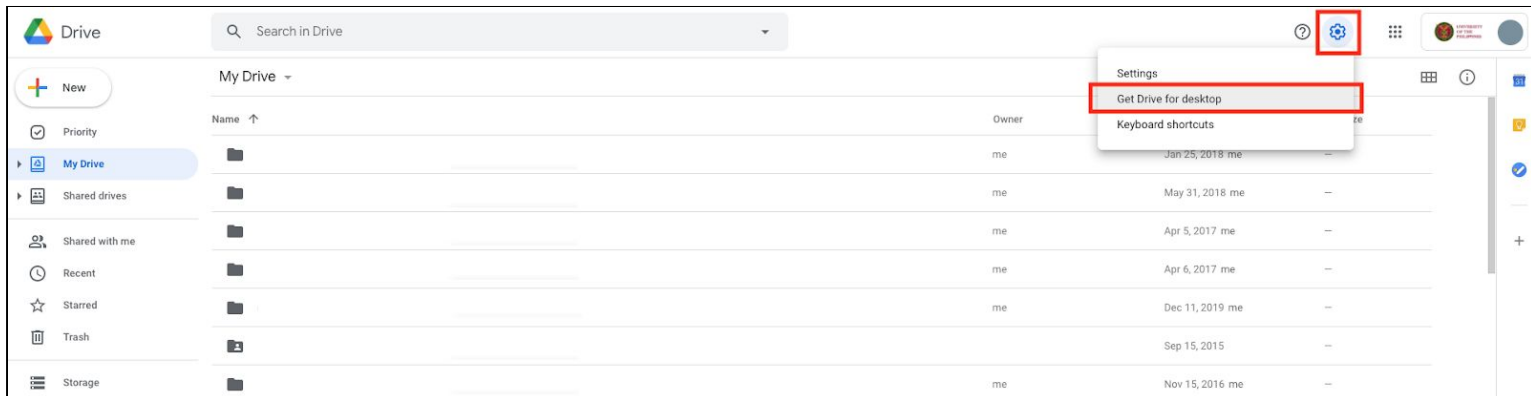
