Installing Google Drive on your computer (FOR WINDOWS):

1. Open your browser and go to <u>https://drive.google.com</u>, and log in to your UP Mail account. On the top right corner select the Settings icon and click **"Get Drive for desktop"**.

\leftrightarrow \rightarrow C \square drive.google.c	com/drive/my-drive			ŕ	t 🗾 🛪	:
🔥 Drive	Q Search in Drive	•	0	***	UPPORTALITY OF THE OPPORT	
	My Drive 👻	Settings			⊞ (i)	31
- New		Get Drive for desktop				
Priority	 My Drive trash is changing. Starting October 13, items will be automatical days. Learn more 	Keyboard shortcuts	0	r 30	×	0
My Drive	Quick Access					0

 A new tab will open, and you will be directed to Drive File Stream. Click "Download & install Drive File Stream," and then select the "Download for Windows" option. A program called "googledrivefilestream.exe" will begin downloading.

≡	Google Drive Help	Q Describe your issue	
	Get started You can find and o • Save specific file • View and organi • Open files on yo	d with Drive File Stream pen your files from Google Drive on your computer with as and folders offline, including shared drives. ze your files in your computer's file system without usin ur computer.	n Drive File Stream. You can: ng storage space.
	Download & in You might no questions, as To download	stall Drive File Stream t be able to use Drive File Stream, or your organization k your administrator. Drive File Stream:	night install it for you. If you have
	DOWNLO 1. On your co • DriveFil • DriveFil 2. Follow the	DOWNLOAD FOR MAC Download FOR MAC Download FOR MAC estream.exe on Windows estream.dmg on Mac eon-screen instructions.	

3. After downloading it, click on the program, and then click Install. Select **"Add Desktop shortcuts to Google Docs, Sheets, and Slides"** or you may select **"Add an application shortcut to your Desktop"**

≡G	oogle Drive Help Q Des	cribe your issue	
	Get started with Dr You can find and open your files • Save specific files and folders • View and organize your files in • Open files on your computer. Download & install Drive File You might not be able to us questions, ask your adminis To download Drive File Stre DOWNLOAD FOR WIN 1. On your computer, open • DriveFileStream.exe o • DriveFileStream.dmg of 2. Follow the on-screen inst	Google Drive File Stream Google Drive File Stream Install Google Drive File Stream? Add an application shortcut to your Desktop Add desktop shortcuts to Google Docs, Sheets, and Slides Install Close Tructions.	Fix problems syncing to your computer
	System requirements	*	
	Open Drive File Streem		

4. To continue installation sign in with your "UP Mail Account" and select "Next" to proceed.

Google	
Sign in	
to continue to Google Drive File Stream	
Email or phone	
@up.edu.ph	
Forgot email?	
Create account	Next
Having trouble? Gen in with your browser instead	

5. A welcome banner will appear. Just click the next arrow icon to proceed. Google Docs, Sheets, and Slides shortcut icons will appear on your Desktop.



6. After installation is complete. In the file explorer window you may see **"Google Drive File Stream."** If you open it, you will see a folder named "My Drive" and all of your Google Drive folders will be in that.

🕳 🛃 🧧 🗸	Manage Google Drive File Stream (G:)					– 🗆 X
File Home Share View	Drive Tools					~ 🔞
$\leftarrow \rightarrow \checkmark \uparrow \blacksquare \Rightarrow$ This PC \Rightarrow Go	ogle Drive File Stream (G:)				ڻ v	Search Google Drive File Strea 🔎
 Pictures Google Drive File Stream (G:) Google Drive File Stream (G:) OneDrive This PC 3D Objects Desktop Documents Downloads Music Pictures Videos Windows (C:) 	Ogle Drive File Stream (Sr) Image: A stream (Sr)	Date modified 16/10/2020 3:05 PM 16/10/2020 3:05 PM	Type File folder File folder	Size	 O 	Search Google Unive Hile Strea 2
Google Drive File Stream (G:)						
2 items	~					

How to Upload Zoom Meeting Recordings to Google Drive Automatically (FOR WINDOWS)

1. You can create a new folder in your Google Drive named "Zoom Meeting Recordings." Once your online Drive and computer Drive are synced, the new folder you created should be accessible in both drives.

2. In the Zoom computer app, go to **Settings** (click the gear icon) and then change the location for your Local Recordings to your new folder in your Google Drive.

C Setti	ngs		×	177	\times
Θ	General			Q Search	
0	Video	Store my recording at: C:\Users\	Documents\Z Open Change		٥
	Audio	873 GB remaining.			
•	Share Screen	Choose a location for recorded	files when the meeting ends		
0	Chat	 Record a separate audio file fo Optimize for 3rd party video ec 	Browse For Folder Please select the folder where you would like the recorded files to be		
	Background & Filters	Add a timestamp to the recordi	saved.	2020	
\odot	Recording	Record video during screen sha Place video next to the share			
•	Profile	Keep temporary recording files	> 🖶 Downloads > 🍌 Music		
•	Statistics Feedback	Cloud Recording Manage my			
	Keyboard Shortcuts		Y My Drive	as today	
Ð	Accessibility		Zoom Meeting Sh Date created: 16/10/2020 5:10 PM Libraries Metwork Make New Ender OK Carcel		

3. NOTE: Make sure that when you record your Zoom meetings, you record them locally in your computer and **not** in the cloud.