

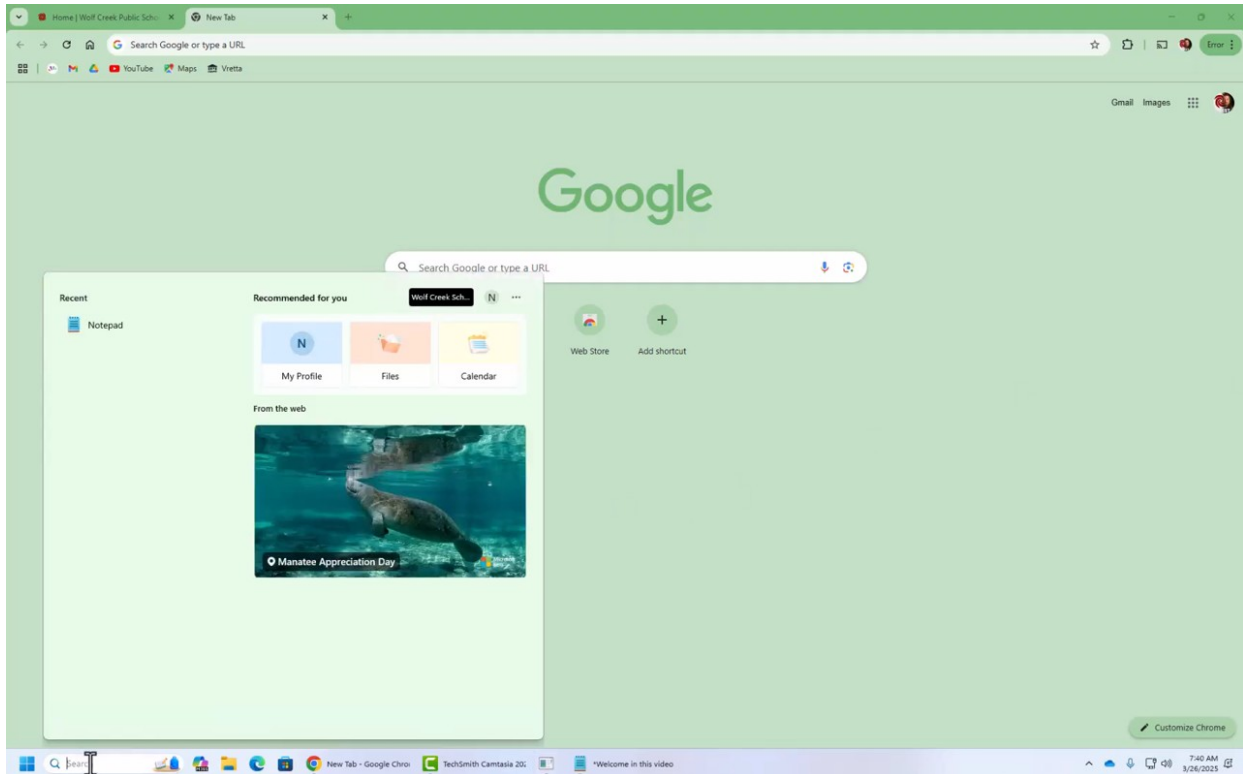
Opening Google Drive app

Step-by-step guide based on the Wolf Creek training video

Before you begin: Use your Wolf Creek Google account and confirm you are working in the correct class, drive, message, or channel.

