

# Use Drive for Desktop

How is Drive For Desktop different from the older Google Drive app?

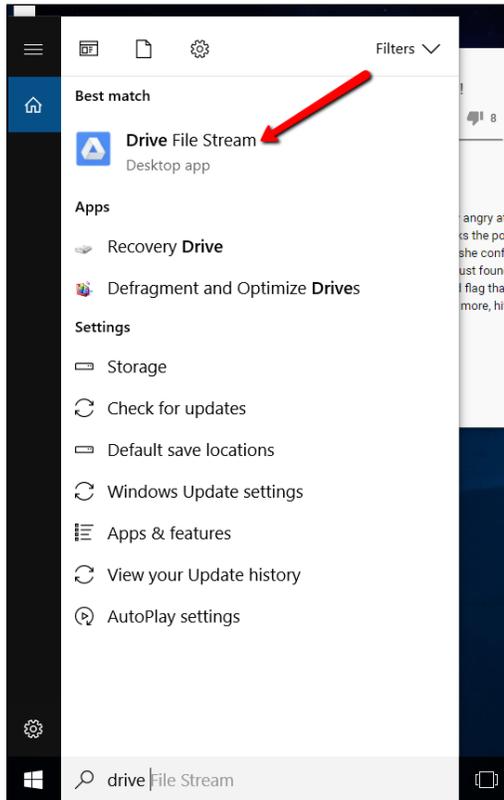
Drive File Stream (New)	Google Drive Sync (old)
Stores files only on Google Drive; they don't take space on your computer unless you specifically set them to.	Stores files on both your computer and your Google Drive (always take space)
Compatible with Team Drives	Not compatible with Team Drives
Can't share directly from files on your computer	Can share directly from files on your computer
Is represented as a separate drive letter on Windows	Is represented as a folder on Windows
Files are removed from your computer when you uninstall.	Files remain on your computer when you uninstall

