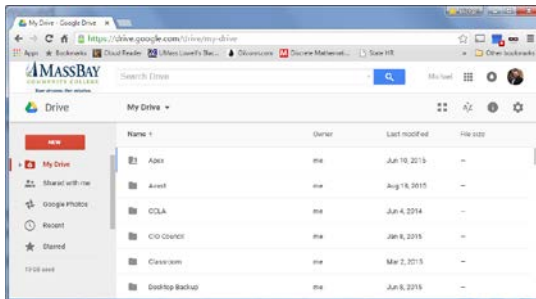


# Saving a File to Your MassBay Google Drive

- 1** First save your file to the “Desktop” on your computer.  
Reminder: MassBay “refreshes” lab machines on a regular basis, so any files left on these machines will be removed.

- 2** Go to <https://www.google.com/drive/> and log in with your MassBay email account (@post.massbay.edu). This will bring you into drive.



- 3** **To drag-and-drop files or folders:**  
You can now drag and drop you file from the “Desktop” directly into the Google Drive window. You'll see a box that shows the progress of your file or folder upload. To open the file or folder, click on its name. To close the box, click its X.



## Or to upload files or folders:

On the left side of the screen, click the red “New” button.

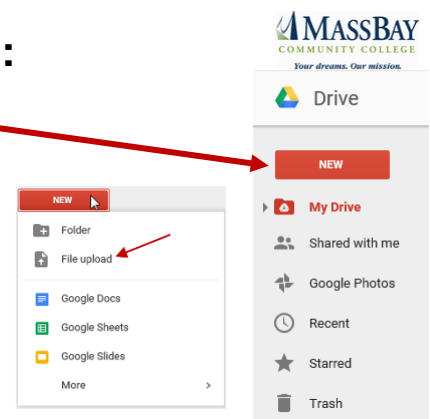
Click on **File upload**.

In the **File Upload** window, find/select the file you want to upload.

To select multiple files, hold down the **Ctrl** key (PC) or the **Command** key (Mac) and click all the files to be uploaded.

When the file(s) have been selected, click on the **Open** button.

The file(s) selected will be added to your Google Drive.



For more details on using this, along with instructional videos and how to access you files from a mobile device, please see <http://bit.ly/1g3H1eu> or contact the MassBay IT Helpdesk (<http://helpdesk.post.massbay.edu>).