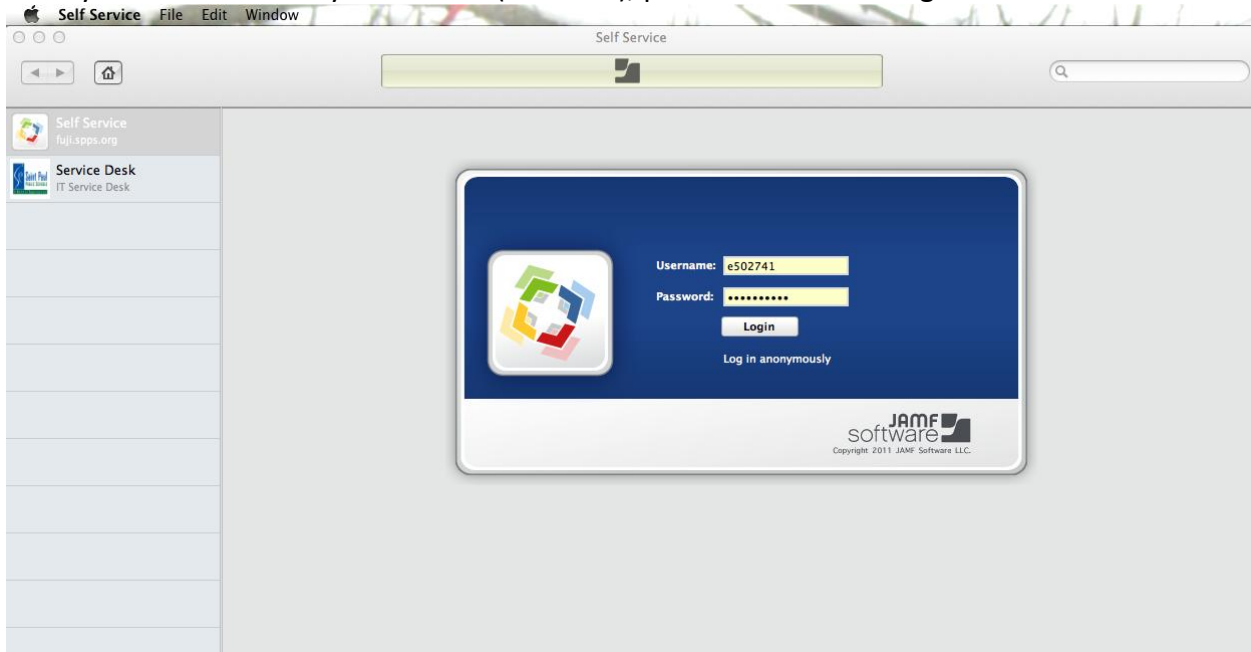


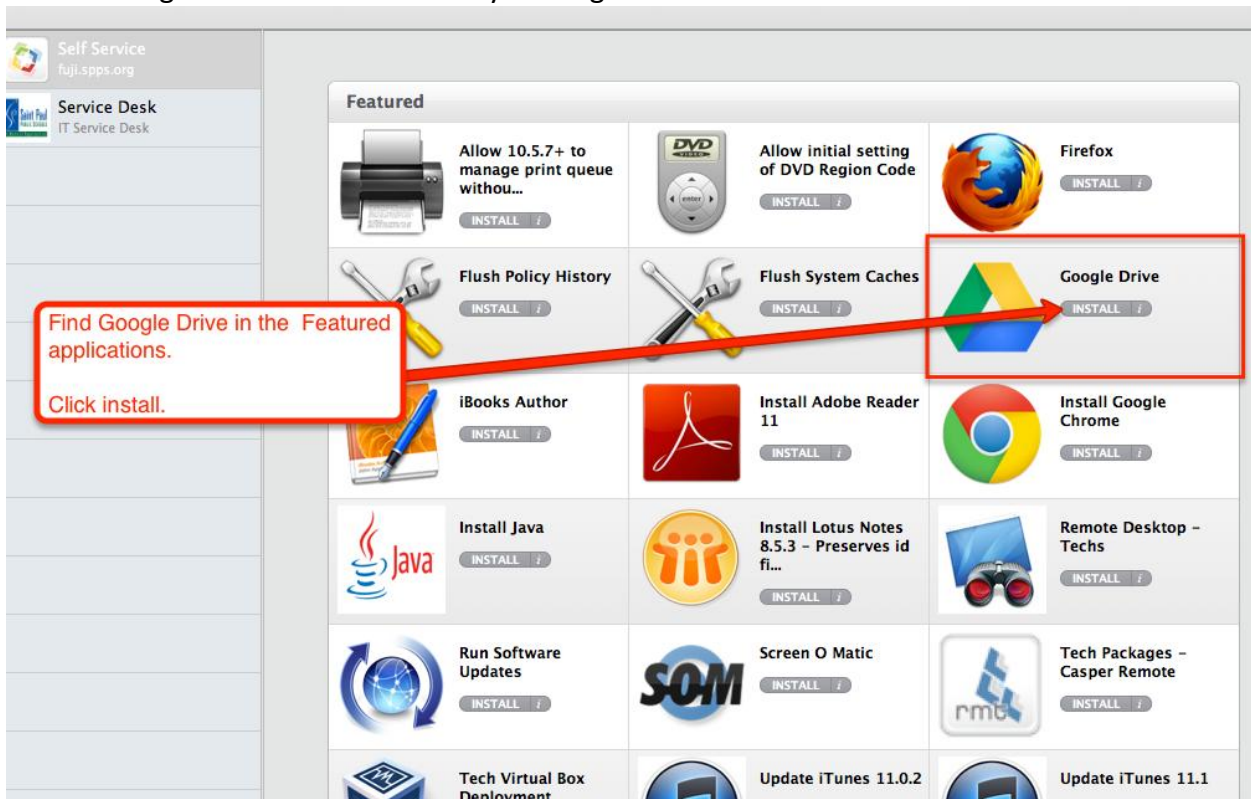
Google Drive for Mac's

Installation (reminder this is only for staff computers, Do not install on Lab or student computers).

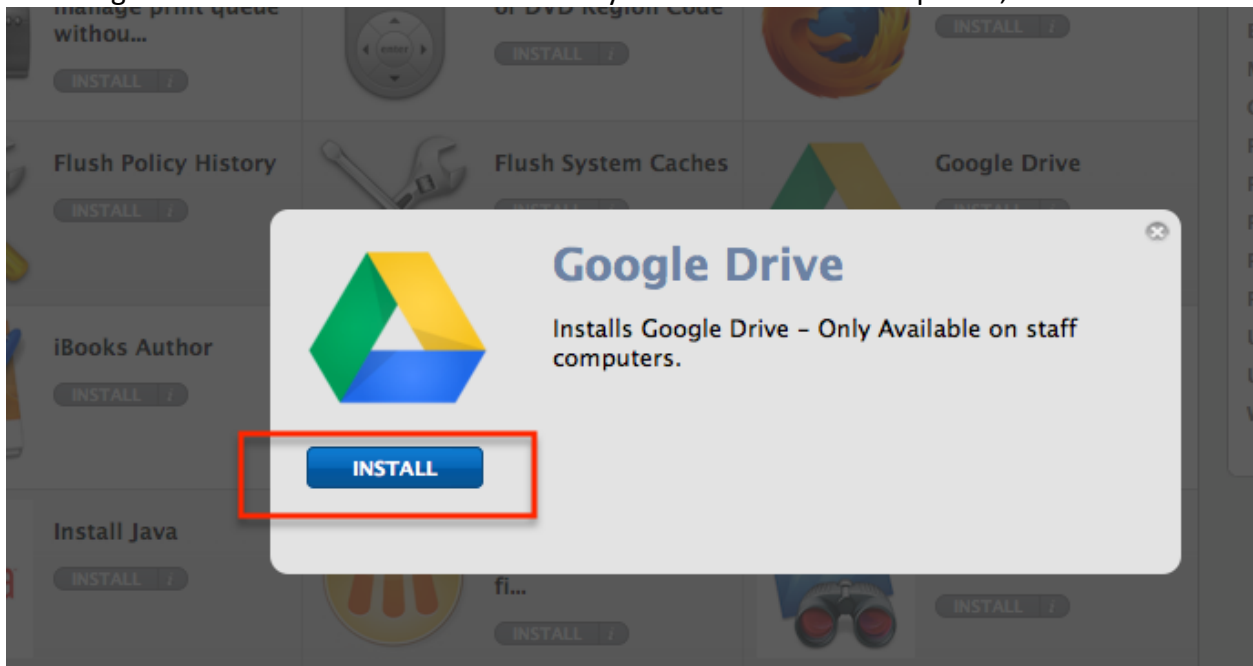
1. Go to the top right corner of the menu bar and click on Spotlight (the magnifying glass).
2. Search for Self Service.app
3. Click on the application to launch
4. Enter you Active Directory user name (e123456), password and click login