## Windows

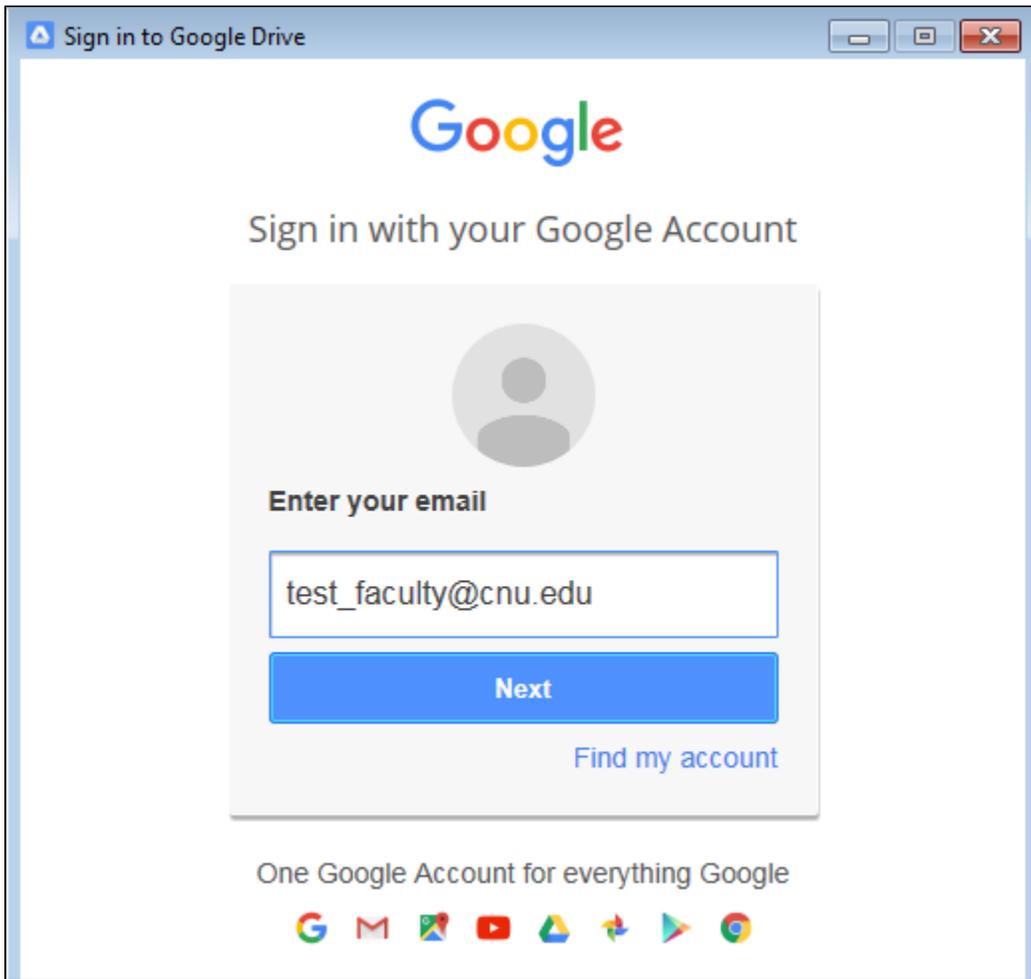
### First Time Setup

Drive For Desktop will not automatically start up after you install it. You need to start it and sign in.

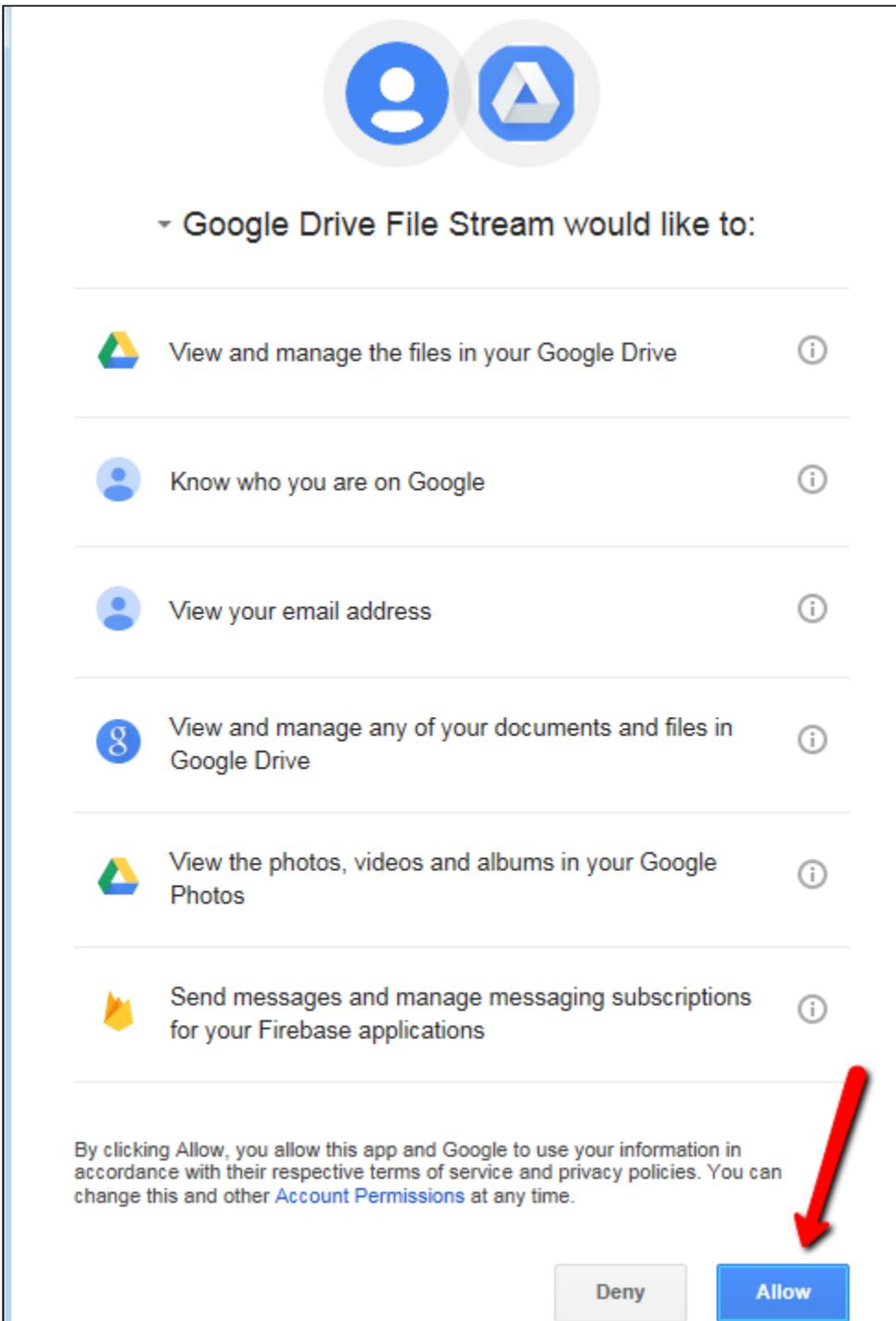
Find Drive For Desktop in your start menu.



