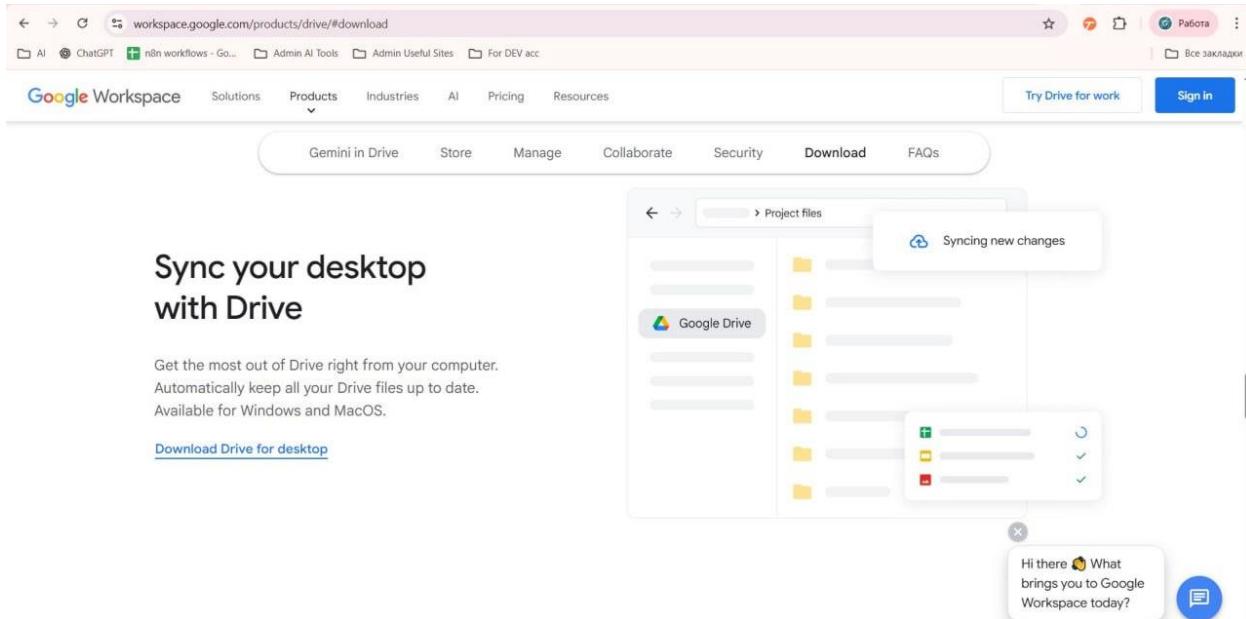


## Step 1. Download the installation file

Go to the official Google website to download the app:

<https://www.google.com/drive/download/>

Click the "Download Drive for desktop" button. The **GoogleDriveSetup.exe** file will be saved in your "Downloads" folder .

