

How to Use Google Drive

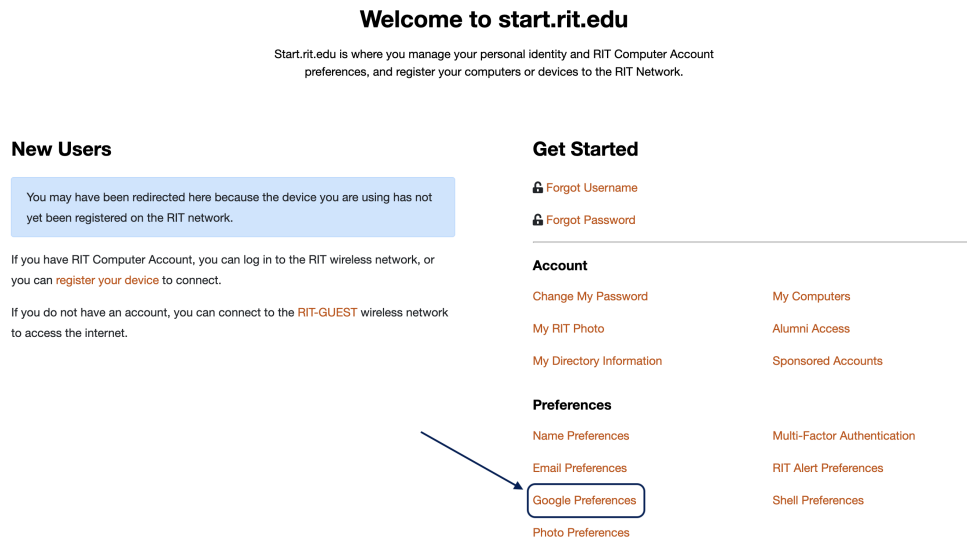
Brie McIntosh - 2022-03-16 - [How-to Articles](#)

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

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

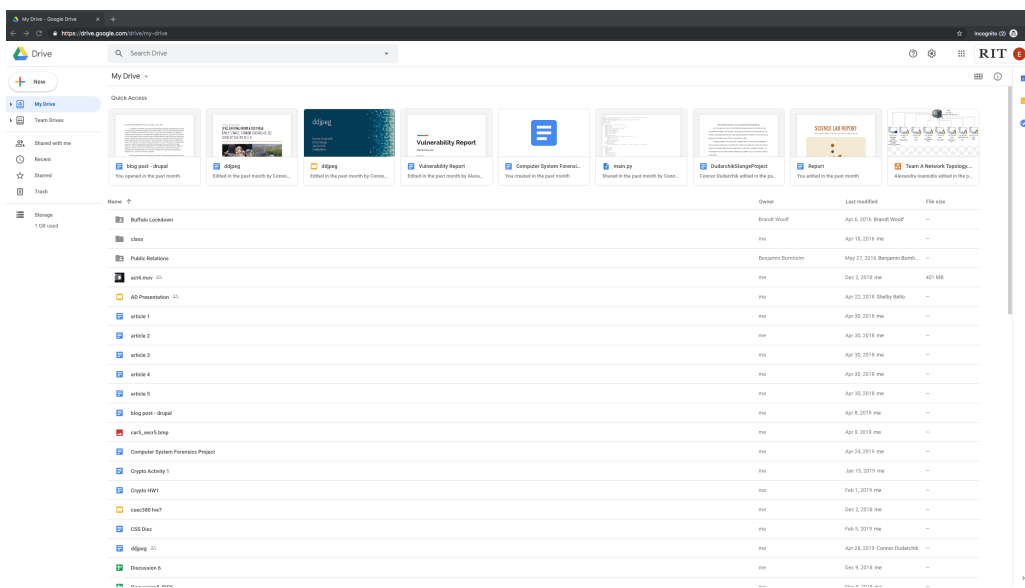
3. You should see this output after opting in

Success

Your preferences have been successfully updated.

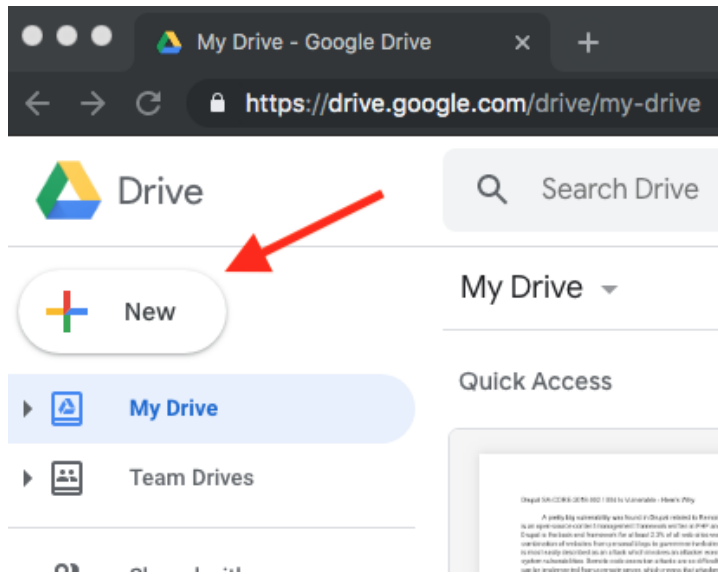
Part 2: Accessing Google Drive Online

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:

