

# Google Drive File Stream - Windows

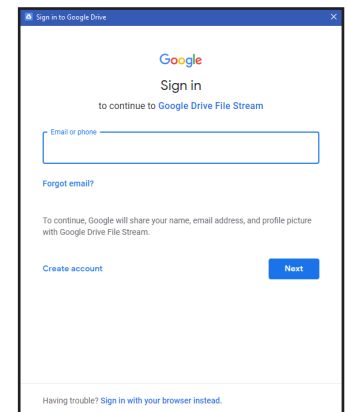
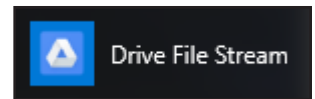
Google Drive File Stream functions like desktop application version of Google Drive.

Setting up Google File Stream will allow for easy storage, immediate saving, and worry-free back up of items on your computer to a cloud based network drive.

Additionally, any items added to Google Drive File Stream will be accessible from any device where you can access Google Drive.

## Setting up Google Drive File Stream

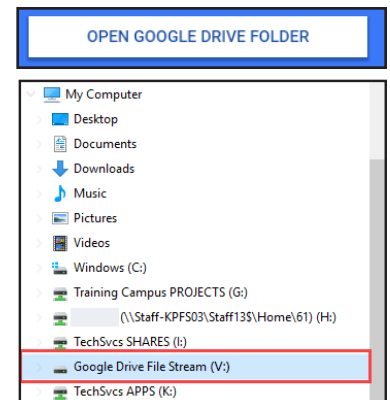
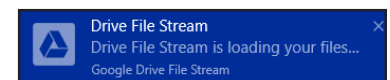
1. Click the **Start menu**.
2. Click **Drive File Stream**.
3. From the *Sign in to Google Drive* screen, enter your **Northside ISD email address**.
4. Click **Next**.
5. Sign in with your **e# and network password**.
6. Enter the **generated code** from *Google Authenticator*, or enter your **established PIN**.
  - Drive File Stream will begin loading your files from your Google Drive.



7. Click the **right arrow** to navigate through the setup screen.



8. On the last screen, click **Open Google Drive Folder**.
9. A *Windows Explorer* window will appear and **Google Drive File Stream (V:)** will be listed with other network drives.



**NOTE:** If an error occurs, or if your Google Drive File Stream does not appear as (V:), contact the Help Desk.

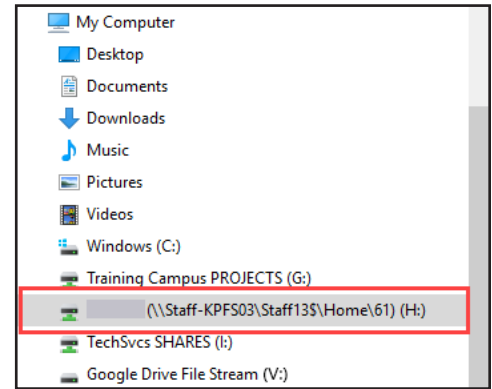
# H Drive Transfer

With unlimited available storage; in essence, Google Drive File Stream makes the H Drive obsolete. Follow the instructions below to transfer your H Drive items into your Google Drive.

1. Navigate to **Windows File Explorer**.



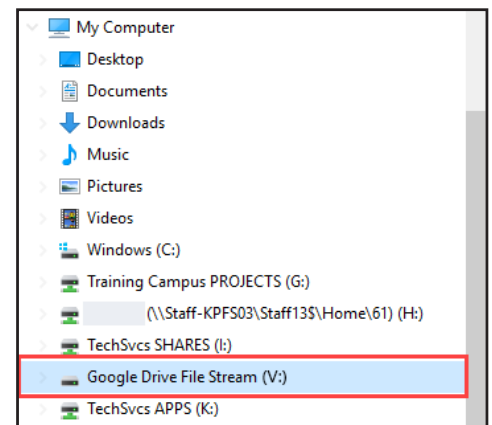
2. Open your **H Drive**.



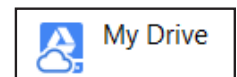
3. From your keyboard, press **Ctrl+A** to select all items in your *H Drive*.

4. Press **Ctrl+C** to copy all selected items.

5. Open **Google Drive File Stream**.



6. Select **My Drive**.



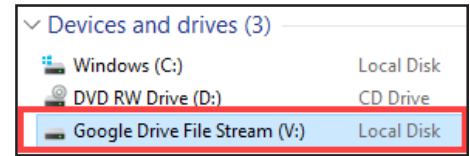
7. Create and open a **New Folder**, or select and open a destination folder.

**NOTE:** A suggested best practice is to name a destination folder *H Drive*.

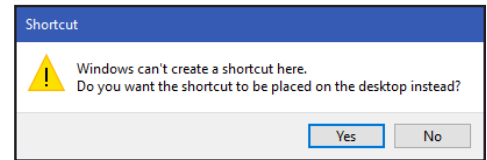
8. Press **Ctrl+V**, or right click, to Paste the items you selected in H Drive.

## Creating a Shortcut

1. From the *Windows File Explorer* window, Click **My Computer**.
2. Under *Devices and drive*, Locate **Google Drive File Stream (V:)**.



3. **Right click** *Google Drive File Stream*.
4. Select **Create a Shortcut**.
5. An error will appear, click **Yes**.



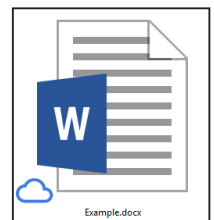
- A shortcut will appear on your desktop.



## Accessing Files in Google Drive File Stream

1. From the *Windows File Explorer* window, select **Google Drive File Stream (V:)**.
2. Open **My Drive**.
3. Open a Document.
  - Microsoft Documents will launch in the application it was created in.

**NOTE:** *Microsoft Documents may have a file extension that is either .docx, .xlsx, or pptx.*



- Google Documents will launch in Google Chrome.

**NOTE:** *Google Documents may have a file extension that is either .gdoc, .gsheets, or .gslides.*

*If you have not logged into to your Northside ISD account you will be prompted to login with your full email address as well as your e# and network password.*