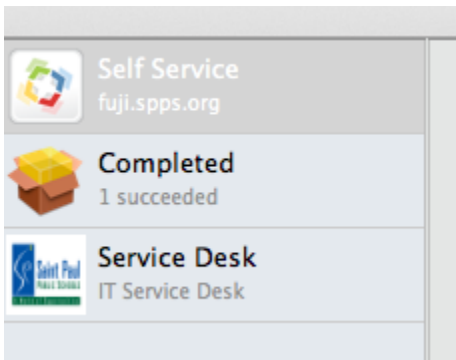
5. Choose Google Drive from featured by clicking the install button.



6. You will get the install reminder that this is only available for staff computers, click install.

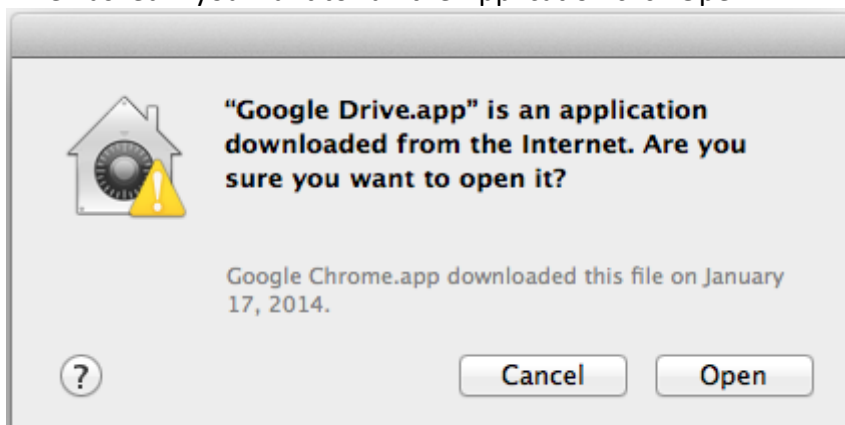


7. A package icon will appear on the left bar. Once the install is complete you may close out of Self Service.

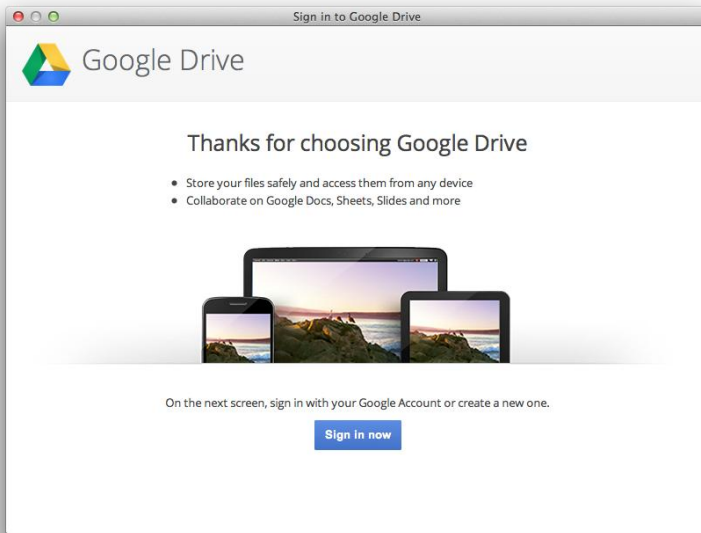


Configure and Use Google drive

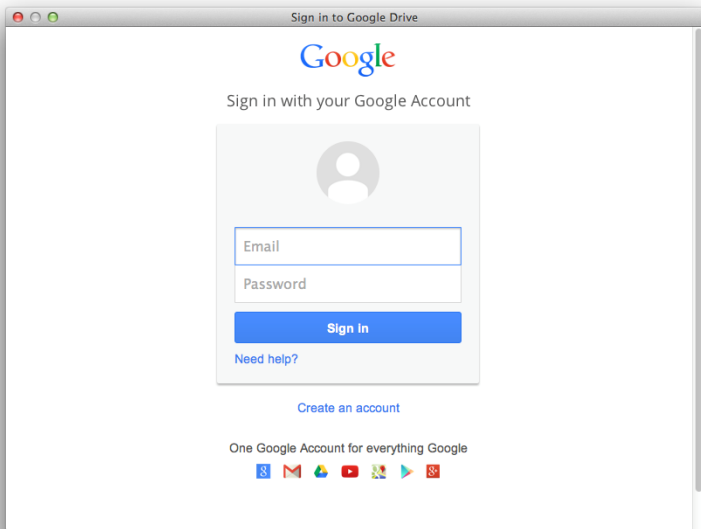
1. Open the Application folder on your Hard Drive.
2. Double click on the Google Drive to launch the application.
3. When asked if you want to run the Application click Open



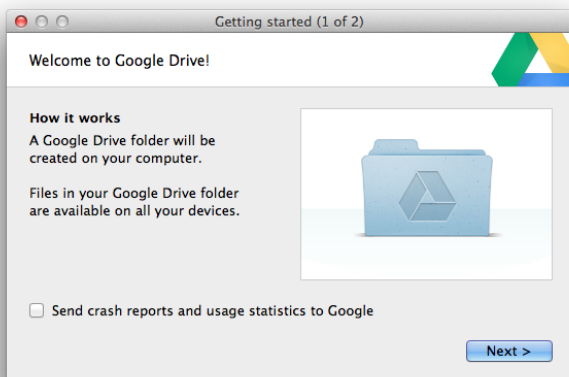