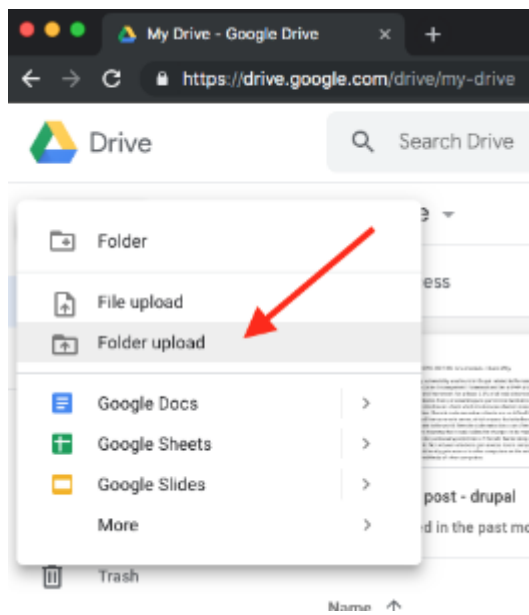


Part 3: Uploading Files

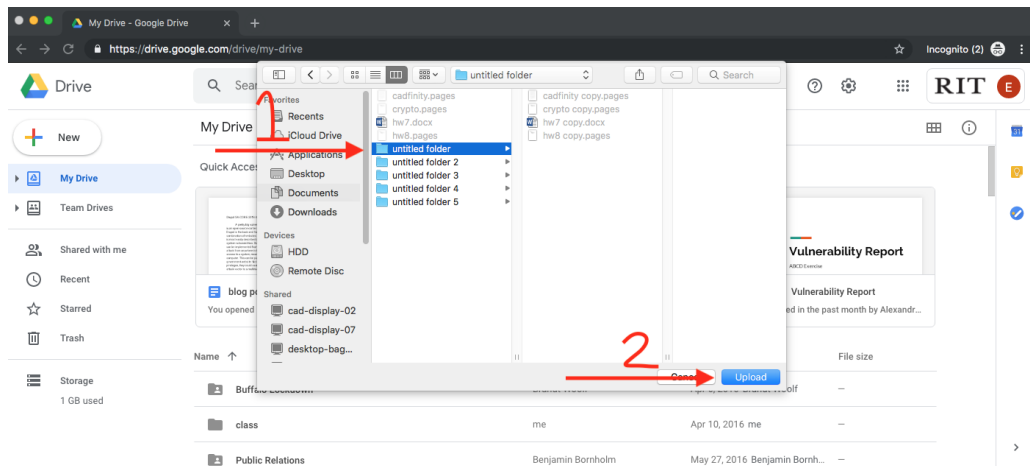
1. Select the 'New' button.



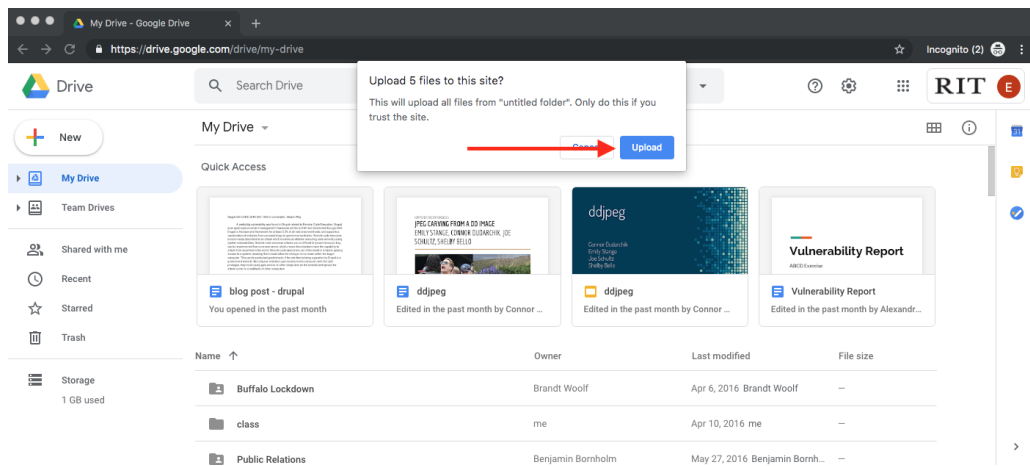
2. Click on Folder upload.



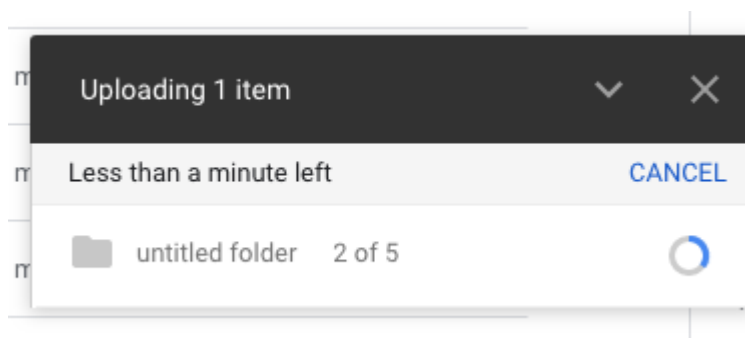
3. Folders have to be uploaded one at a time. Click on the folder and select upload.



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.