

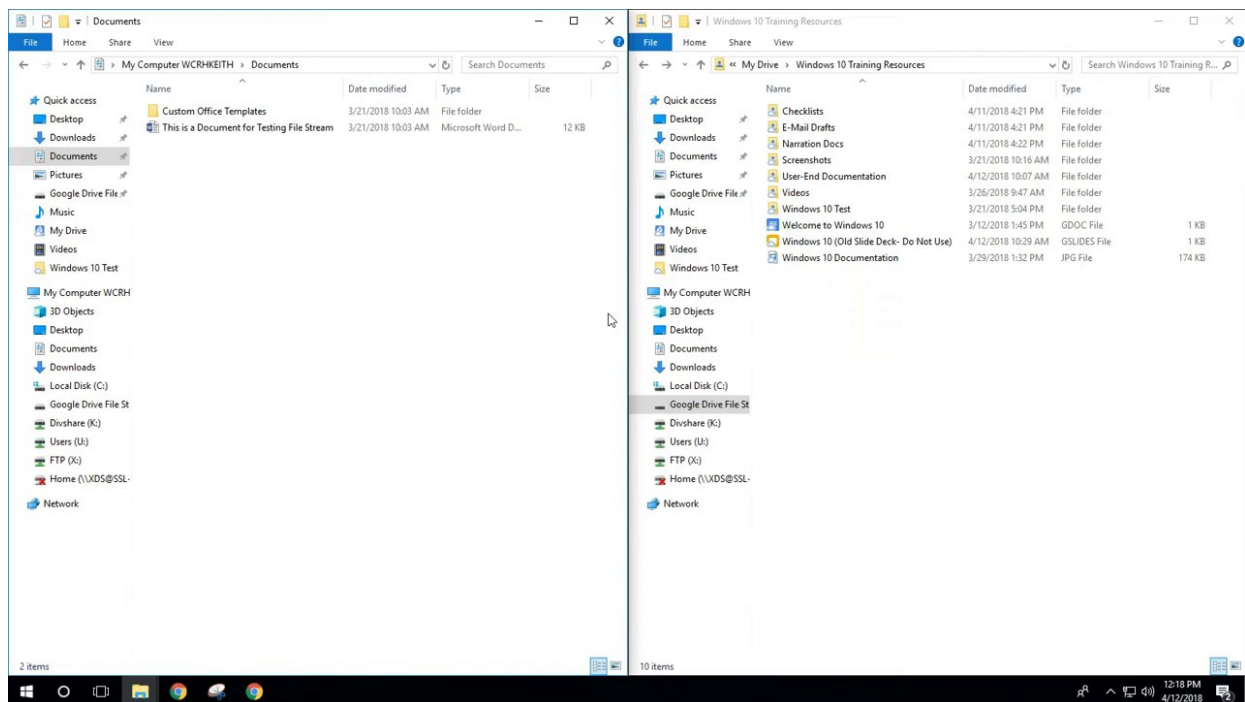
Windows 10: Moving Files to Drive File Stream from a Computer

