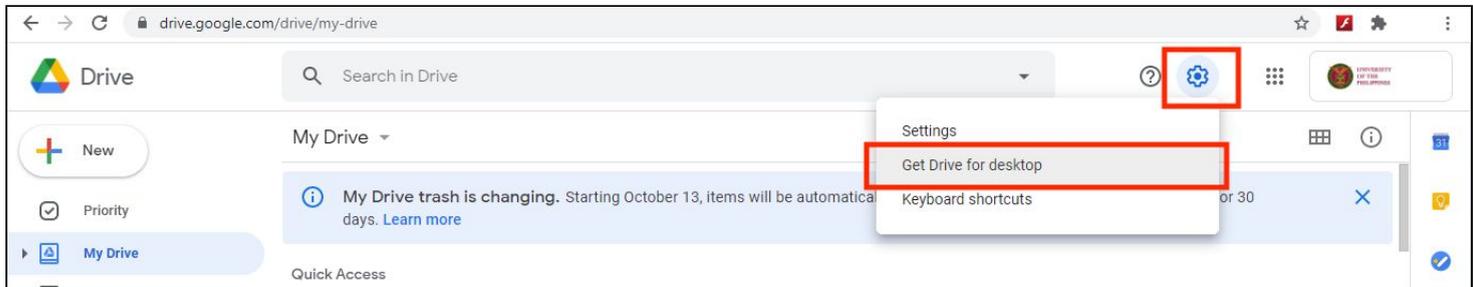
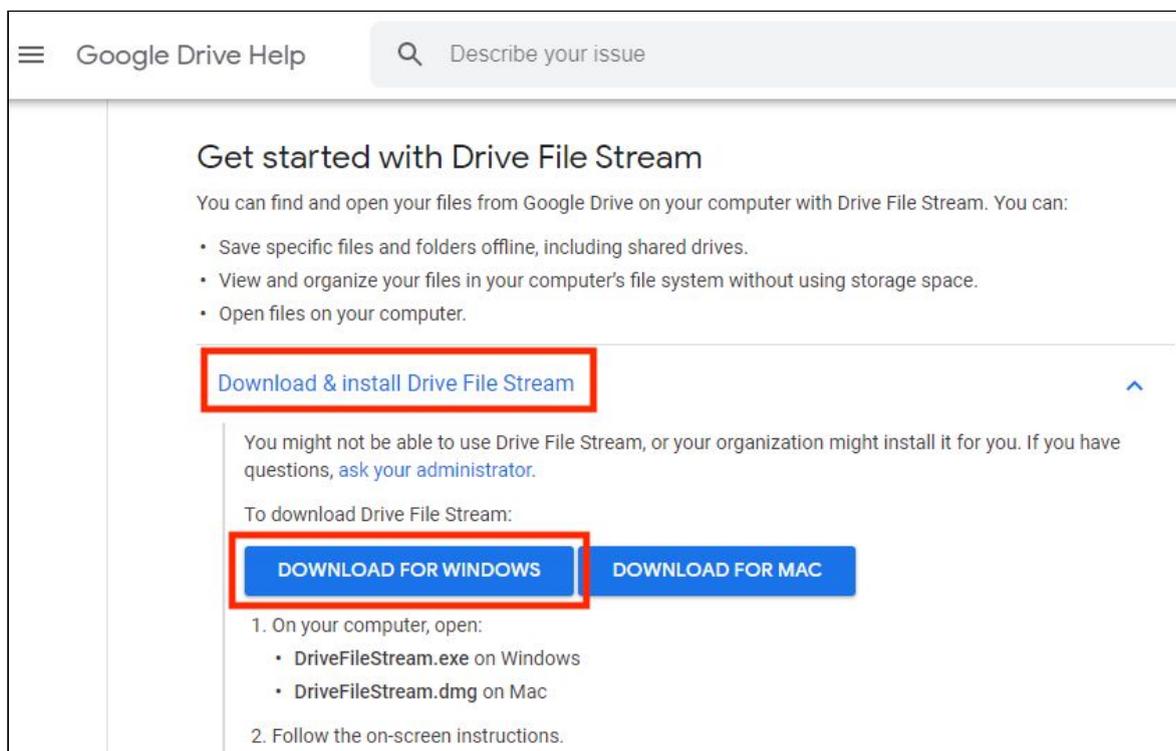


Installing Google Drive on your computer (FOR WINDOWS):

