

Uploading to Google Drive

Step 1: Sign into your Google Drive, by using your school gmail account.



One account. All of Google.

Sign in with your Google Account

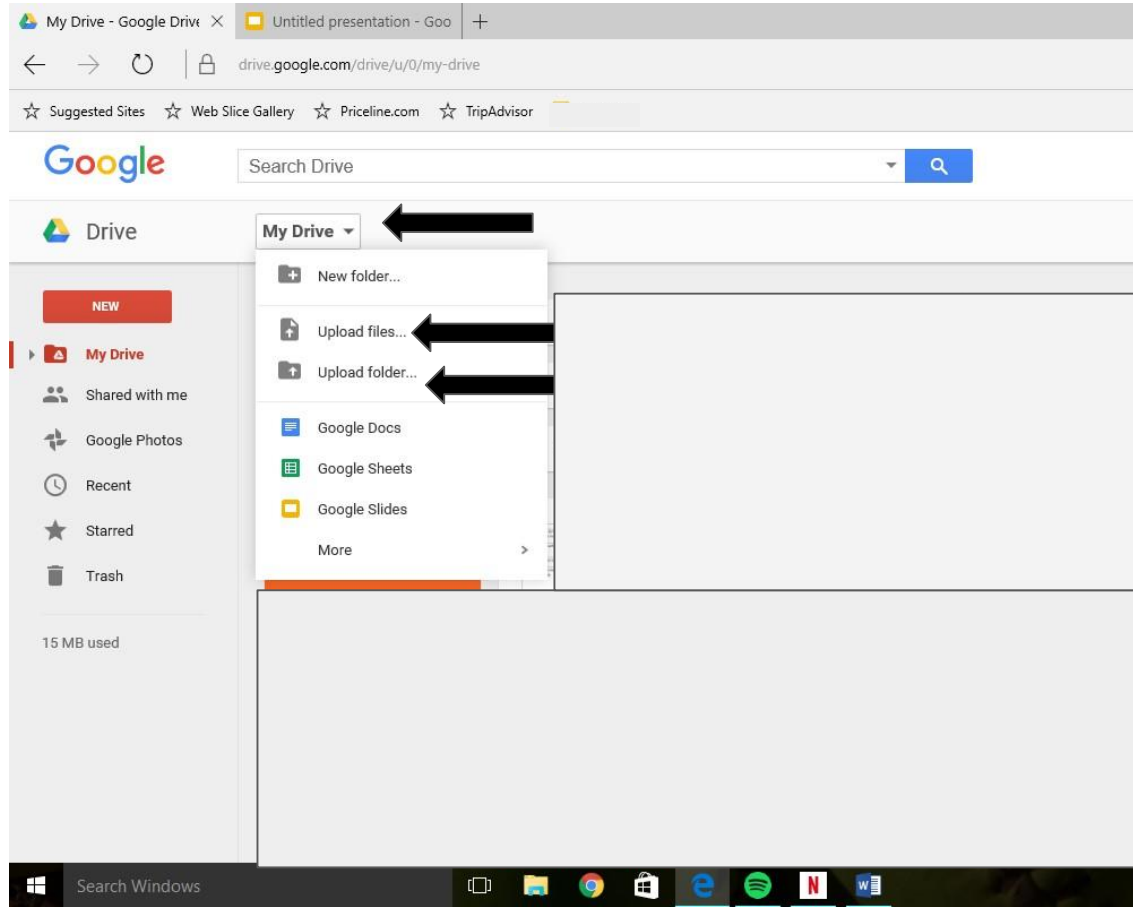
A sign-in form with a grey circular profile icon placeholder at the top. Below it is a text input field containing the placeholder text "Enter your email". Underneath the input field is a blue button with the text "Next". To the right of the "Next" button is a link that says "Need help?".

[Create account](#)

One Google Account for everything Google



Step 2: Select the button that says “My Drive”, and click “Upload File” for individual documents, or “Upload Folder” for folder uploads.



Step 3: Now select the folders and the files to upload to your Google Drive account. Remember ALL files on the school server WILL BE DELETED after April 22, 2016, so DON'T forget about anything you may need in the future.