You'll be asked to sign in to your Google account. Use your CNU E-mail and password.



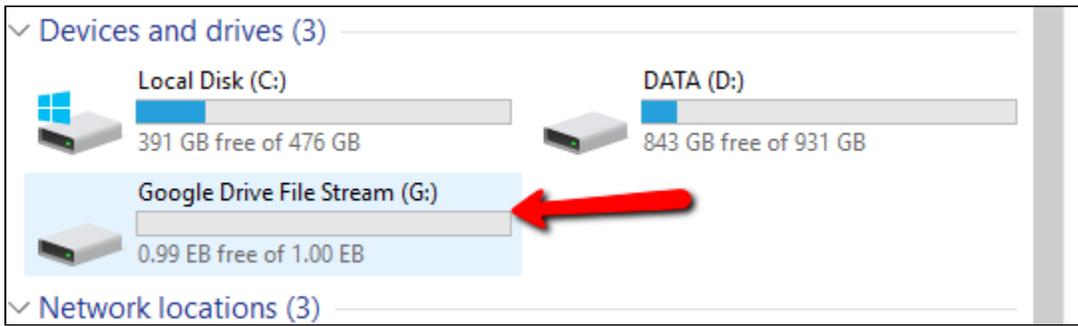
Once you've signed in, you will have to give Drive For Desktop permission to manage your account. Click Allow.



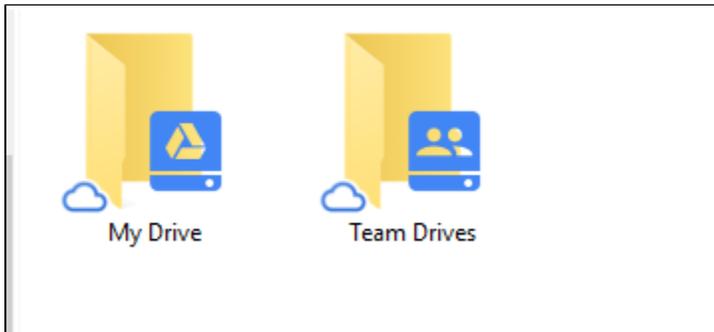
Once you do that, the setup is complete and your Google Drive files will be accessible through Windows explorer.

## Using Drive for Desktop

Drive For Desktop is a bit different from previous versions of Google Drive. Instead of being a folder on your computer, it's represented as a separate drive (with G: as the default letter).



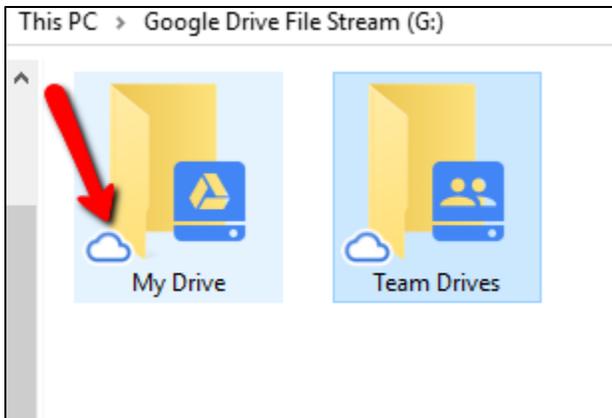
When you click on the drive, you'll see both your drive (called "My Drive") and any team drives you have.



