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"

Welcome to start.rit.edu

Start.rit.edu is where you manage your personal identity and RIT Computer Account preferences, and register your computers or devices to the RIT Network.

New Users

You may have been redirected here because the device you are using has not yet been registered on the RIT network.

If you have RIT Computer Account, you can log in to the RIT wireless network, or you can register your device to connect.

If you do not have an account, you can connect to the RIT-GUEST wireless network to access the internet.

Get Started

🔒 Forgot Username

🔒 Forgot Password

Account

Change My Password	My Computers
My RIT Photo	Alumni Access
My Directory Information	Sponsored Accounts

Preferences

Name Preferences	Multi-Factor Authentication
Email Preferences	RIT Alert Preferences
Google Preferences	Shell Preferences
Photo Preferences	

RIT | Service Center

(585) 475-5000 | help.rit.edu | Mon-Fri: 7:30 a.m. - 5:00 p.m EST

2. "Opt In" to Google apps

Google Preferences

Google Workspace at RIT

The Google Workspace at RIT service is an opt-in service for your account. By opting-in to Google Apps, you will have access to Google Docs and Google Drive.

You also must agree to only use your Google account for RIT business purposes, follow RIT code of Conduct for Computer Use and RIT Network Acceptable Use Guidelines, and agree to the Google Apps for Schools Terms and Agreement.

You currently do not have access to Google Workspace. Click "Opt In" to be able to use Google Workspace.

✓ **Opt In**

3.

You should see this output after opting in

Success

Your preferences have been successfully updated.

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:
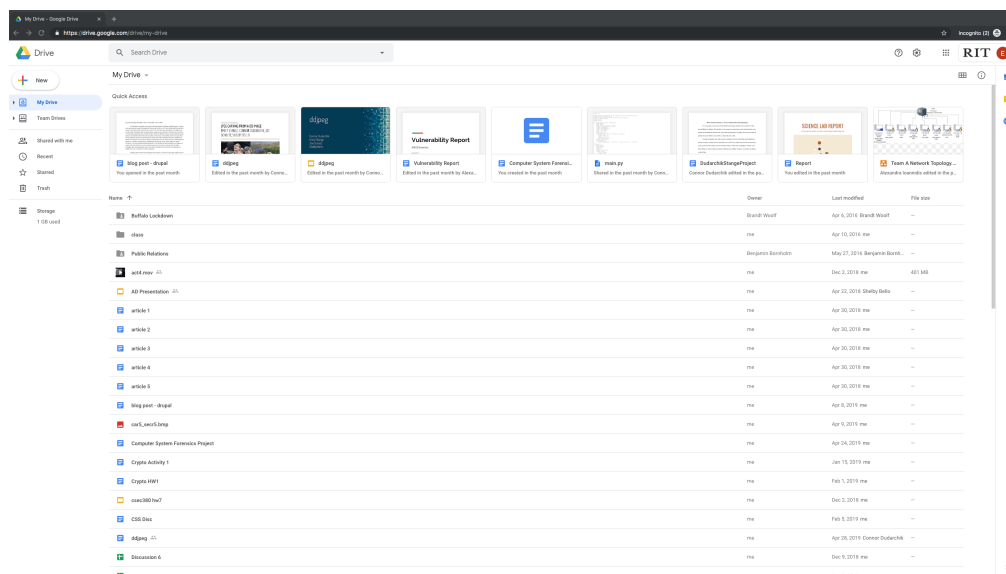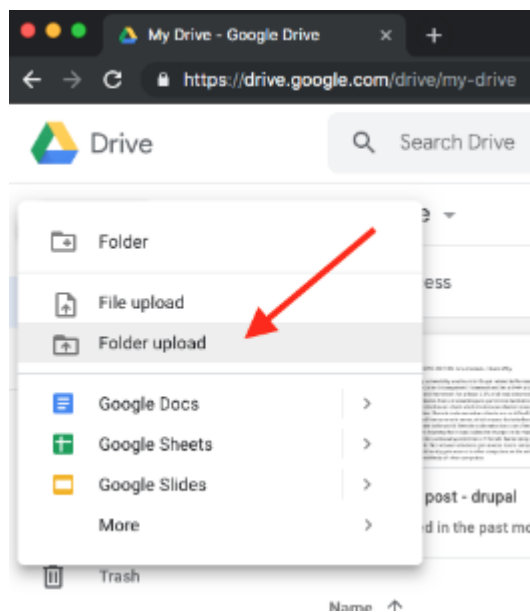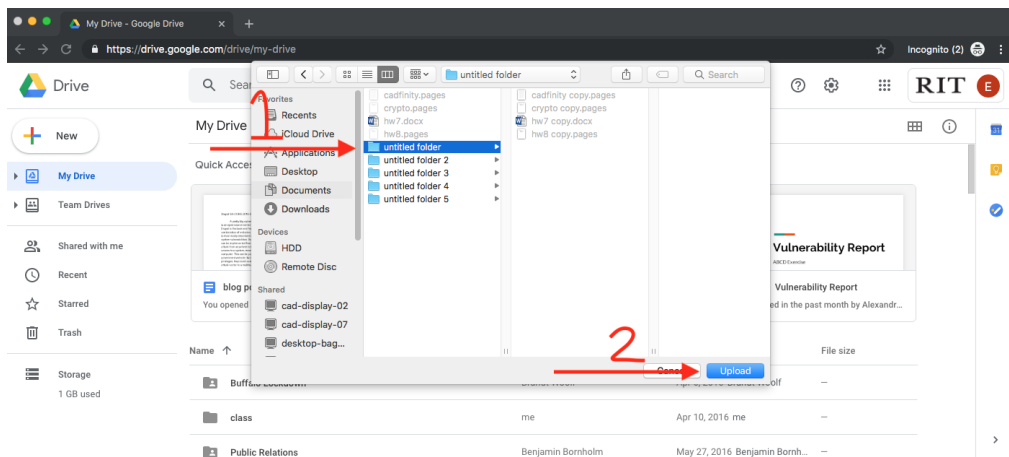
Part 3: Uploading Files