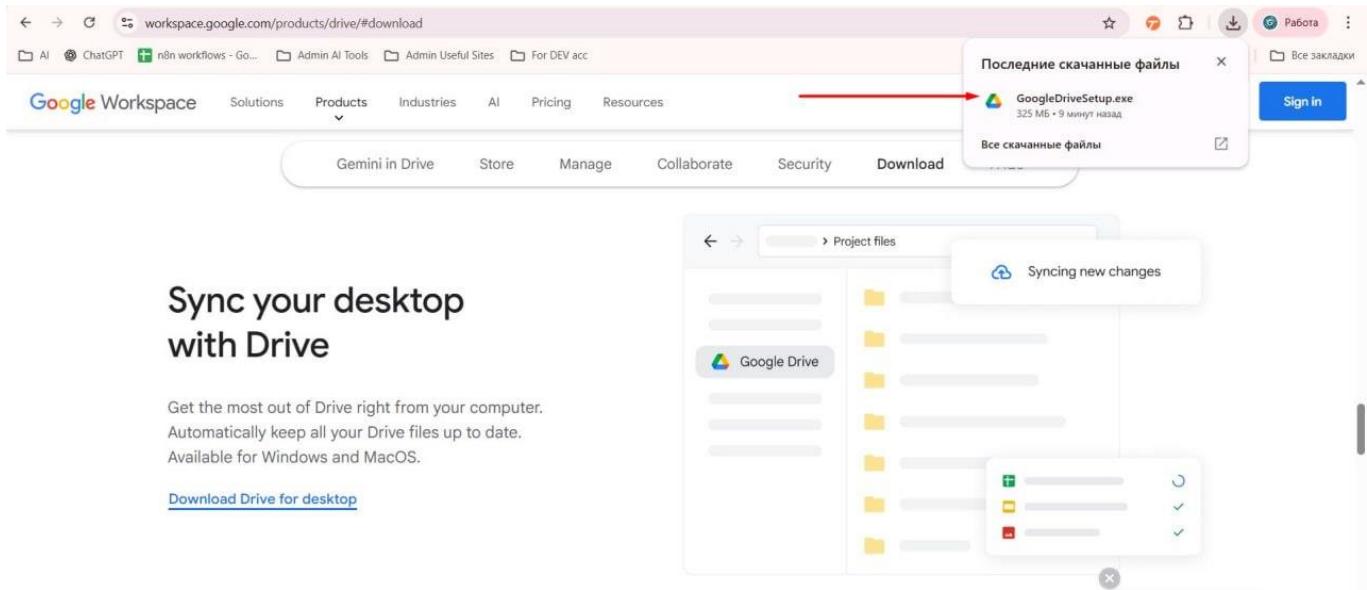


## Step 2. Start the installation 🚀

Open your "Downloads" folder and double-click the **GoogleDriveSetup.exe** file.

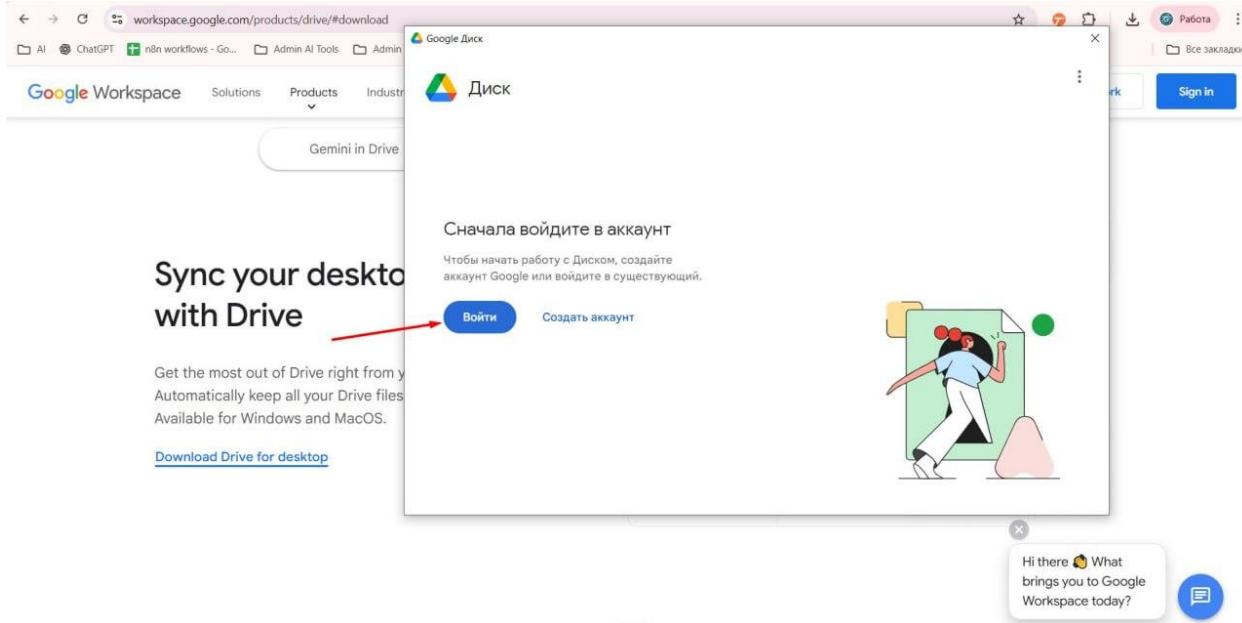
If Windows asks for permission, click **Yes** ✅.

In the installation window, simply click the **Install** button. The process will take a few minutes 🕒.

