**Before starting : Please note, the steps from 1 to 6 are not supported in Ubuntu machines**
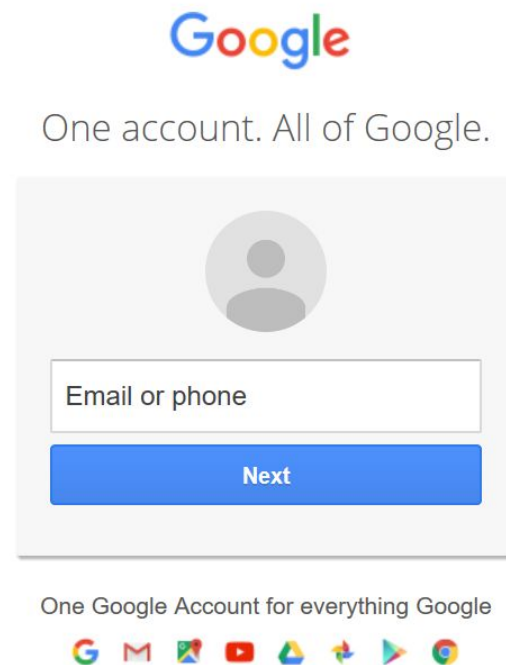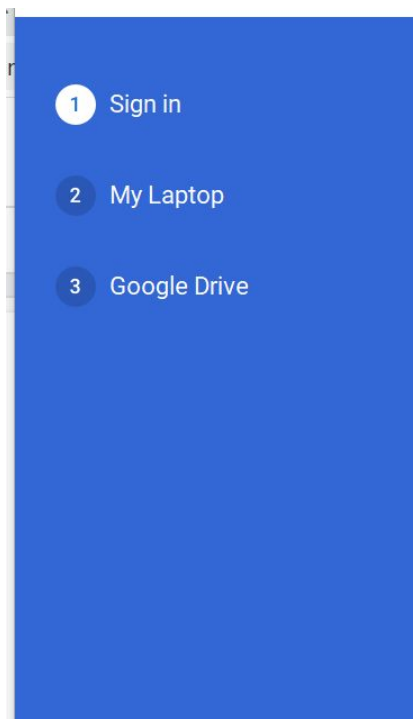
**Step 1 :** Go to https://drive.google.com  and create a new folder called **Projects**

**Step 2** : Search for **Google Back up and Sync** on the internet and install the same in your local machine

**Step 3** : Once installed you should see a cloud icon at bottom right corner of the task bar as shown below :



**Step 4** : Click on the same and login with your google credentials

**Step 5** : **Uncheck** everything and click on **Next** (see below)**.** This step is **NOT** required to be configured



✓ Sign in

2 My Laptop

3 Google Drive

💻 **My Laptop**

Choose folders to continuously back up to Google Drive

☑ 📁 Desktop  466 MB
☑ 📄 Documents  28 GB
☑ 📁 Pictures  106 MB

CHOOSE FOLDER          Backing up all files and folders    Change

Learn more about photo and video uploads

**Photo and video upload size**  Learn more

○ High quality (free unlimited storage)
Great visual quality at reduced file size