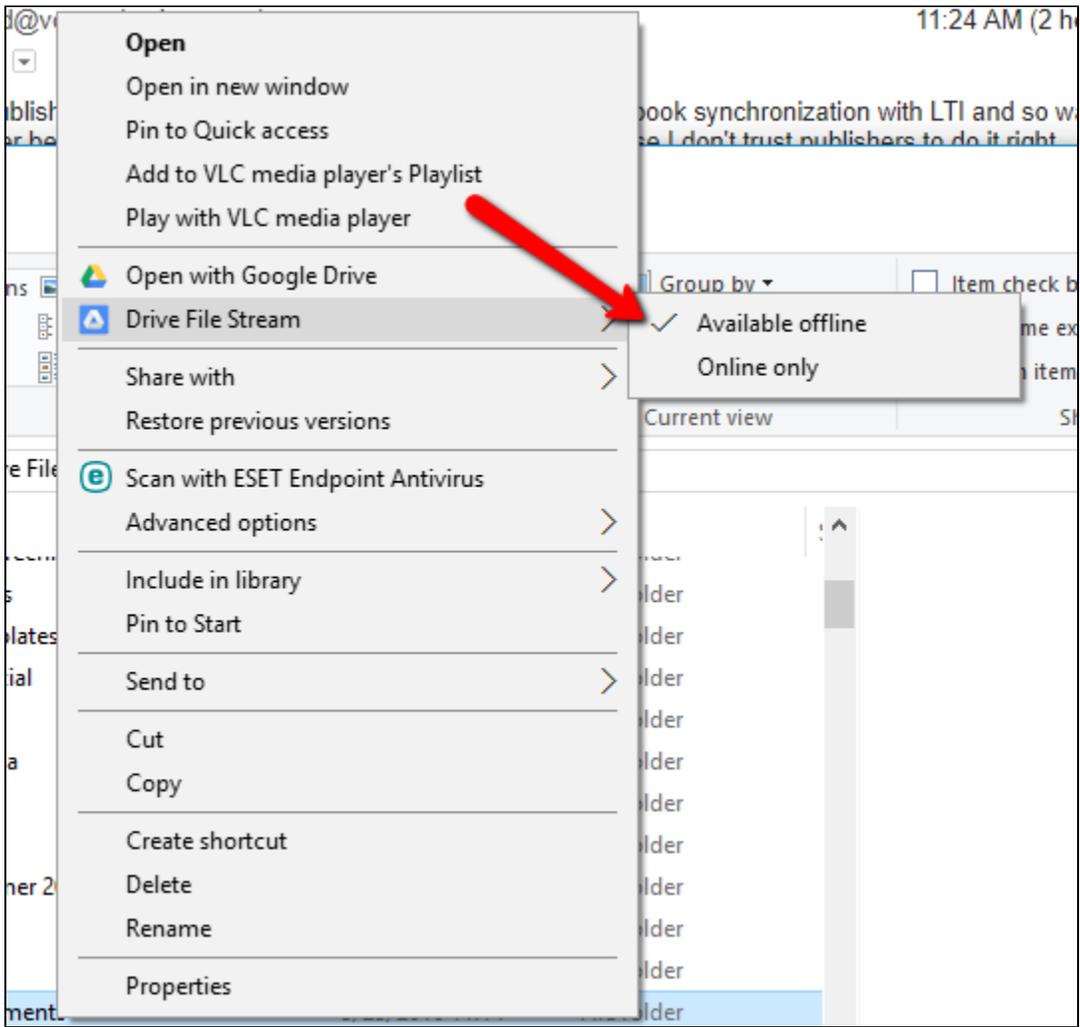
You can browse the folders, open documents and create/edit files just as if they were on your computer.

## Making Files/Folders Available Offline

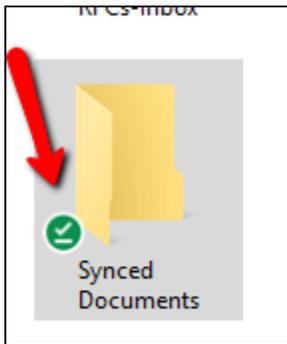
Unlike in the old Google Drive app, files are not stored on your computer by default. This means that you cannot access them unless you have an active internet connection. Files and folders in this state are depicted with a cloud icon.



