



GOOGLEDRIVE FILE STREAM

Easily transfer and access GoogleDrive files from your computer.

- 01** Press **Windows + R** simultaneously on your keyboard.
- 02** Type "**softwarecenter:**" in the text field. Then, click on the **OK** button.
- 03** Click on the **Google File Stream** application. Then, click on **Install**. A Google popup will prompt you for an email. Enter **[yourMEID]@gatewaycc.edu** and then click on **Sign in**.
- 04** A Google Apps for Employees prompt will appear. Enter your MEID and password. Then, click on **Sign in**.
- 05** A popup with welcome messages will appear. Click on the right arrow till the last message. Then, click on the button labeled **Open Google Drive Folder**. Transfer (drag and drop) your files into the folder that opens.
- 06** Access your Google Drive files by pressing **Windows + R** simultaneously on your keyboard. Type "**G:\My Drive**" in the text field. Then, click on the **OK** button.