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 Sevice.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.

Self Service fuji.spps.org						
Service Desk	Featured					
IT Service Desk	in proving Married	Allow 10.5.7+ to manage print queue withou		Allow initial setting of DVD Region Code		Firefox INSTALL i
Find Google Drive in the I applications.	Featured	Flush Policy History	X	Flush System Caches		Google Drive
Click install.		iBooks Author	X	Install Adobe Reader 11 INSTALL 7	0	Install Google Chrome INSTALL :
	Java	Install Java	Sir	Install Lotus Notes 8.5.3 - Preserves id fi		Remote Desktop – Techs
		Run Software Updates	SOM	Screen O Matic	rmb	Tech Packages - Casper Remote
		Tech Virtual Box Deployment		Update iTunes 11.0.2		Update iTunes 11.1

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 (<u>first.last@stpaul.k12.mn.us</u>) and your Active Directory password.

00	Sign in to Google Drive	
	Google	
	Sign in with your Google Account	
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	Email	
	Password	
	Sign in	
	Need help?	
	Create an account	
	One Google Account for everything Google	
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6. Click Next



7. Click 'Start sync'

Google Drive on	the web.	
Files will now syn Files from Google web, including Go will sync to your C folder. Choose Advanced what will sync.	nc Drive on the ogle Docs files, Google Drive setup to change	
Advanced setup)	< Back 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.