


Install Google Drive File Stream

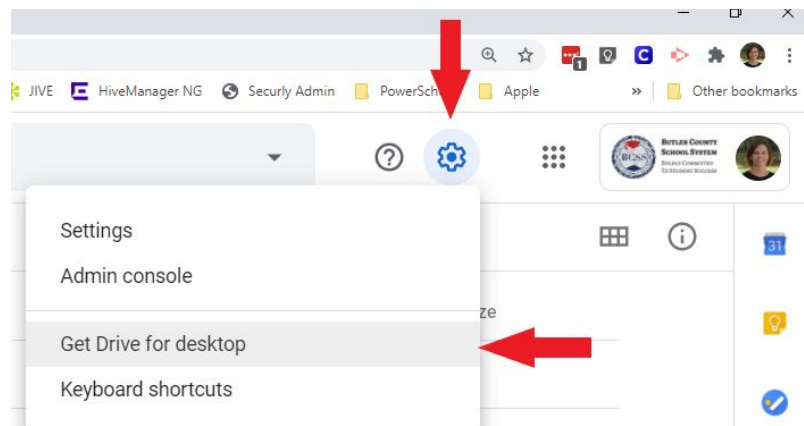
G: Drive

General considerations

1. Before you begin the transfer of your N:drive it would be a good idea to clean out the old files that you no longer need or want. You could sort your N:drive files and folders by date and take a look at whether you need the files you haven't used in over a year. If you don't need them, just delete them straight from the N:drive. This is entirely up to you, but it could drastically reduce the amount of files that you really need to hold on to in the transfer process.

Install

1. Navigate to your Google Drive account at drive.google.com or by clicking on the  in the top toolbar of your Google account and click on Drive.
2. Click on the gear icon and select "Get Drive for desktop."



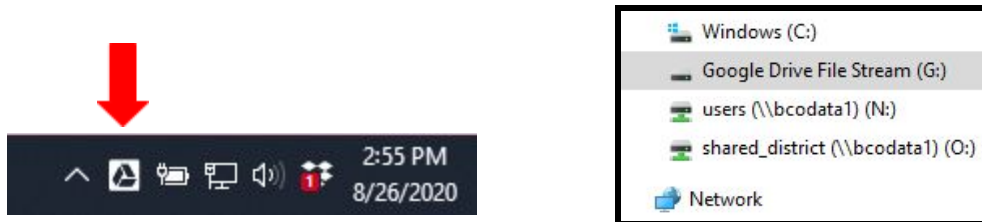
3. Scroll down and select "Download & install Drive File Stream". Click on the **DOWNLOAD FOR WINDOWS** blue button.



4. Save the *googledrivefilestream.exe* to your computer. Double-click and install the downloaded *googledrivefilestream.exe* file.
5. Sign in to Google Drive when prompted.

Access

- You can access Drive File Stream from the taskbar or inside Windows File Explorer as your G: Drive.



Transferring files from N: Drive

- *Drag and Drop File*
 - Open your N: drive in one window and open your newly installed G: drive in another window. Double click My Drive from your Drive. Drag the entire N:drive folder with your name into the new G: drive and drop it in. The transfer will begin automatically and will vary in time based on the size of your N:drive.

