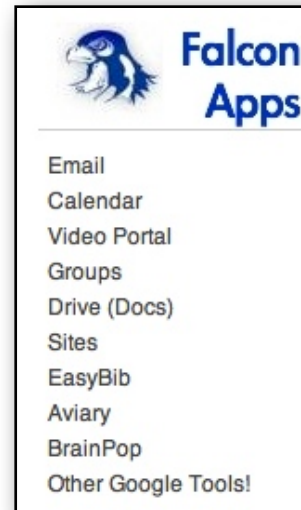
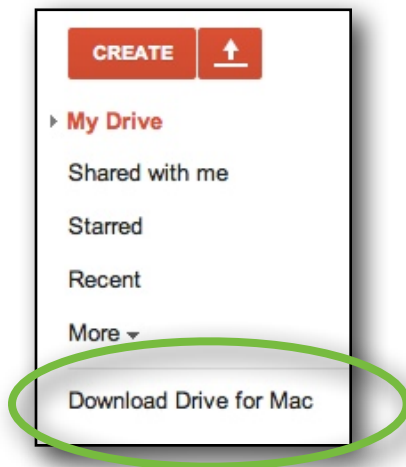


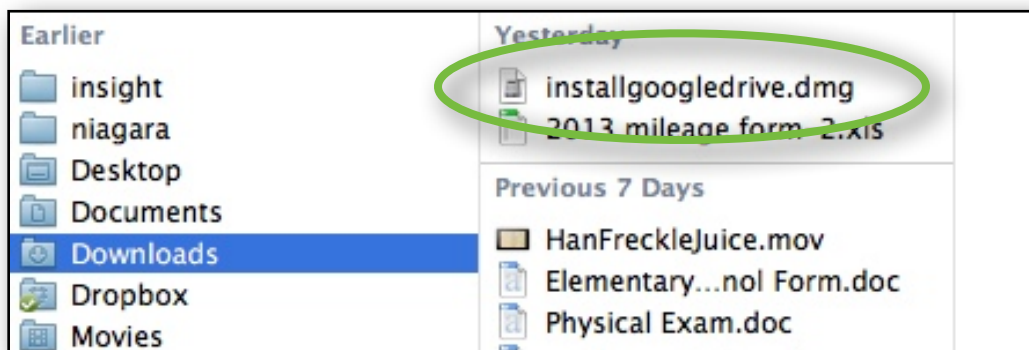
# Using Google Drive

Google Drive is a free home directory alternative that gives you 5 gigs of storage space online. Using your Falcon Apps account, you can download and install Google Drive on any computer that has internet access. Follow this guide to learn how to use this tool.

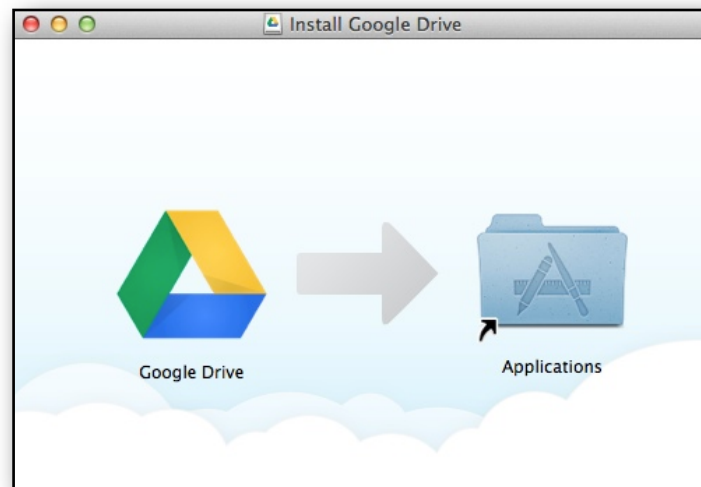
- Log into your Falcon Apps account
- Select Drive (Docs) along the left side or top menu bar
- Select "Download Drive for Mac" along the left side menu



- Once you choose to download, the install file will begin downloading and you can locate it in the Downloads folder on your Mac



- Navigate to your Downloads folder and double click the installgoogledrive.dmg file