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 File Explorer

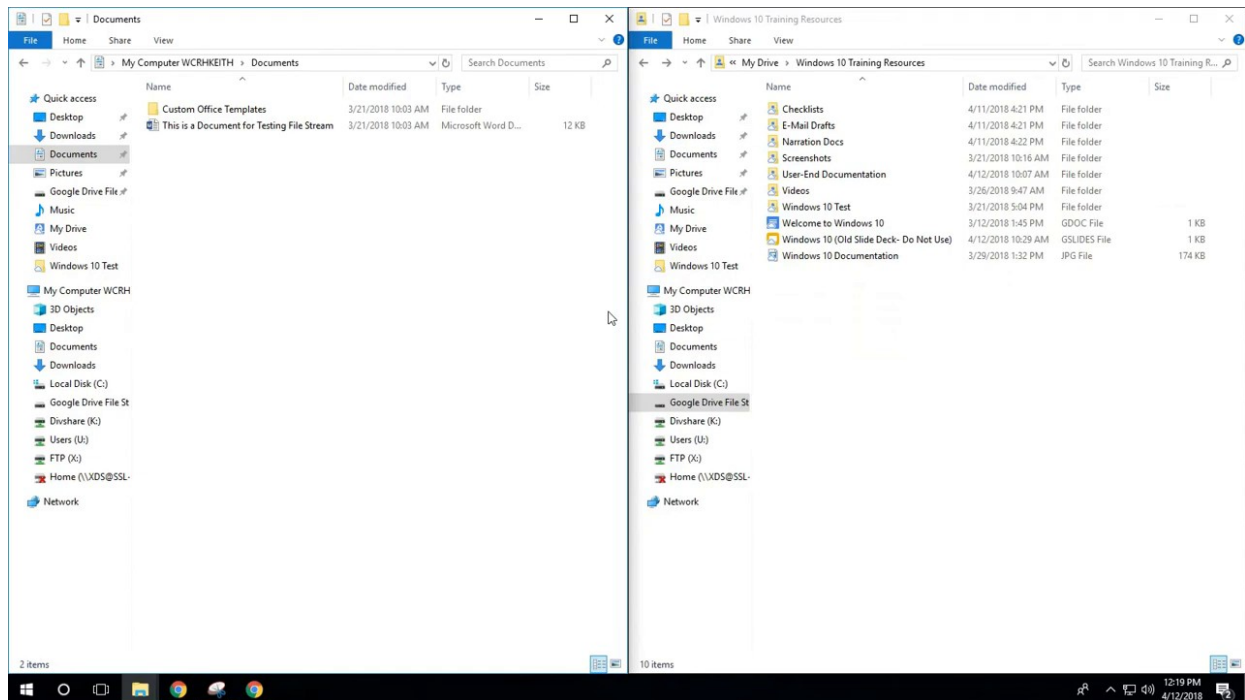
Open File Explorer and locate the files stored on the computer.



Open File Explorer.

STEP 2 Open Google Drive

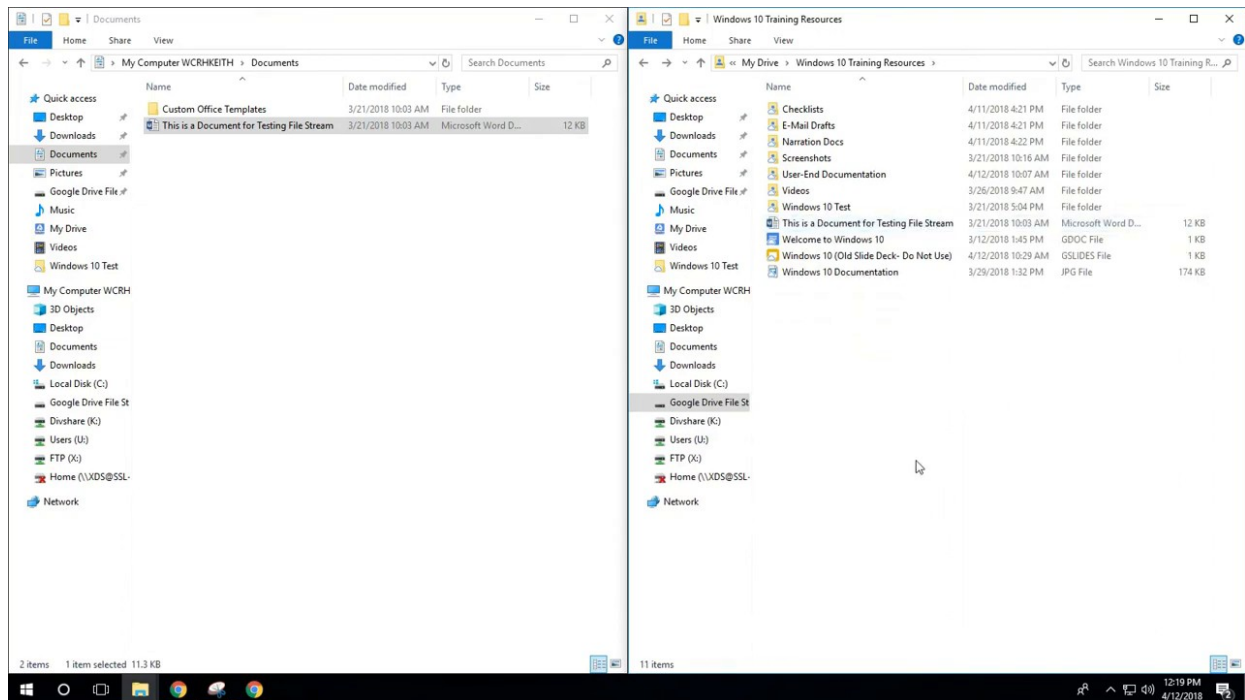
In the left navigation, open Google Drive and choose My Drive or the correct Shared drive.