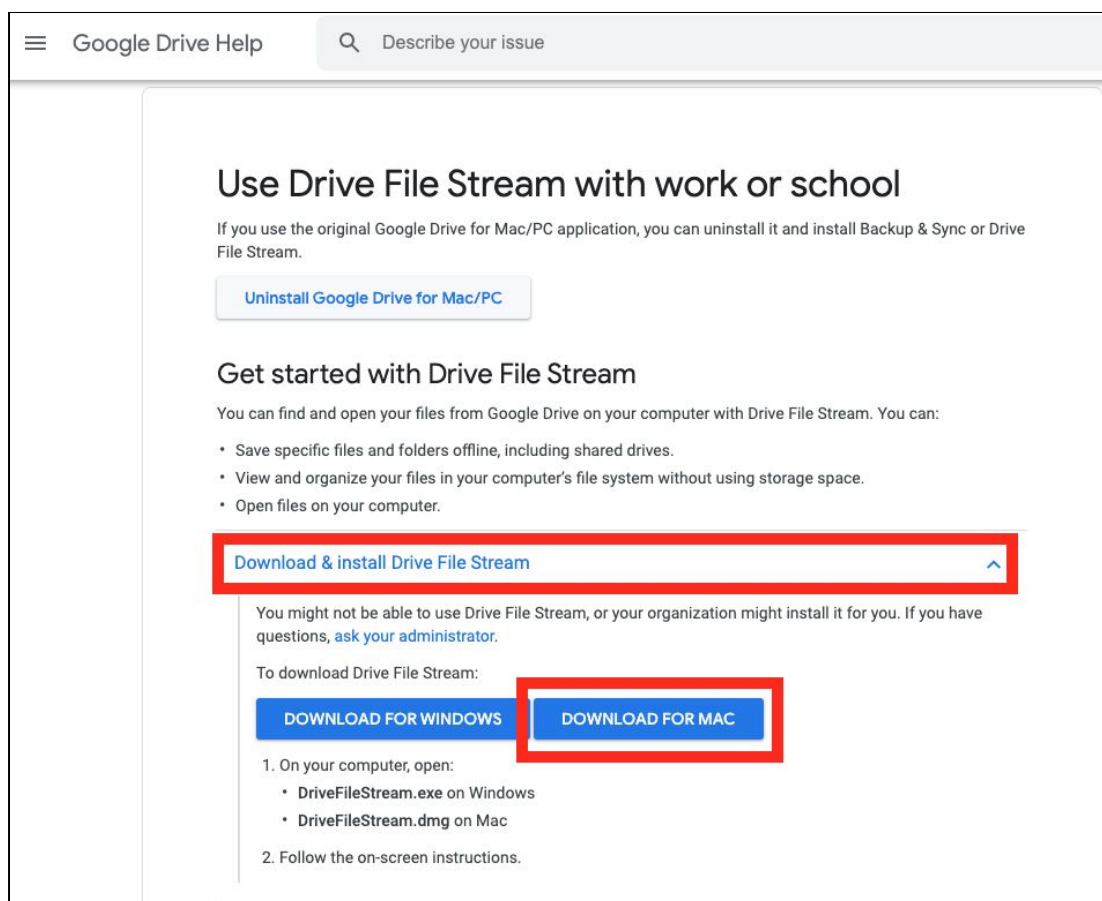


