Google Drive

Google Drive is a cloud based file storage, with file sharing and collaborative editing. You can access your files from any device including your computer, tablet and smartphone. Google Drive also has several applications that lets you create Documents, Presentations, Spreadsheets, Forms and Drawings.

To access Google Drive, go to… http://drive.farmingdale.edu

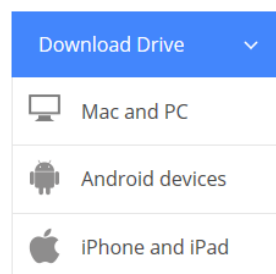Login using your Farmingdale email username and password (without @farmingdale.edu).

Setting up Google Drive

You can download Google Drive on your home computer, tablet and smartphone by going to the App Store or downloading it from… https://www.google.com/drive/download/.

From this link, you will be taken to the Google Drive download webpage. From there you can install **Drive** on your computer, tablet and smartphone.
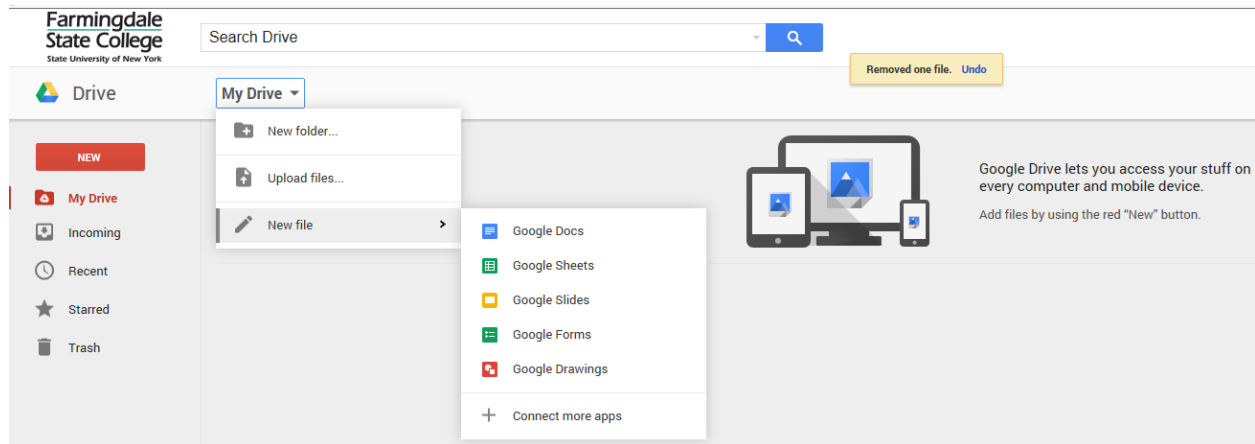

Anything you add to the Google Drive folder on your computer will automatically sync to **My Drive** on the web and your mobile devices.

When you change a file on your computer, web or mobile device, it updates on every device where you have Google Drive installed. Syncing is built in.

Once installed you can find the Google Drive icon on your Windows system tray or Mac menu bar. There will also be a Google Drive shortcut on you Windows desktop.

My Drive

To view your files on the web, you will see a window similar to the one below. All the files and folders that you upload and Google Docs that you own will be in the section called **My Drive**.

To upload files, click on **My Drive** ▾, choose Upload files and select the files you want to upload. On your PC and Mac, you can also drag and drop files into the Google Drive by clicking on the Google Drive shortcut on your taskbar or desktop to open the Google Drive folder.

To access the Google applications, click on **My Drive** ▾ and choose the application you want to use. There is no need to save. Google saves your files as you work on them.

You can also create folders, upload files and open the Google Apps by clicking on the **NEW** button.