How to Use Google Drive

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For using the Google Drive desktop app, please look at How to use Google Drive for desktop.

Accessing your Drive

Part 1: Opting-In to Google apps

1. For faculty/staff, if you haven't already done so, go to http://start.rit.edu and "opt-in" to Google Apps by clicking the "Accounts" tab and selecting "Google Preferences"



2. "Opt In" to Google apps



3. You should see this output after opting in



Part 2: Accessing Google Drive Online

1. Navigate to https://drive.google.com/a/g.rit.edu
2. If necessary, login using your RIT credentials.
3. If you have no files uploaded, it will be empty. Otherwise, you will see a screen that looks like this:



Part 3: Uploading Files

1. Select the 'New' button.



2. Click on Folder upload.



3. Folders have to be uploaded one at a time. Click on the folder and select upload.



4. You will get this pop-up message. Press Upload.



5. You will see a progress bar updating you on how long it will take to upload.



6. Continue the process until all file you want are uploaded to your Drive.