## Installing Google Drive on your computer (FOR MAC):

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

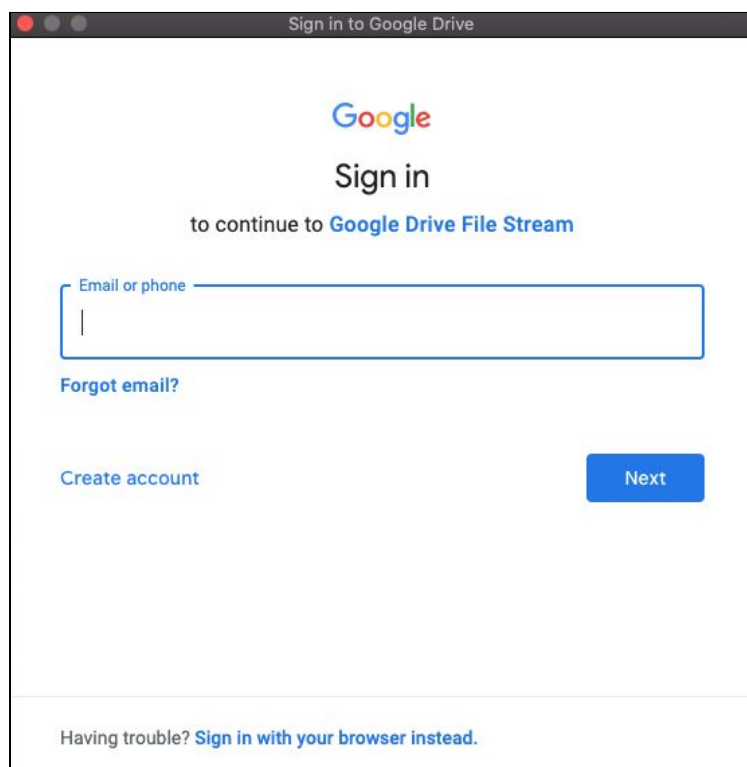
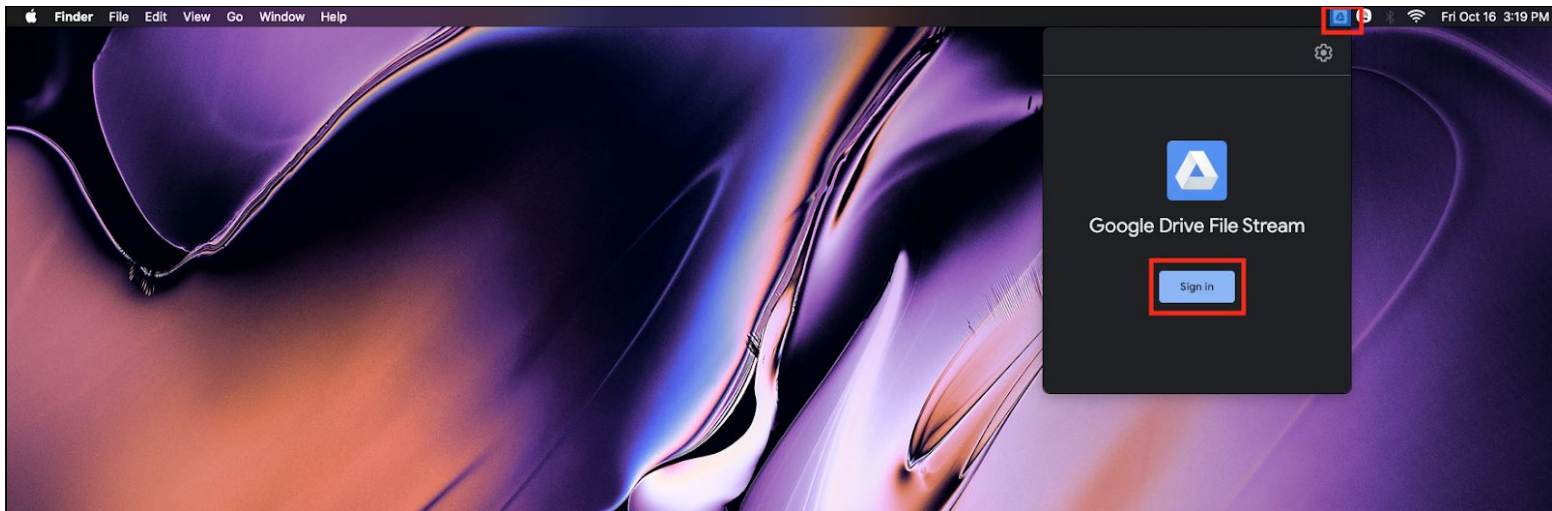


2. A new tab will open, and you will be directed to Drive File Stream. Click **“Download & install Drive File Stream,”** and then select the **“Download for Mac”** option.



