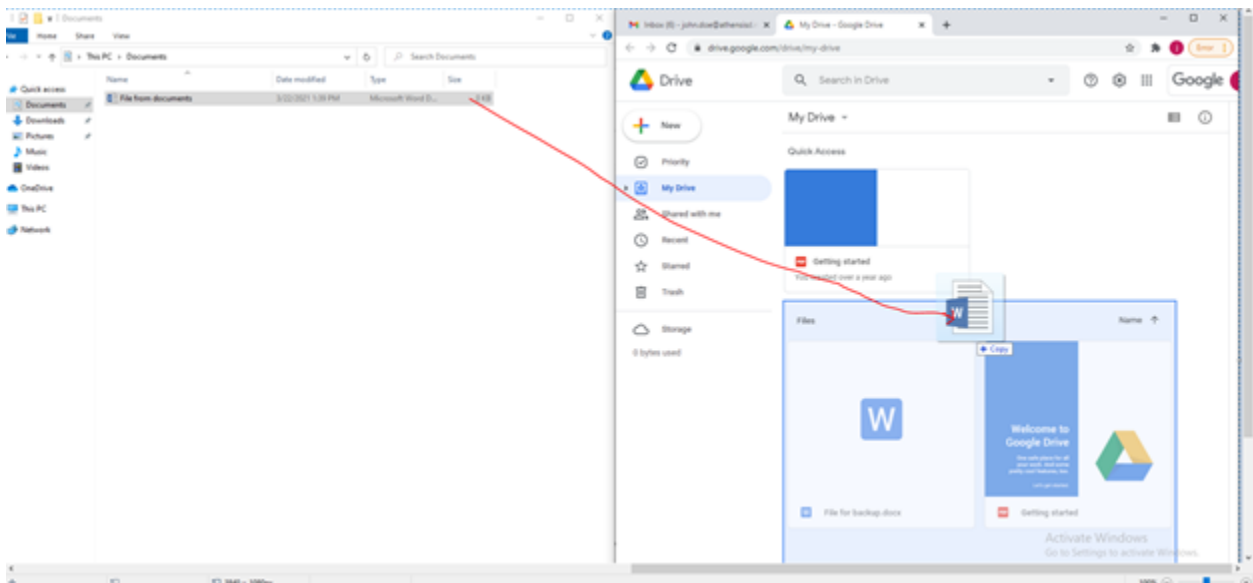
Now left click on "Documents" to open up your documents folder.

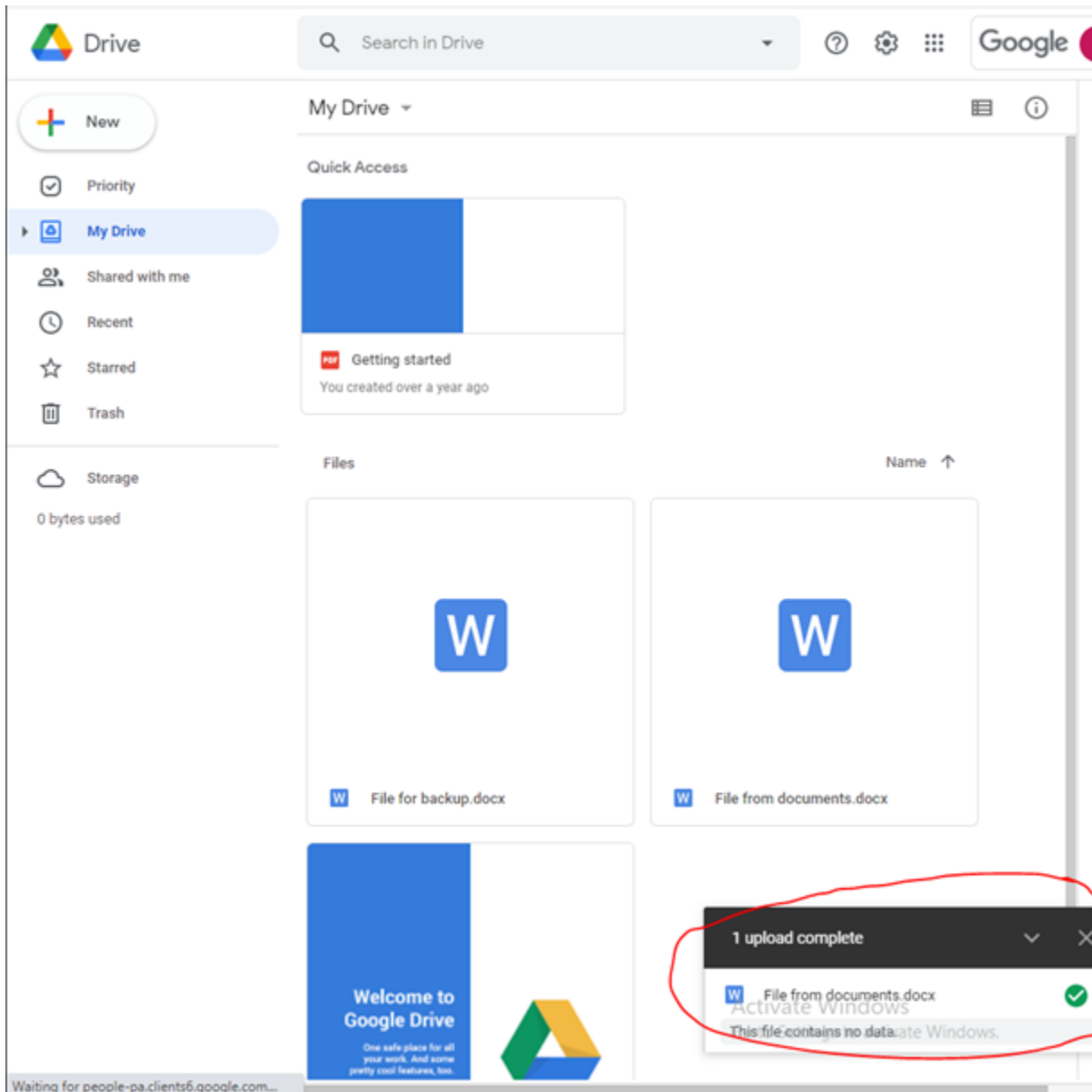This will bring up a list of all of your documents.

From here, just as above, you hold left click on any document you would like to back up and drag it to your Google Drive window.

You will get the same message as before when the upload completes.

Now any document you have placed into your Google Drive will be available from any computer that you log on with the same account.