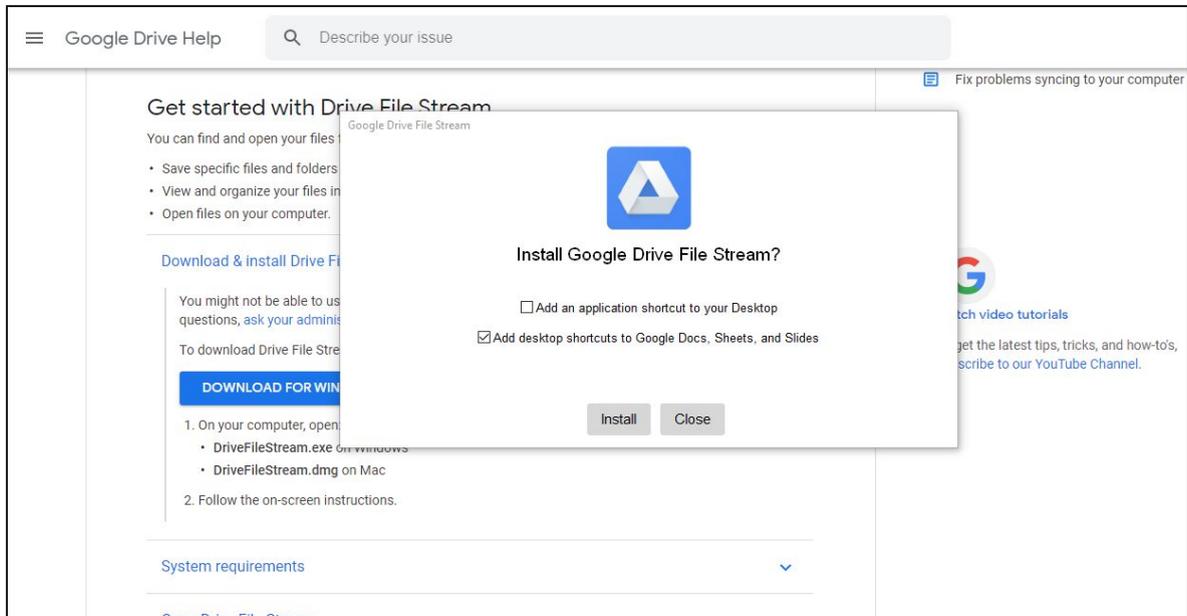
1. Open your browser and go to <https://drive.google.com>, and log in to your UP Mail account. On the top right corner select the Settings icon and click **“Get Drive for desktop”**.



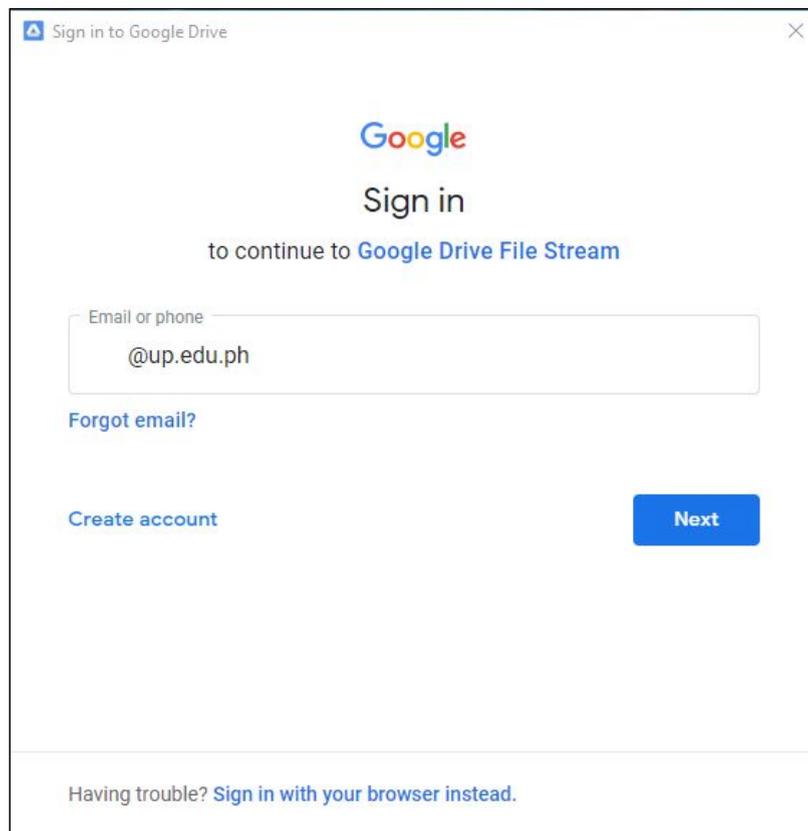
2. A new tab will open, and you will be directed to Drive File Stream. Click **“Download & install Drive File Stream,”** and then select the “Download for Windows” option. A program called **"googledrivefilestream.exe"** will begin downloading.