STEP 1 Open Google Drive for desktop

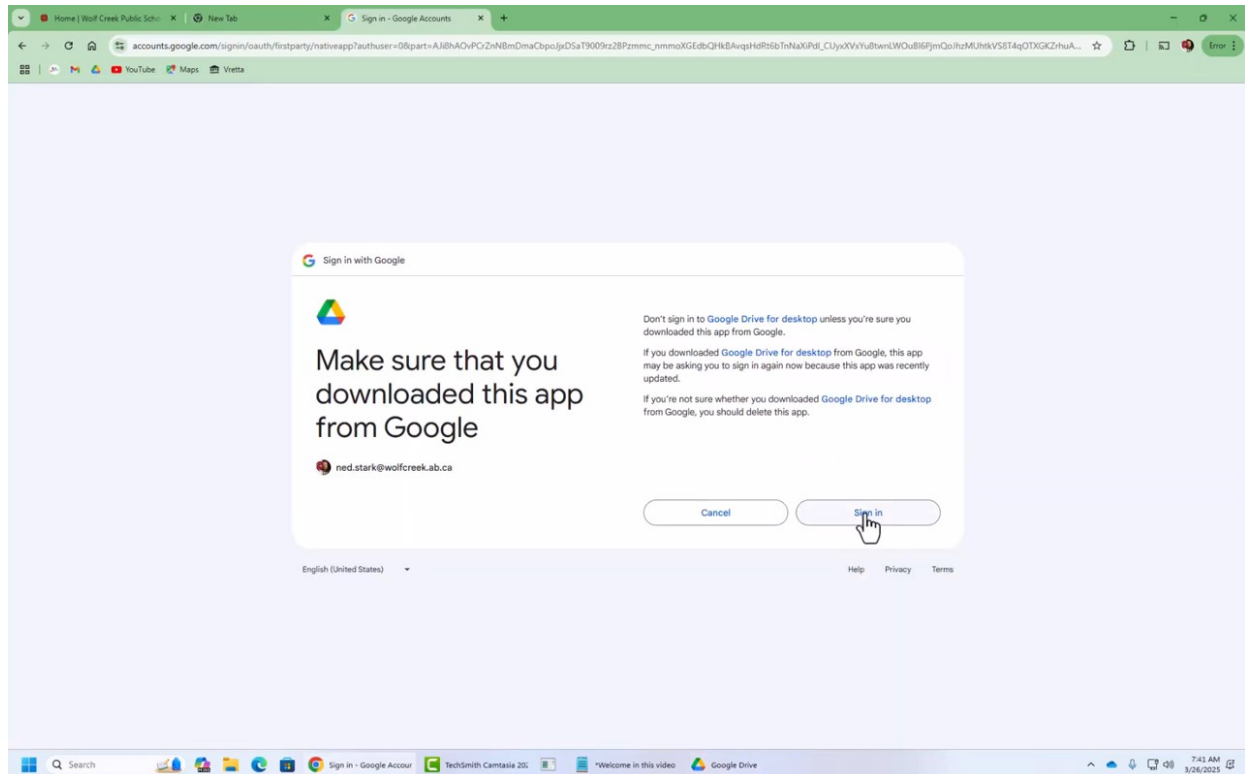
Open the Google Drive app from the Windows Start menu or notification area.



Open Google Drive for desktop.

STEP 2 Sign in

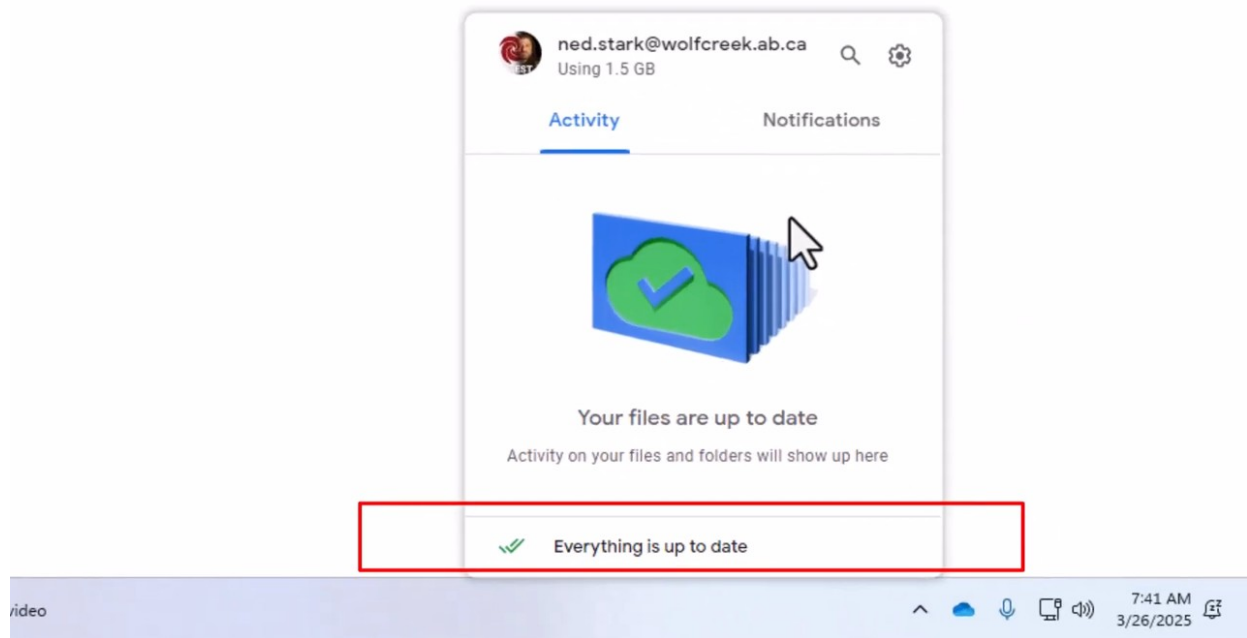
Sign in with your Wolf Creek Google account if prompted.