Open Google Drive.

STEP 3 Move the files

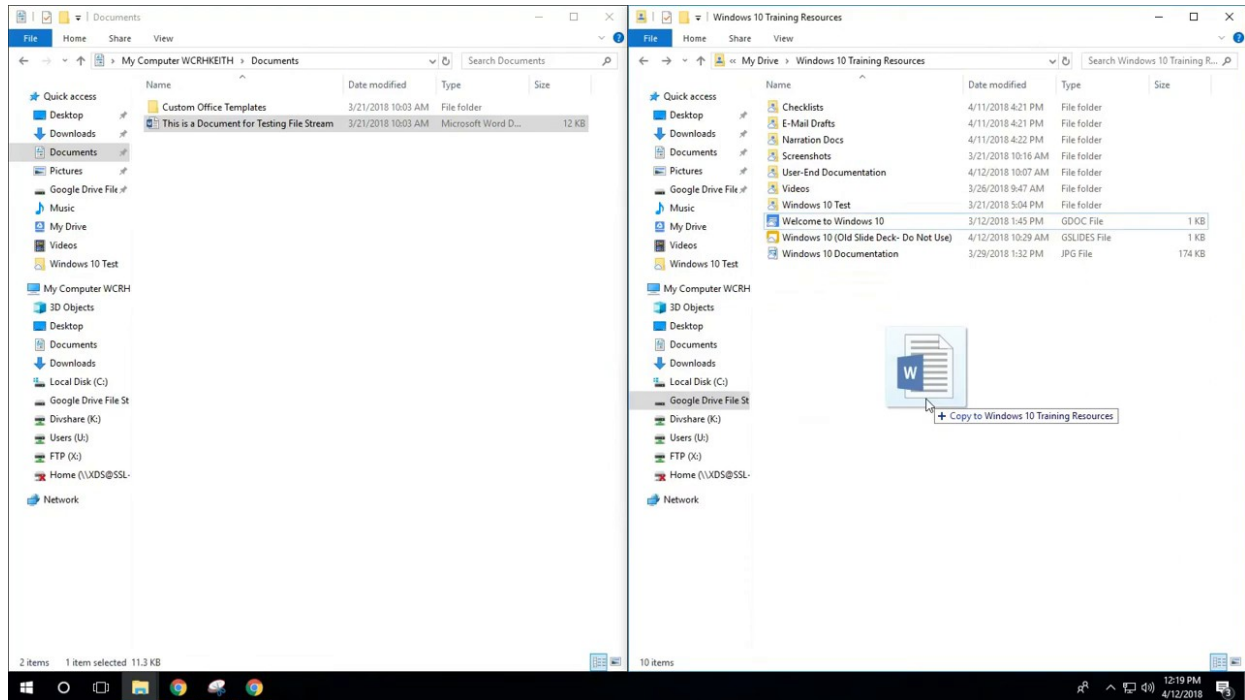
Drag the selected files or folders from the computer into the correct Google Drive folder.



Move the files.

STEP 4 Confirm the upload

Wait for syncing to finish and confirm the files appear in Google Drive.



Confirm the upload.

Finished

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