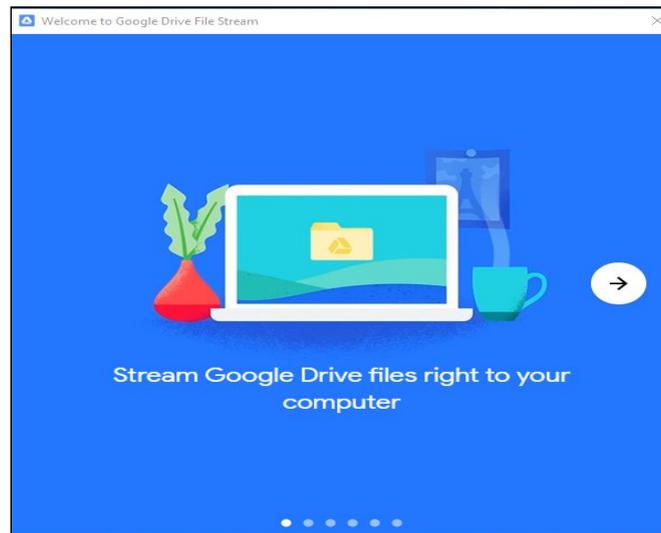
3. After downloading it, click on the program, and then click Install. Select **“Add Desktop shortcuts to Google Docs, Sheets, and Slides”** or you may select **“Add an application shortcut to your Desktop”**



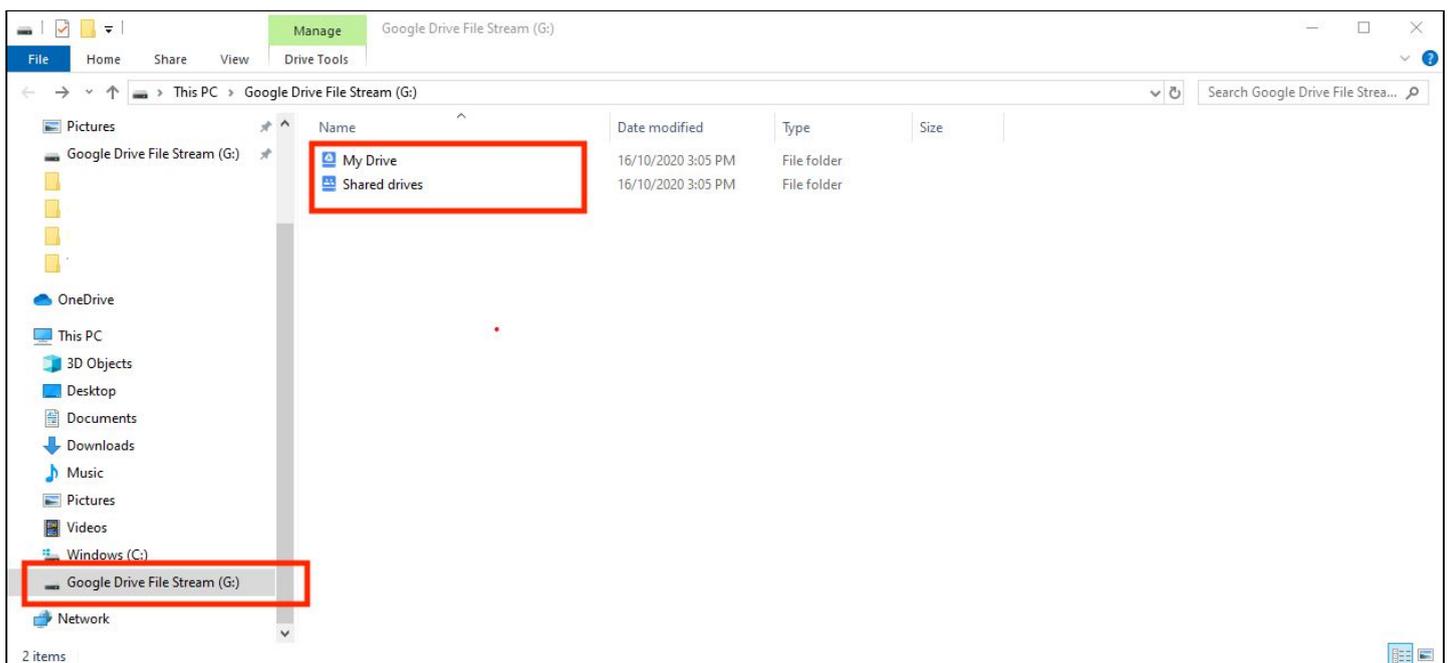
4. To continue installation sign in with your **“UP Mail Account”** and select **“Next”** to proceed.