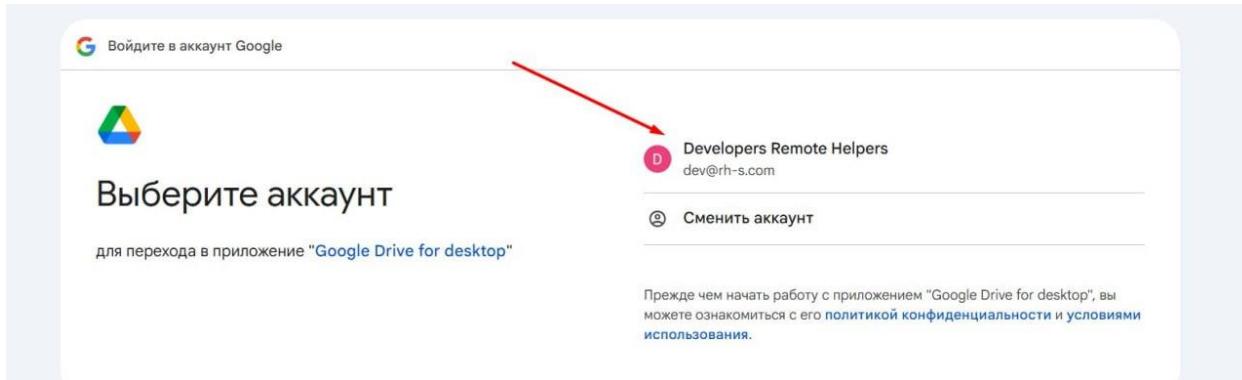


### Step 3. Sign in to your account 🔑

After installation, a window will appear prompting you to sign in. Click the large blue **Sign in with browser** button 🌐.



Your browser will open, where you will need to enter the username and password for your corporate Google account (@yourcorporativeaccount.com).