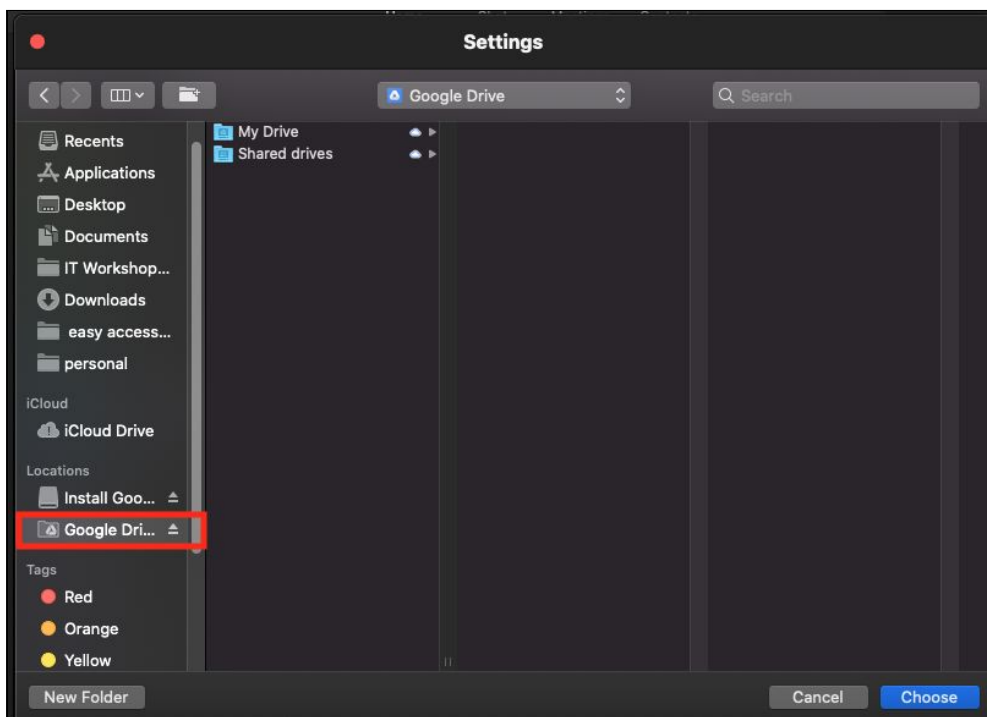
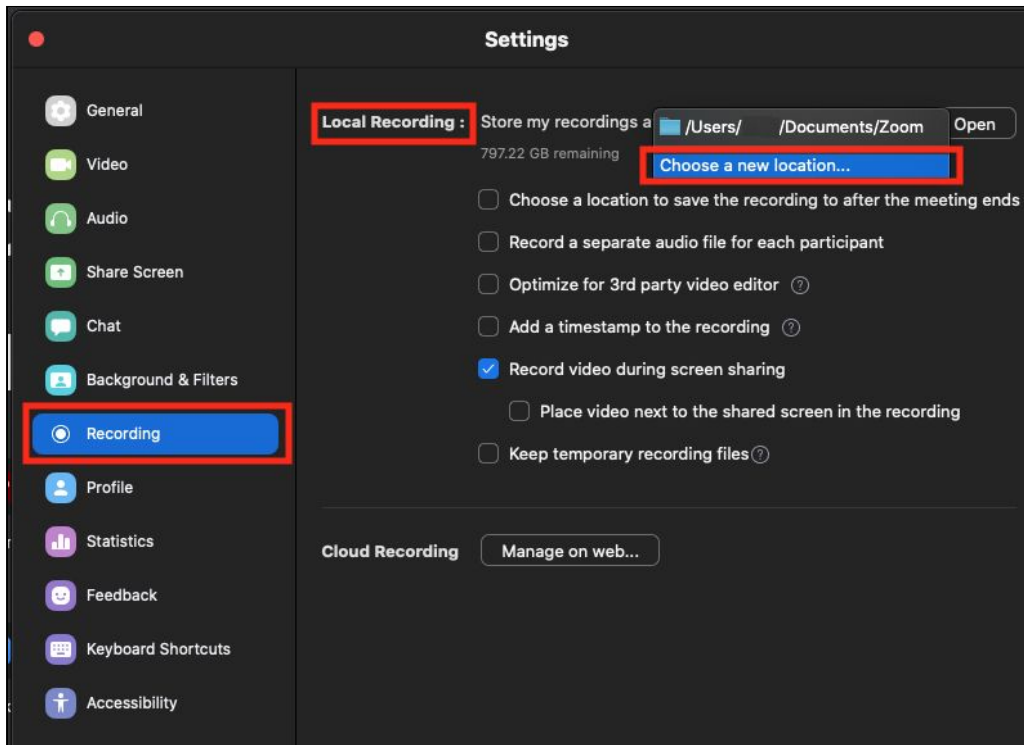
3. After successfully downloading the Drive File Stream installer (DriveFileStream.dmg on Mac), follow the installation instructions.

4. When installation is done, you can find the Drive File Stream icon at the top right part of your screen, on the menu bar near the date and time display. Click the icon, and then click "Sign in." A new window will appear. Log in with your UP Google account when prompted. You can then start syncing.



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

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** 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.