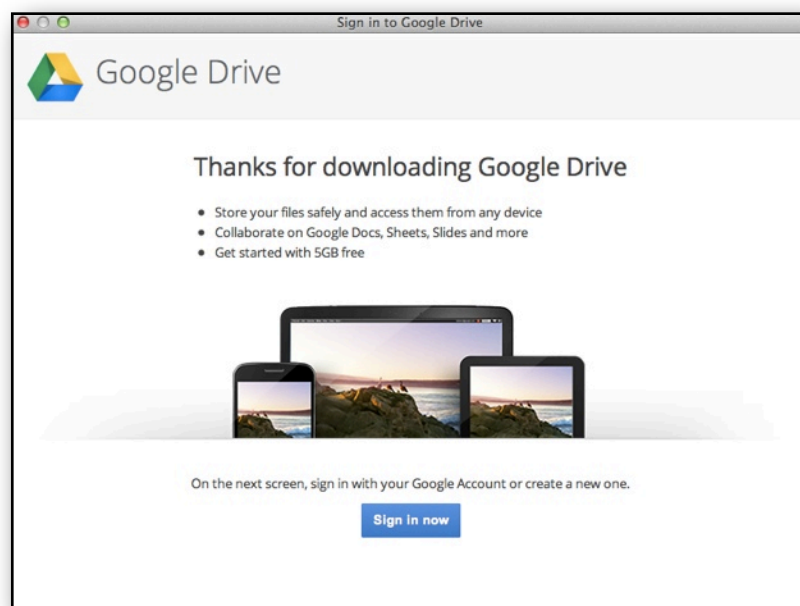


-When this window opens, click and drag the Google Drive icon directly on top of the Applications folder seen here in the window

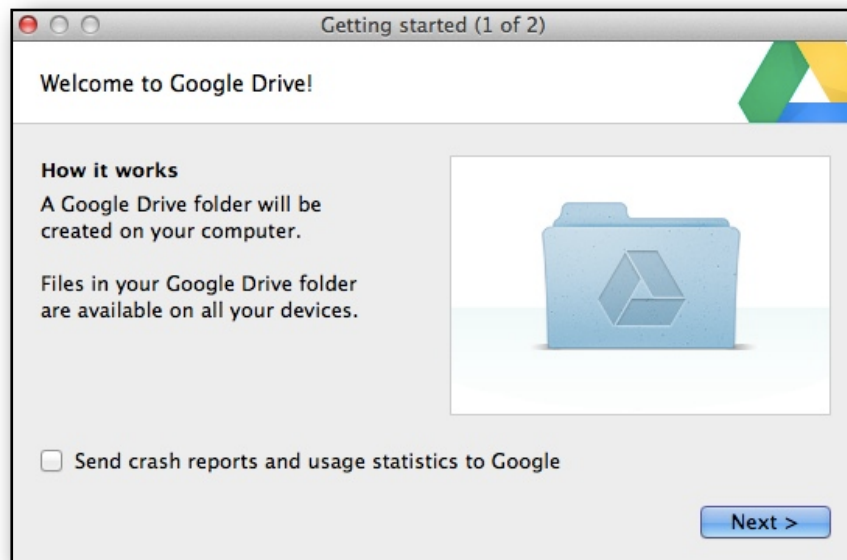
-You may be prompted to input your user name and password to authenticate

-Open your Applications folder and double click Google Drive

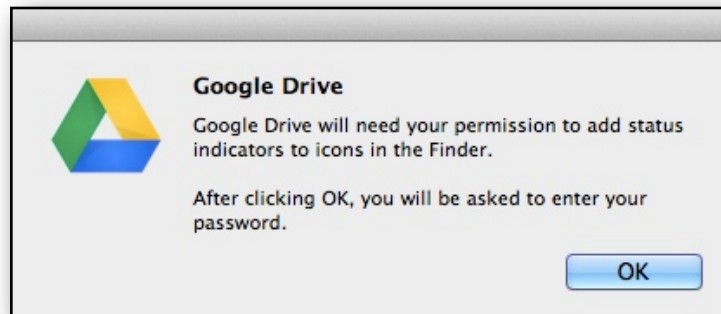
-If you get a message that states “Google Drive is an application downloaded from the Internet. Are you sure you want to open it?” select Open



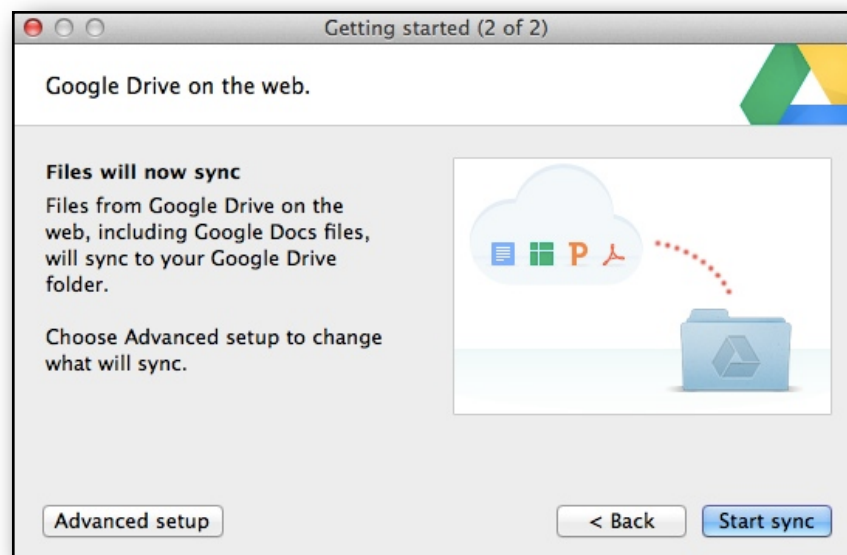
-The window above will appear; select Sign in Now and input your Falcon Apps account username and password