Sign in.

STEP 3 Open Google Drive

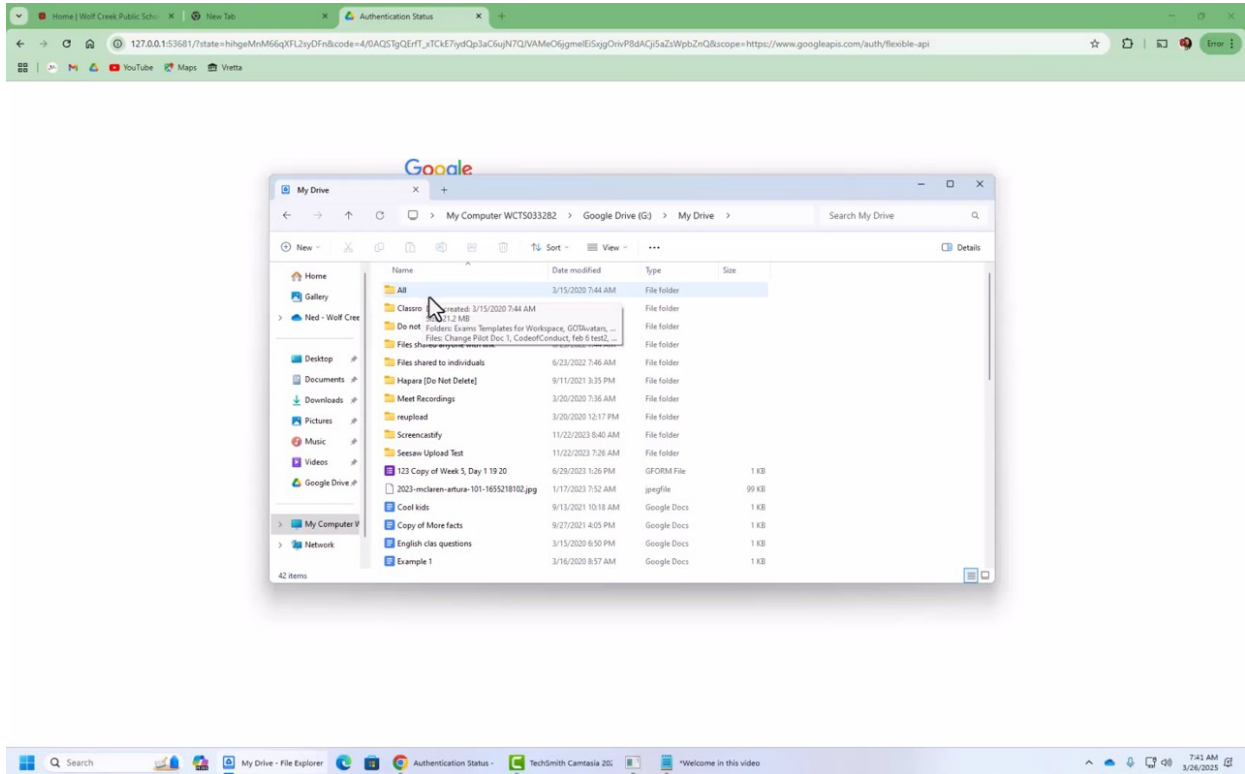
Open File Explorer and select Google Drive in the left navigation.



Open Google Drive.

STEP 4 Browse your files

Open My Drive or a Shared drive and confirm your files are available.



Browse your files.

Finished

Review the final screen to confirm the task completed as expected.