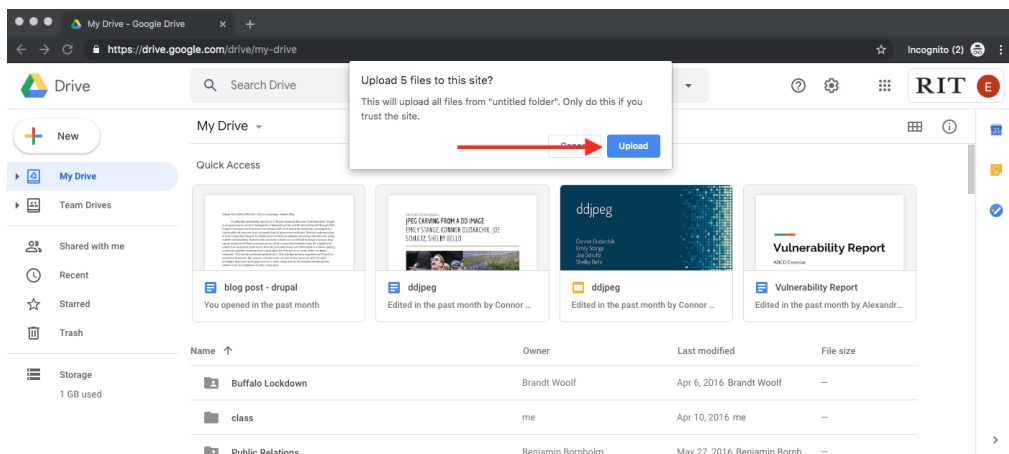1. Select the 'New' button.
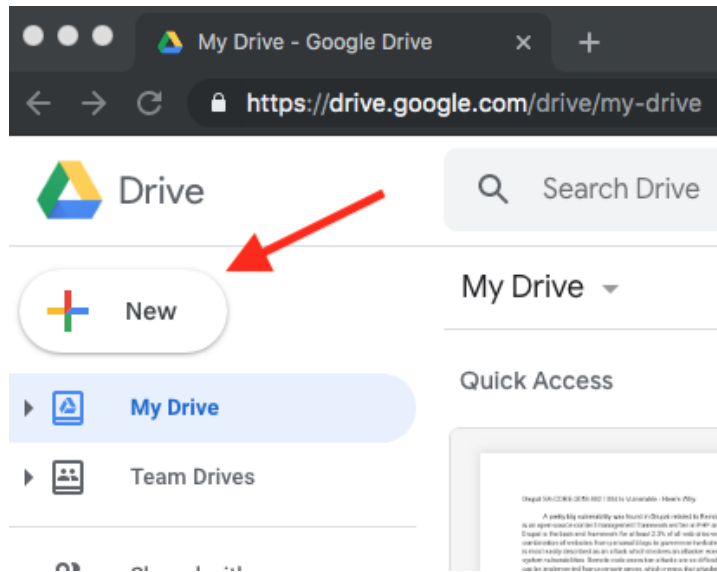
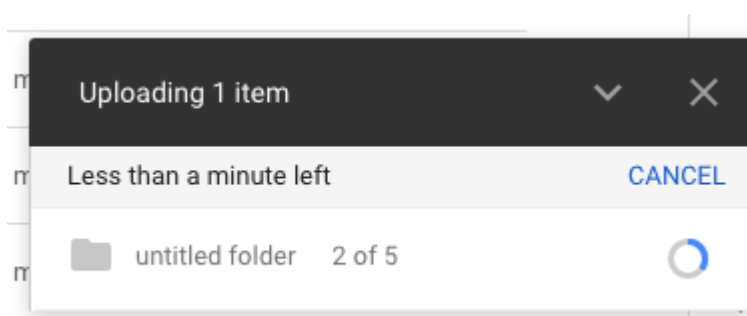2. Click on Folder upload.

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.