

Knowledgebase > <u>How-to Articles</u> > <u>How to use Google Drive for desktop</u>

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 "optin" to Google apps. Found out how to "opt-in" with <u>How to Use</u> <u>Google Drive</u>

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).

Google Drive Deskt	top	
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Applications 7	Applications > Applie	ation details
C Updates		Google Drive File Stream
🔁 Operating Systems		Published by Google, Inc
Installation status		
G Device compliance		Install
Options		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 <u>download the latest version</u>, you can do so by clicking below. Download

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

- 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	
	Google	
	Sign in	
	Sign in	
t	to continue to Google Drive for desktop	
Email or phone		
abc1234@g	J.rit.edu	
Forgot email?		
Forgot email?		
Before using this	s app, you can review Google Drive for desktop's	
Before using this privacy policy a	s app, you can review Google Drive for desktop's nd terms of service .	
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3. Sign into the RIT login page

<u> </u>	Sign in to Google Drive		
RIT	ochester Institute of Technology	Search RIT	
	RIT Login		
	Login to google.com/a/g.rit.edu		
	RIT Username		
abc1234			
	Password		
	,		
	Log in		
	Forgot Username? Forgot Password	?	
Ν	leed assistance? Please contact the ITS Servi	ce Desk at	
	585-475-HELP [4357] or visit belo rit or	4	

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



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

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AirDrop		Q			
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🙏 Applications	My Drive Shared	d drives			
🔲 Desktop					
🕒 Documents					
Oownloads					
Google ▲					
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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**.

