

Remember to Regularly Backup Your Computer

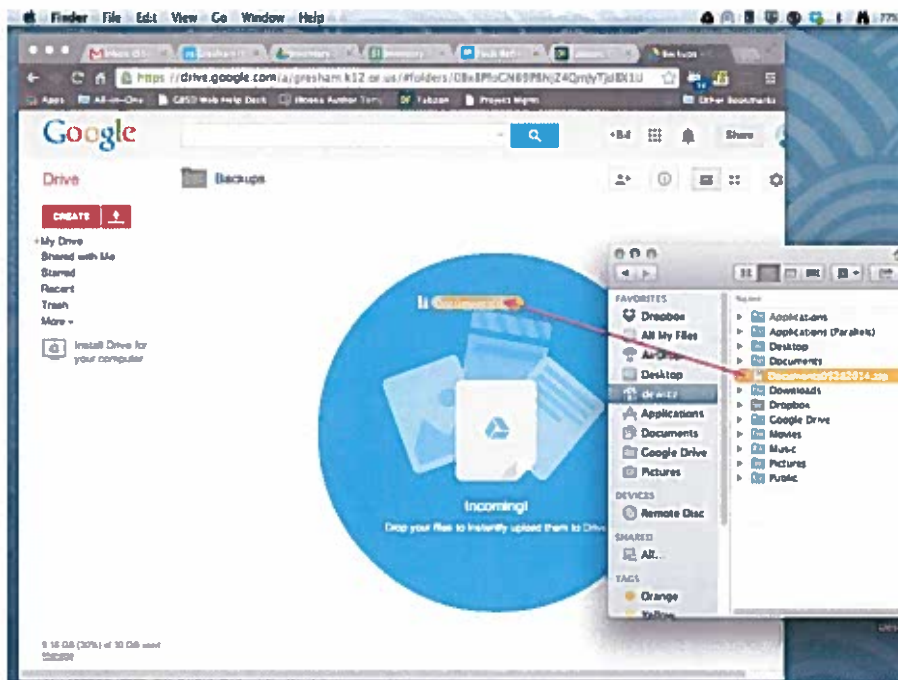
It is important to backup your documents regularly. Documents you store on your computer are NOT automatically backed up, so please follow the steps below to regularly backup your data.

Step One: Determine which documents you wish to backup.

Step Two: Login to **Google Drive** using your email *username* and *password*. You can log into **Google Drive** by typing [drive.gresham.k12.or.us](https://drive.google.com) into your web browser. It is recommended that you use the Google Chrome web browser. You can also get to your **Drive** account from your email. Look for this icon when *logged in* to your Gmail account (upper right corner), click on it and select "Drive" from the options that present themselves.



Step Three: Drag the files you wish to backup into your Google Drive folder.



OPTIONS

Option 1: If you wish to preserve the format of all files you are storing in your **Google Drive** account, change your **Upload Settings** in **Google Drive** to "Confirm Settings Before Each Upload" so you can choose to have files converted to Google Docs format or to have them saved in their original format.

Option 2: Store all of your documents in **Google Drive** and work directly from your **Google Drive** account on a daily bases. You can work directly with Google Drive through your web browser, or have a **Google Drive** folder installed on your computer that will make this process more convenient. For more information about working in Google Drive, please visit the link below: https://support.google.com/a/topic/2490075?hl=en&ref_topic=9197