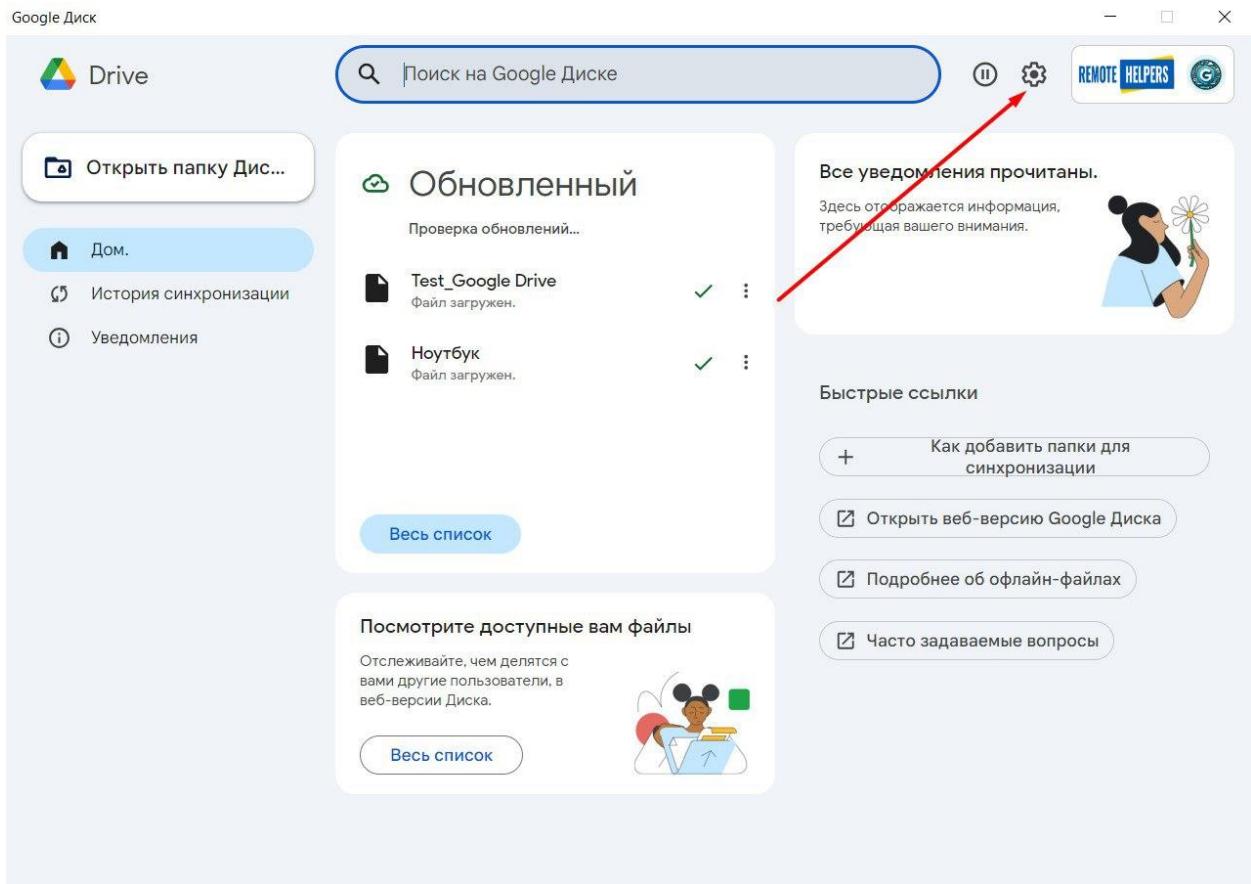


After a successful sign-in, you will see a message "You are now signed in" 🎉. You can now close this browser tab and return to the application window.

## Step 4. Open settings

Find the Google Drive icon in the system tray (the area with icons next to the clock in the bottom right corner of the screen).

Click this icon, then click the gear icon () and select **Settings**.



## Step 5. Select the correct tab

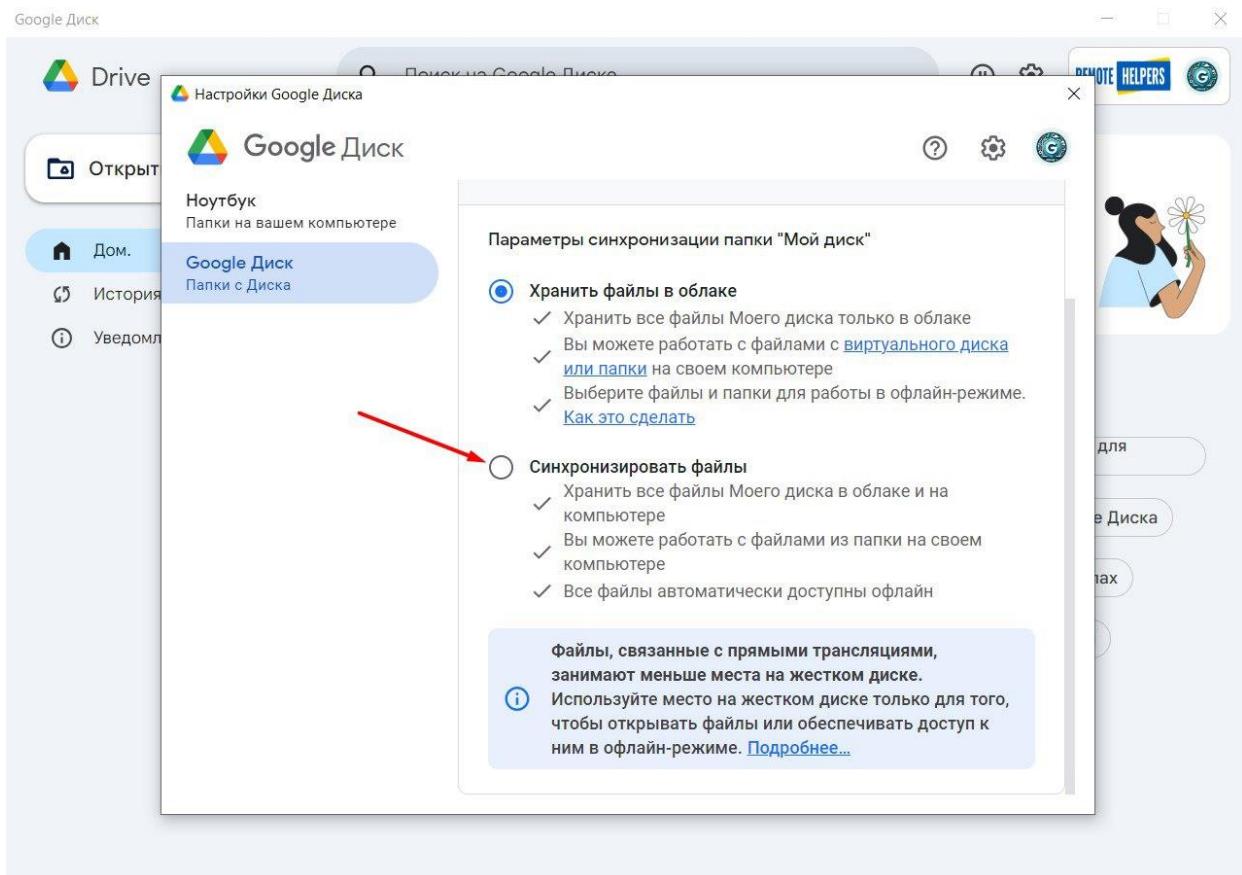
In the window that opens, there will be two menus on the left. We need the second item—"Google Drive." Click on it.

