

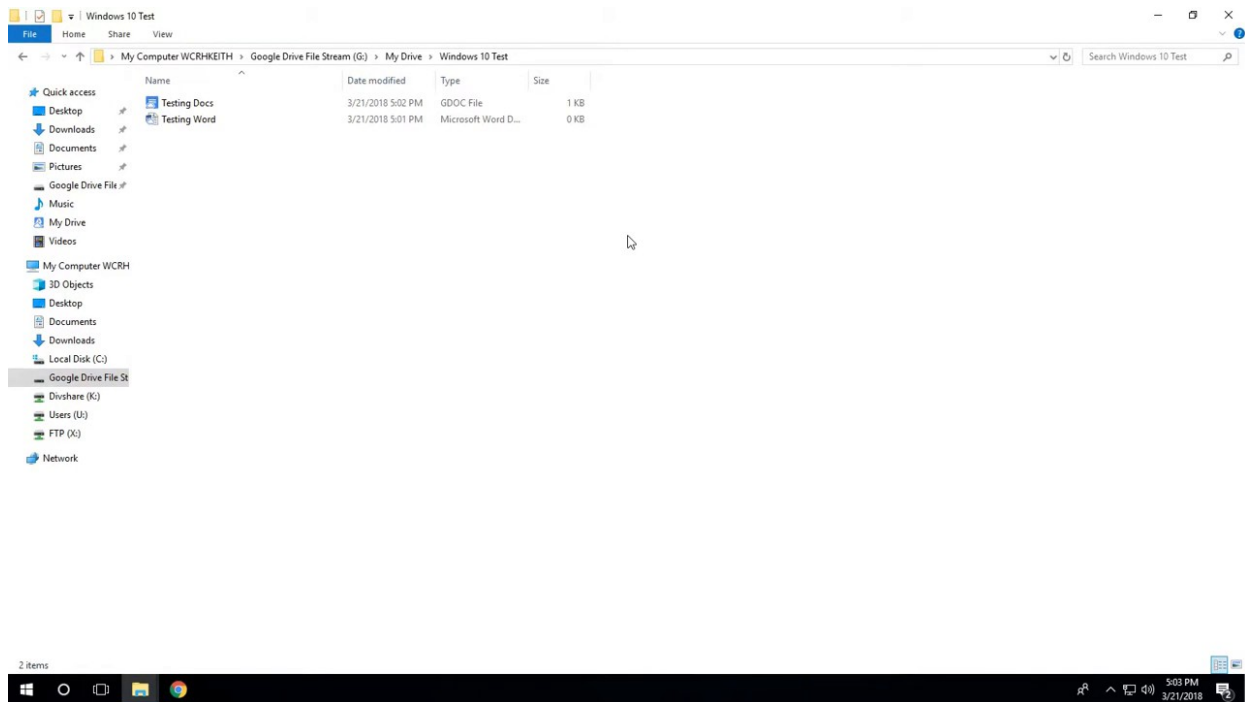
# Windows 10: Opening & Saving in Drive File Stream

