

<u>Knowledgebase</u> > <u>How-to Articles</u> > <u>How to Use Google Drive</u>

How to Use Google Drive

Brie McIntosh - 2022-03-16 - How-to Articles

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

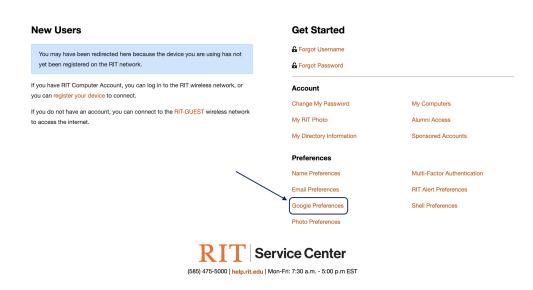
Accessing your Drive

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.



2. "Opt In" to Google apps

RIT Information	n and ly Services	Hello Joe (UID)	Settings <	ITS Resources <				
	Google Prefere	nces						
	Google Workspace at RIT							
	- · ·	ace at RIT service is an opt-in service for your account. By 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 C	f Conduct for Computer Use and RIT Network Acceptable Use						
	Guidelines, and agree to the Goo	ogle Apps for Schools Terms and Agreement.						
	You currently do not have access	s to Google Workspace. Click "Opt In" to be able to us	e Google Workspace.					
	✓ Opt In							

3.

You should see this output after opting in

Success

Your preferences have been successfully updated.

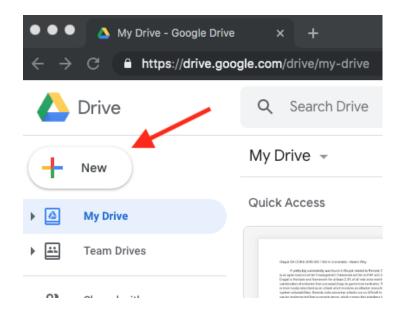
Part 2: Accessing Google Drive Online

- 1. Navigate to <u>https://drive.google.com/a/g.rit.edu</u>
- 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:

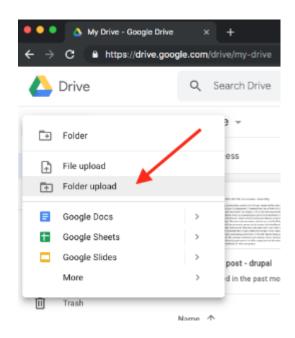
▲ My Drive - Google Drive ← → C ● https://driv	× + w.google.com/drive/my-drive								*	heegaita (2) 🖨 🗄
🛆 Drive	Q. Search Drive		*						⊚ ⊛ Ⅲ	RIT 📵
+ New	My Drive ~								E	≡ 0 =
• @ My Drive	Gulek Access									
Team Drives	Support of the second s	PECONCAUNTATIONS INCOME INSTITUTE INTERACTORY INTO A	dipeg 2	Vulnerability Report				SCIENCE LAB REPORT	999999999	
 G Recent ☆ Starred 		dipeg	ddpeg	Valuenability Report Valuenability Report Didied in the past month by Alexa.	Computer System Forenal You created in the past month	 main py Stated in the past month by Conn. 	DudarchikStangeProject Convor Enderchik edited in the pa.	Report You edited in the past month	Team A Network Topology	
Trash	Name 1	more in the part month by conto	Ebited in the pair month by Conno	Earlied in the past month by Akeka	The created in the past motion	branes in the pain means by cont	Control publishing excised in the pa.	Last modifie		
E Stange	Buffalo Lockdown						Randt Wo			
1 08 used	then						112	Apr 10, 2016	no –	
	Public Relations						Denjamin I		Benjamin Bomh	
	etterny A.					De	Dec 2, 2018	ne 401 M8		
	AD Presentation AL					112	Apr 22, 2018	Shelby Bello –		
	article 1					DI	Apr 30, 2018			
	erticle 2						De	Apr 30, 2018	ne –	
	article 3						110	Apr 30, 2018		
	🗧 article 4					11	Apr 30, 2018	ne -		
	😑 article 5	article 5				me	Apr 30, 2018	ne –		
	E blog post - drspal					202	Apr 8, 2019 1	n –		
	auf_secfbrip					110	Apr 9, 2019 r			
	Compoler System Porenics Project					Ine .	Apr 24, 2019			
	Chypto Activity 1					194	Jan 15, 2019			
	Crypto HW1						51	Feb 1, 2019 (Dec 2, 2018)		
	csec380 hw7						De De	Dec 2, 2018 Feb 5, 2019		
	dipeg						51		Connor Dudarchik -	
	Discussion 6						De	Dec 9, 2018		
	Discussion 0							ALC 8 1918		-

Part 3: Uploading Files

1. Select the 'New' button.



2. Click on Folder upload.



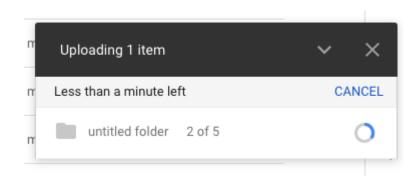
3. Folders have to be uploaded one at a time. Click on the folder and select upload.

→ C	ve.google.com/drive/my-drive	🖈 Incognito (2) 👼
📐 Drive	Q Seat orphics cadinity pages cryptic pages	
New	My Drive Hacens I hw2.docx I hw3.baces hw2.docx I hw3.baces hw3.copy.pages	
△ My Drive	Quick Accet Desktop untitled folder 3 > untitled folder 4 >	
Team Drives	Downloads	
Shared with me	A character A cha	Vulnerability Report
C Recent	blog pr Shared	Vulnerability Report
A Starred	You opened cad-display-02	ed in the past month by Alexandr
11 Trash	Name 1 desktop-bag	2 File size
Storage 1 GB used	Buffan comon	Upload Olf -
	class me	Apr 10, 2016 me -

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

•••	My Drive - Google Drive	• × +						
\leftarrow	C 🔒 https://drive.go	ogle.com/drive/my-drive				*	Incognito (2)	🔒 :
	Drive	Q Search Drive	Upload 5 files to this site? This will upload all files from "untitle	d folder". Only do this if you	•	⊘ ‡ ∷	RIT	E
+	New	My Drive 👻	trust the site.				⊞ ()	31
• 🙆	My Drive	Quick Access					_	Ø
•	Team Drives	Inspects (1912) AND ALL THE CONTRACT AND ANY A set of the second by website to be an event of the Contraction Depth inspects to second the second of the set of the second second second second second and the second secon	JPEC CARVING FROM A DD IMAGE EMILYSTAKE, COMMOR DUDARHIK, IDE	ddjpeg				0
8	Shared with me	Capital Telepide Antimication of allow 2 and 2 a	SCHULTZ, SREUM FELLO	Connex Dudenthik Emily Stango Jos Schultz Shulty Dela		Vulnerability Report		
© ☆	Recent Starred	blog post - drupal You opened in the past month	ddjpeg Edited in the past month by Connor	ddjpeg r Edited in the past month		Vulnerability Report		
Ū	Trash	Name 个		Owner	Last modified	File size		
	Storage 1 GB used	Buffalo Lockdown		Brandt Woolf	Apr 6, 2016 Brandt V	Noolf –		
		class		me	Apr 10, 2016 me	-		
		Public Relations		Benjamin Bornholm	May 27, 2016 Benjar	min Bornh —		>

 $5. \ \mbox{You will see a progress bar updating you on how long it will take to upload.}$



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