Ignore the top item "Folders from your computer"—it's for other purposes.

## Step 6. Select the "Mirror files" mode ↔

You will see two options. Our goal is for files to be stored on both your computer and in the cloud.

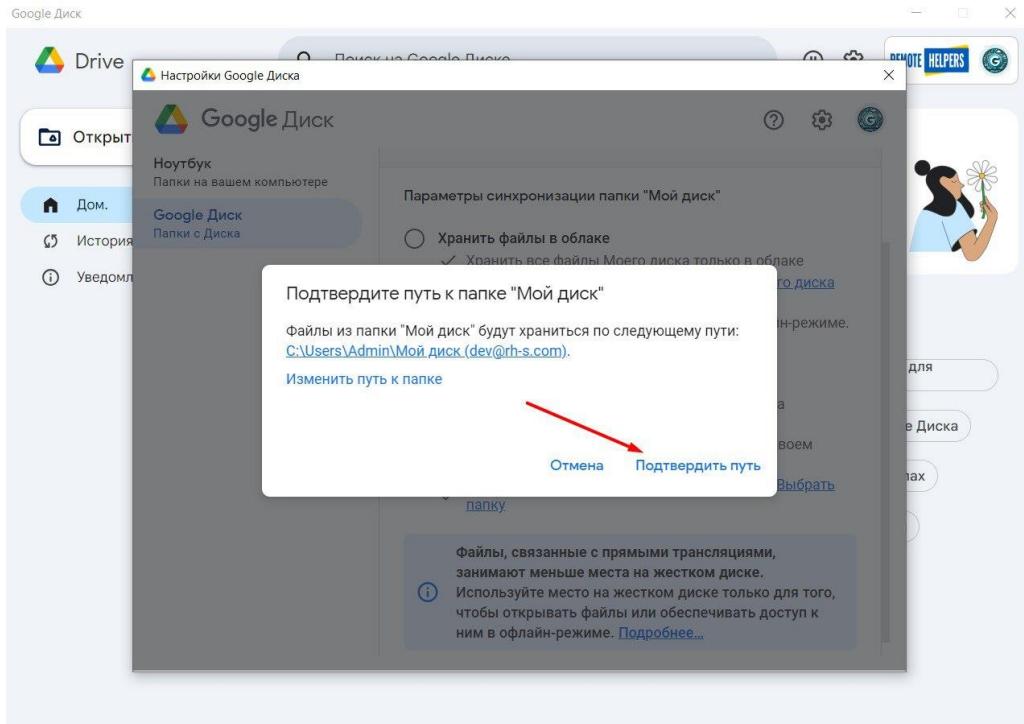
Choose the second option:  **Mirror files**.



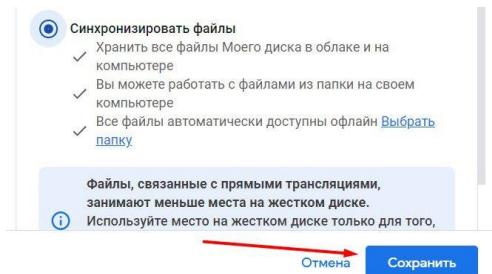
## Step 7. Specify the location for the "My Drive" folder 📁

Immediately below the selected option is a blue link "Change folder location." Click on it.

A folder selection window will open. We recommend leaving everything as it is and simply clicking **Select folder** so that it is created at the default path (**C:\Users\YourName\My Drive**).



Click the blue **Save** button in the bottom right corner. A warning about restarting the application may appear—agree to it ✅.



Setup is complete! 🎉

### Golden rule:

To get a file into Google Drive, you need to place it in the special "My Drive" folder on your computer. 🤝

## Step 8. Find the "My Drive" folder

Open "File Explorer" (the folder icon on the taskbar).

In the left navigation menu, you will see a new folder, "My Drive" . It will also appear in your user folder (\*\*C:\Users\YourName\*\*).