◉ Original quality (2.2 GB storage left)
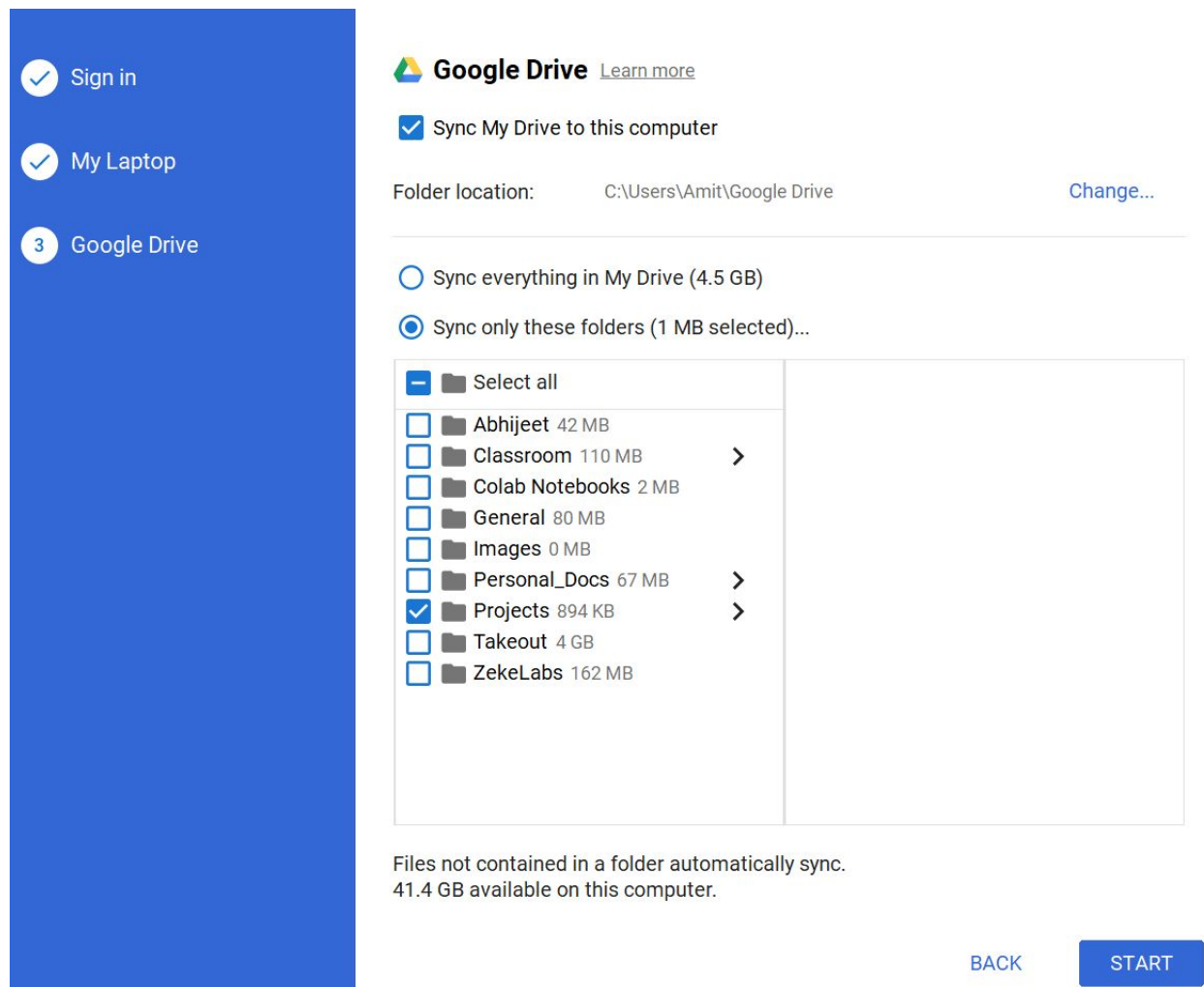Full resolution that counts against your quota

🌈 **Google Photos**  Learn more

☐ Upload photos and videos to Google Photos
Check your Photos settings to see which items from Google Drive are shown in Google Photos

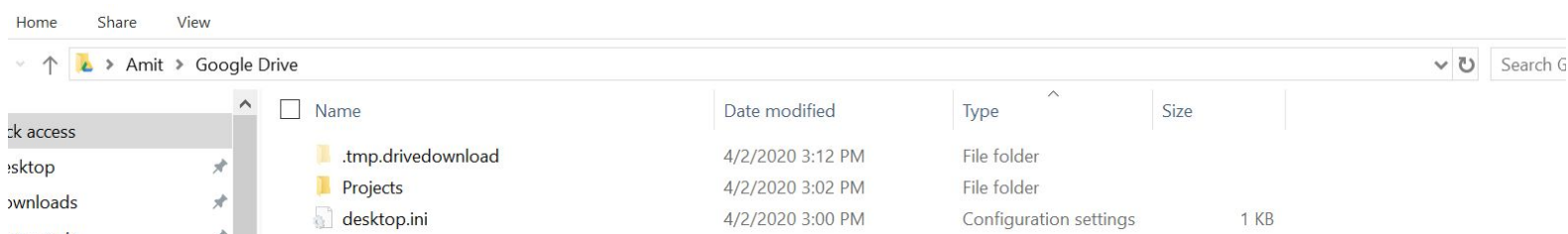Network settings                                          NEXT