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.

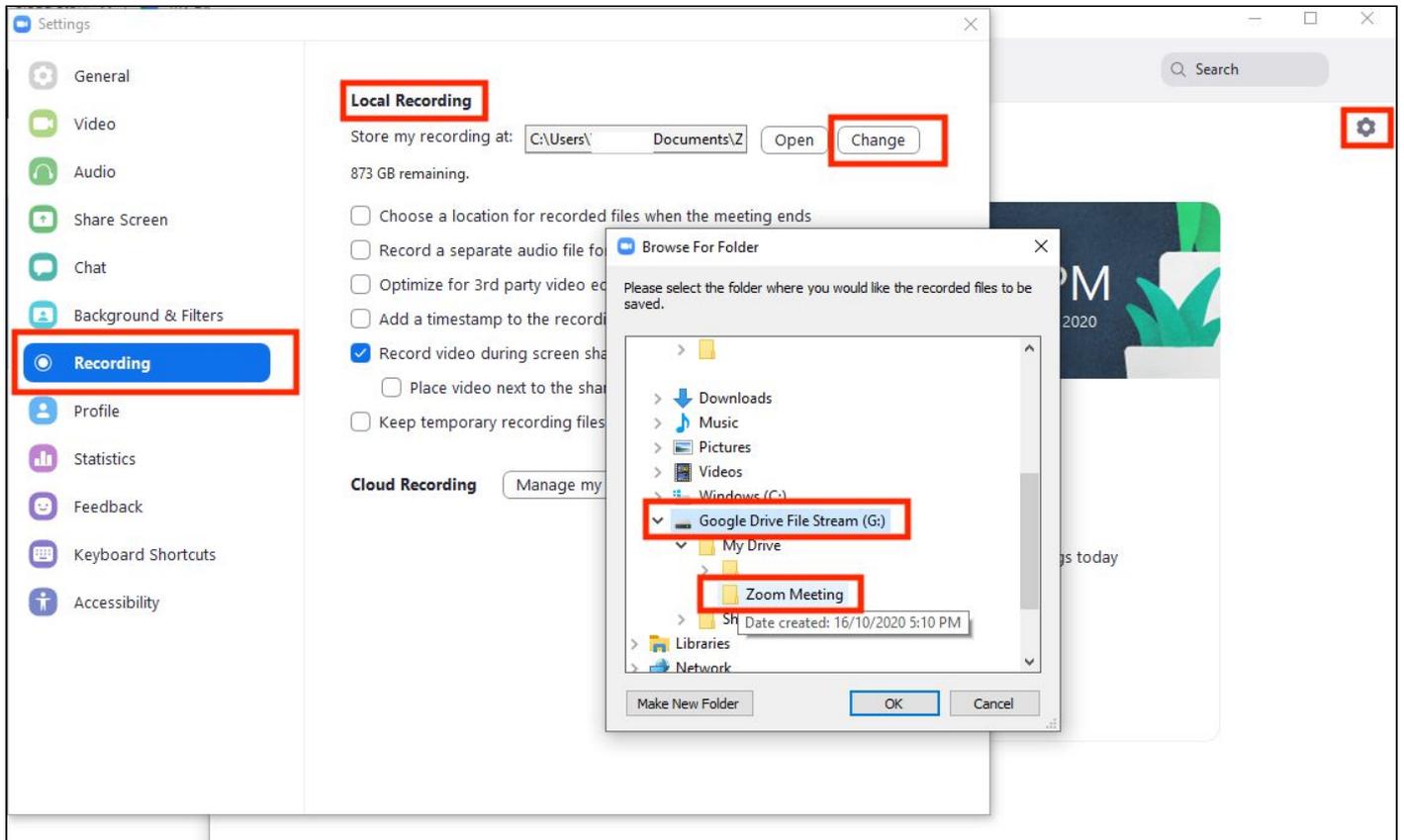


6. After installation is complete. In the file explorer window you may see “**Google Drive File Stream.**” If you open it, you will see a folder named “My Drive” and all of your Google Drive folders will be in that.



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.



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