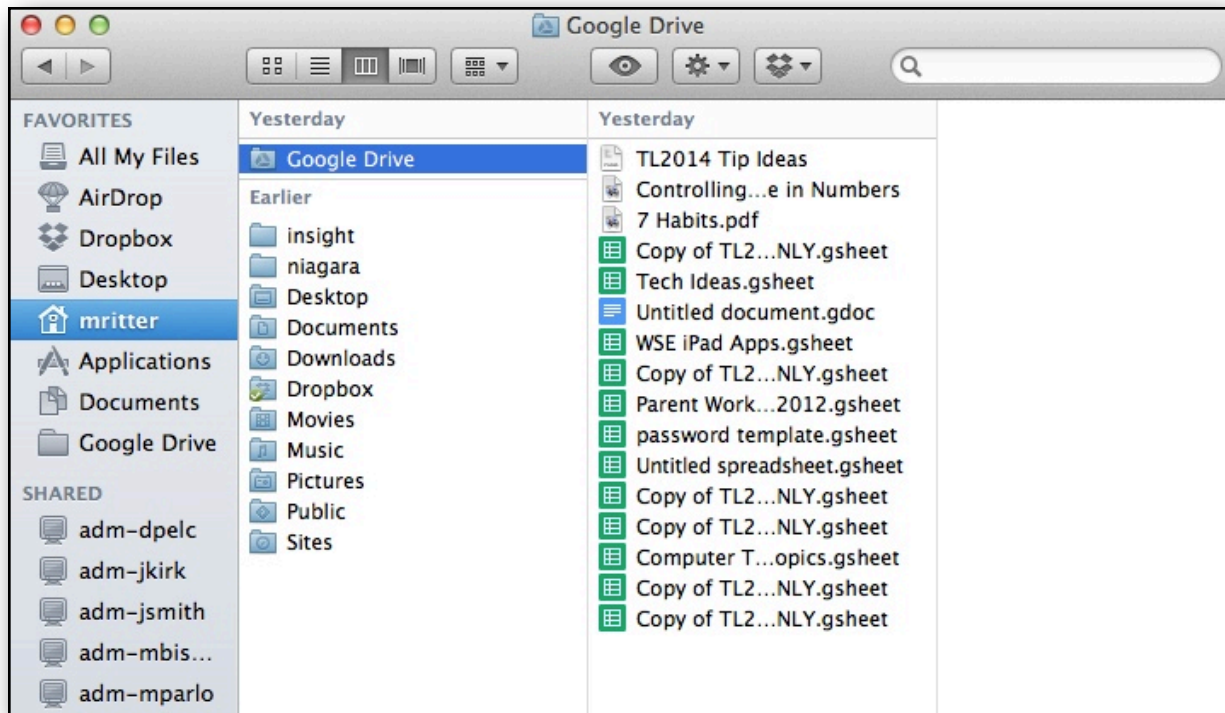
-The above window will appear, click “Next” to proceed



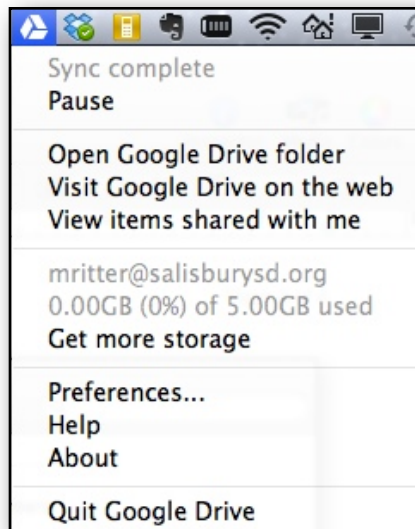
-Click “OK” when this message appears and you will be asked to put in your username and password for your laptop



-Selecting “Start Sync” will set up a folder in Finder for your Google Drive files as well as sync your Google Docs into the folder



-When you open Finder, you will see a new folder called Google Drive, which syncs with your Google Docs on Falcon Apps. Anything you add here will also be added to your Falcon Apps documents. You can simply click and drag files here to add them to the folder.



-You will also see the icon above located on your menu bar. You can select it at any time to sync your Google Drive and check your storage space.