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 a Drive file

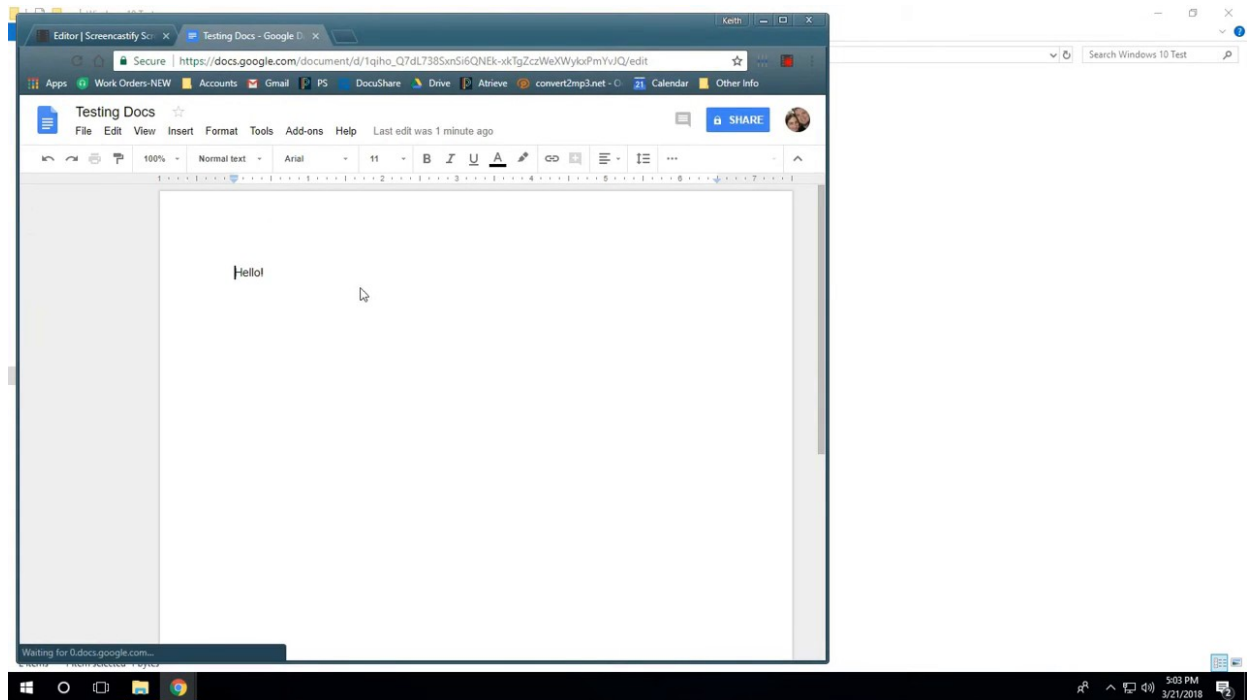
In File Explorer, open Google Drive and double-click the file you need.



*Open a Drive file.*

## STEP 2 Edit the file

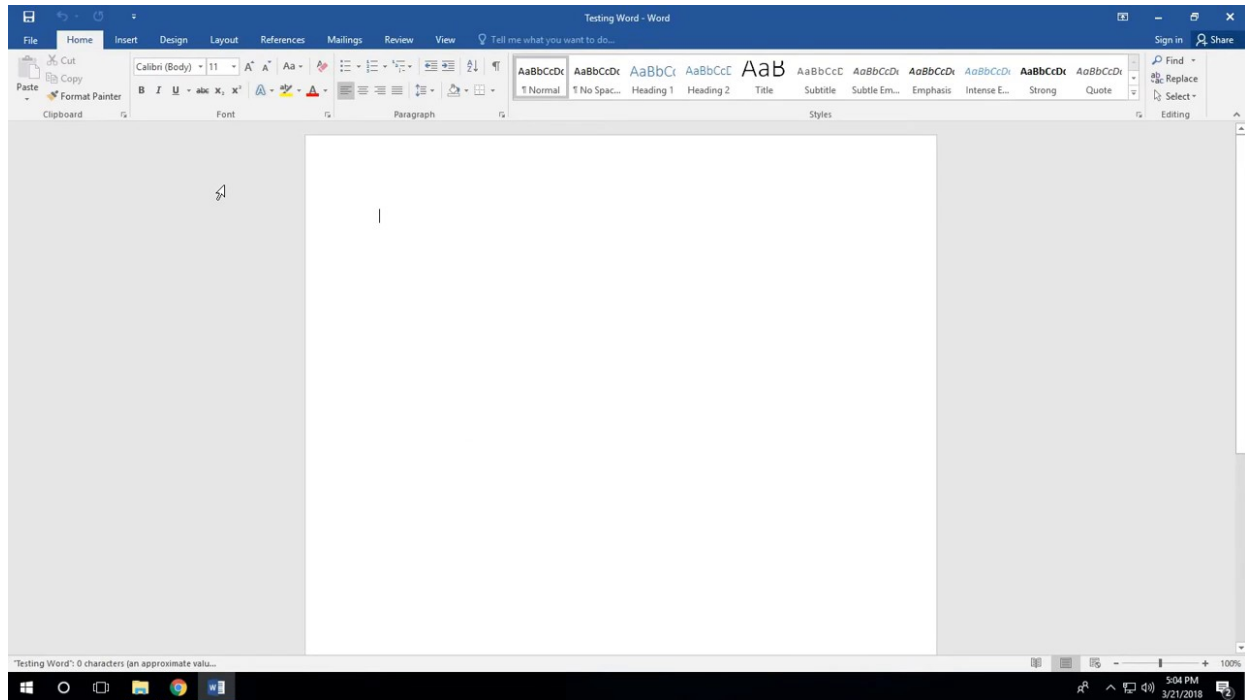
Make the required changes in the desktop application.