If you want to make a file or folder available when you're disconnected from Drive, you simply need to right-click the file/folder and choose Available Offline from the Drive File Stream menu.



Before you are able to access the files offline, you'll have to wait for it to sync. You'll know it's done when a green checkmark icon appears.

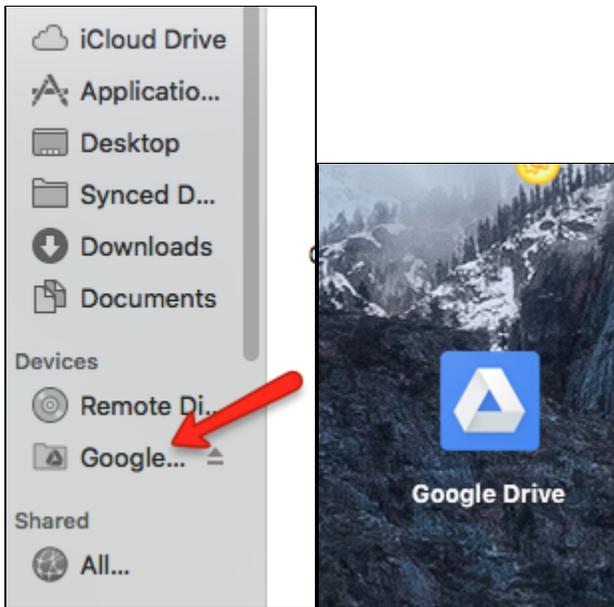


Please note that if you switch Drive accounts or uninstall Drive For Desktop, your files will all be removed from your computer, including the ones that you have chosen to make available offline.

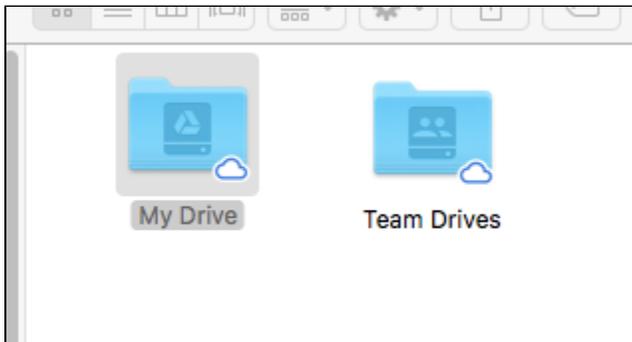
## Mac OS

## Using Drive For Desktop

Drive For Desktop is different from previous versions of the Google Drive app. It is listed as an attached device in Finder and on your desktop.



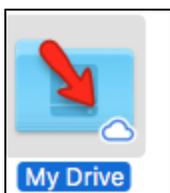
When you click on the drive, you'll see both your drive (called My Drive) and any team drives you have.



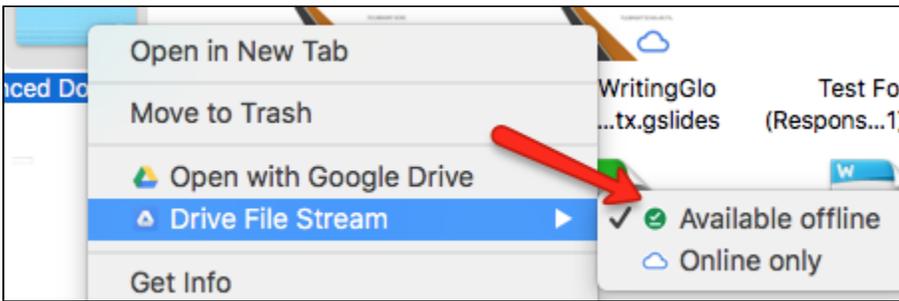
You can browse these folders, open documents, and create/edit files just as if they were on your computer.

## Making Files/Folders Available Offline

Unlike in the old Google Drive app, files are not stored on your computer by default. This means that you cannot access them unless you have an active internet connection. Items in this state are represented by a cloud icon.



To make a file or folder available when you aren't connected, hold the Control key and click on the file/folder you'd like to make available. Then, from the Drive menu, choose Available Offline.



Before you're able to access the files offline, you'll have to wait for it to sync. You'll know it's done when the Drive icon on the right side of your menu bar stops moving.

