

How to use Google Drive for desktop

Brie McIntosh - 2023-11-21 - How-to Articles

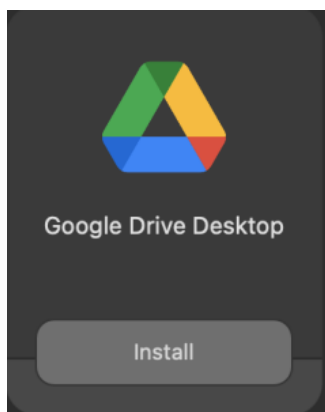
For accessing Google Drive as a faculty member, be sure you "opt-in" to Google apps.

Found out how to "opt-in" with [How to Use Google Drive](#)

Install the Google Drive desktop app

If you have an RIT owned computer, you can install from RIT Self Service (macOS) or Software Center (Windows).*

*It is still called Google Drive File Stream in Software Center on Windows. If you have administrator privileges, you can download and install the app directly from Google (link below).



Software Center


RIT

Rochester Institute of Technology

Applications 7

- Updates
- Operating Systems
- Installation status
- Device compliance
- Options

Applications > Application details



Google Drive File Stream

Published by Google, Inc

Install

Status: Available
Version: 37.0.8.0
Date published: Not specified

Restart required: No
Download size: Less than 1 MB
Estimated time: Not specified
Total components: 0


If you are using a personal computer, or would like to [download the latest version](#), you can do so by clicking below.

[Download](#)

Setup the Google Drive app to use your RIT Google Drive account

1. Launch the Google Drive app on your computer
 - Note:** On macOS, you may have to go into your Applications folder
 - Note:** On Windows, you may have to search for it in the start menu
2. Sign into the app by using your username with **g.rit.edu** trailing your username

Sign in to Google Drive



Sign in

to continue to [Google Drive for desktop](#)

Email or phone

abc1234@g.rit.edu

[Forgot email?](#)

Before using this app, you can review Google Drive for desktop's [privacy policy](#) and [terms of service](#).

Create account

Next

Having trouble? [Sign in with your browser instead.](#)

3. Sign into the RIT login page

Sign in to Google Drive

RIT | Rochester Institute of Technology

RIT Login

Login to google.com/a/g.rit.edu

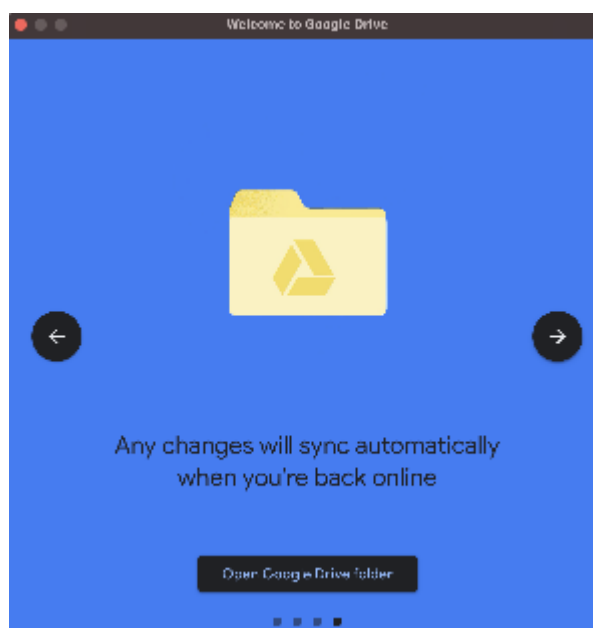
RIT Username

Password

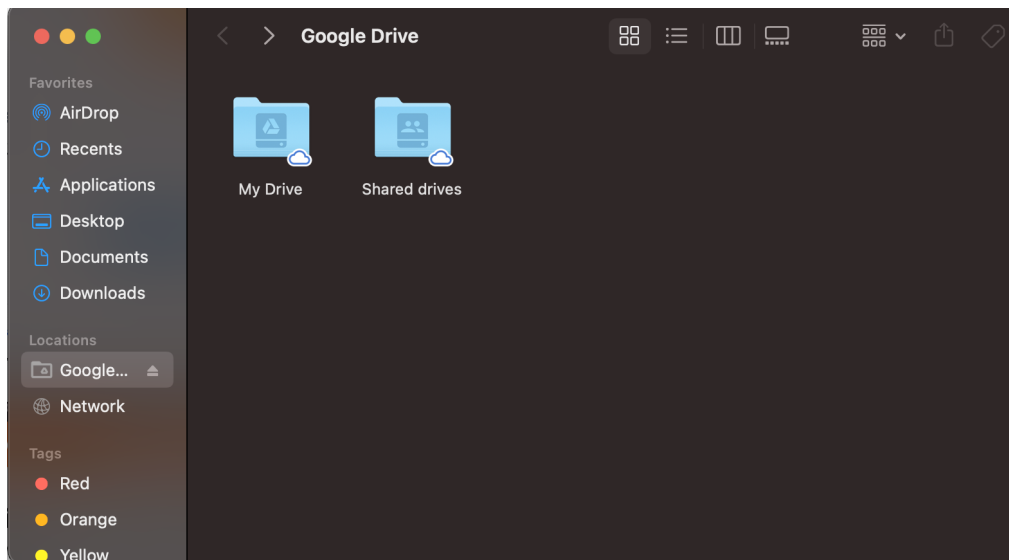
[Forgot Username?](#) | [Forgot Password?](#)

Need assistance? Please contact the ITS Service Desk at [585-475-HELP \[4357\]](tel:585-475-HELP) or visit help.rit.edu.

- Click through the prompts, then select "Open Google Drive folder"



- You should now be able to traverse your Google Drive files from your desktop



6. You can cache files locally to make them available offline by right-clicking (or two finger clicking), selecting **Google Drive**, and selecting **Available offline**.