*Edit the file.*

## STEP 3 Save your changes

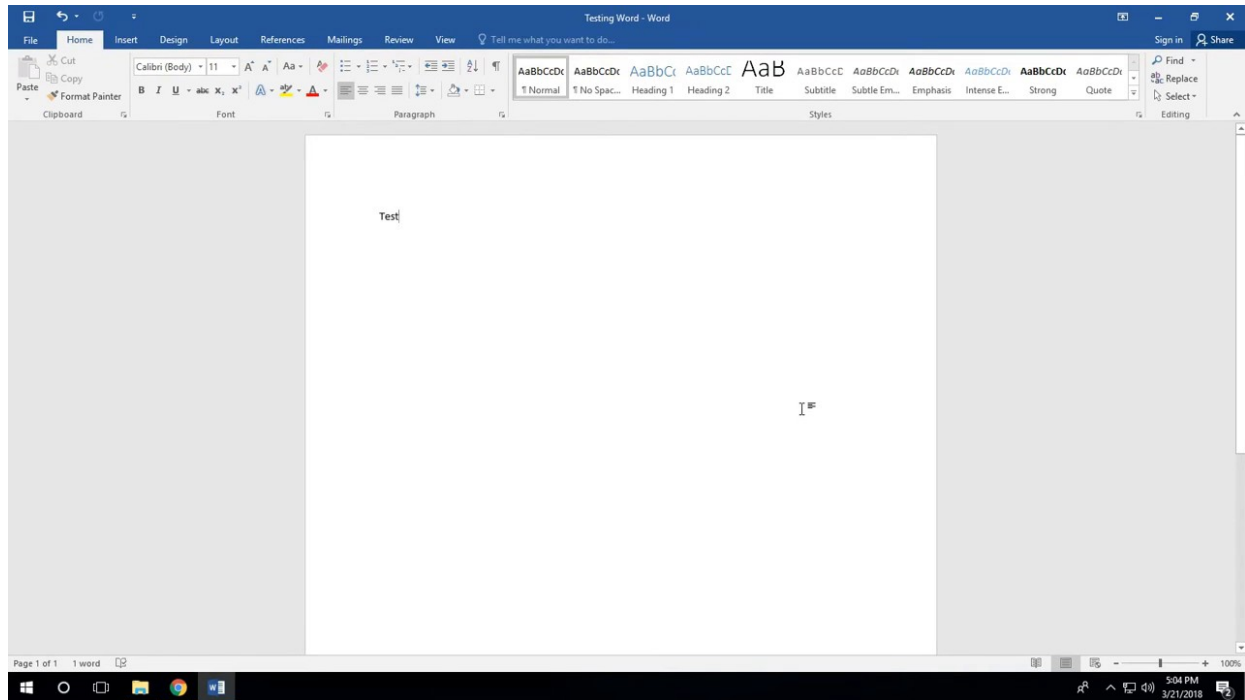
Use Save in the application and allow Google Drive for desktop to sync.



*Save your changes.*

## STEP 4 Confirm syncing

Check the Drive status and confirm the updated file is available online.



*Confirm syncing.*

## Finished

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