4. Click on Sign in now



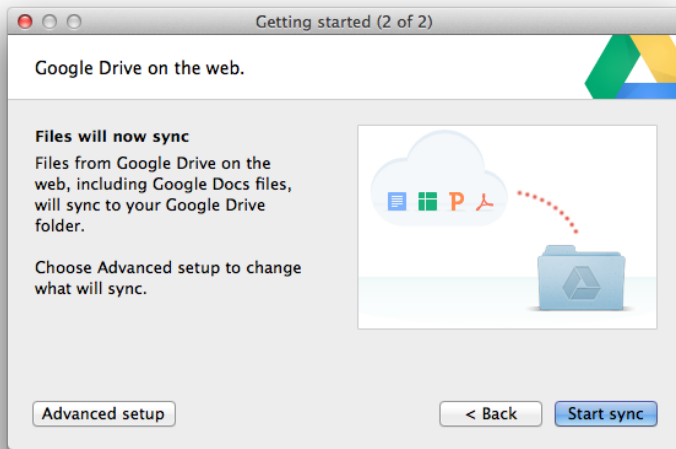
5. Type in your SPPS Apps email (first.last@stpaul.k12.mn.us) and your Active Directory password.



6. Click Next



7. Click 'Start sync'



8. Now when you click on your Google Drive icon it will show you your Google Drive folder. Drag files and folders into your Google Drive folder to begin syncing items to My Drive (part of Google Drive on the web).

If you're having trouble signing into Google Drive on your PC, make sure that both cookies and JavaScript are enabled in Internet Explorer and that the URLs that Drive for PC/Mac depends upon are listed as Trusted Sites in your IE settings.