**Step 6** : Configure the screen as shown the snapshot below and click **START.** Ensure that you have selected the same **Projects** folder which you created in Google Drive in **Step 1**
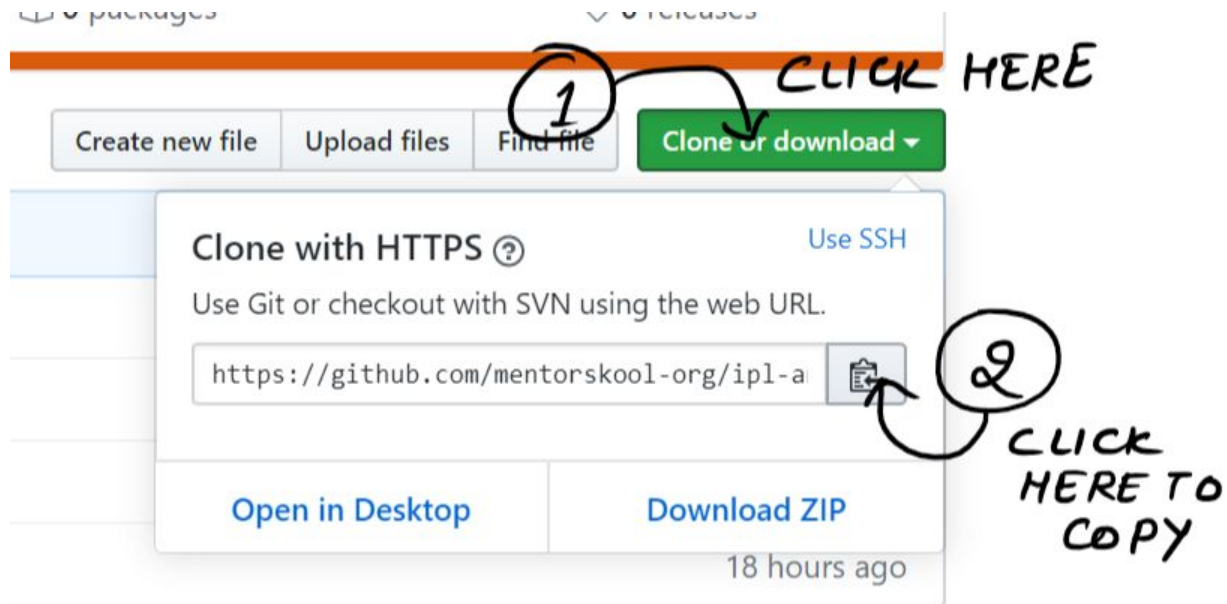


As a result, a folder named **Google Drive** should immediately open up in your local machine and the cloud icon at the bottom right corner of the screen should start syncing from Google Drive online to local

Finally, you should see the same Projects folder synced to local

**Step 7** : Fetch the project clone URL as shown below :



**Step 8** : If you have Git installed in your local, open GitCMD (for Windows)

**Step 9** : Navigate to the Projects folder in your local and clone your project repo here.

        **Hint :** Use **cd** command for navigation and **git clone** to clone the online repo

**Step 10** : Once repo clone is complete, wait for the new files created in local to get synced to your Google Drive (Notice the revolving cloud icon at the bottom right corner of your screen)

**Step 11** : Login back to your online Google Drive and navigate to Projects folder. You should be able to see the same project files being successfully synced.

**That's it!** You are ready to work on your project! You can create a new Google Colab notebook and start writing your code.

## Please note :

- Feel free to make your own project structure ONLY in the **submissions** folder.
- All project work needs to be submitted via **git ONLY**