Use Google Drive for desktop

Open, save and copy files from your Windows computer

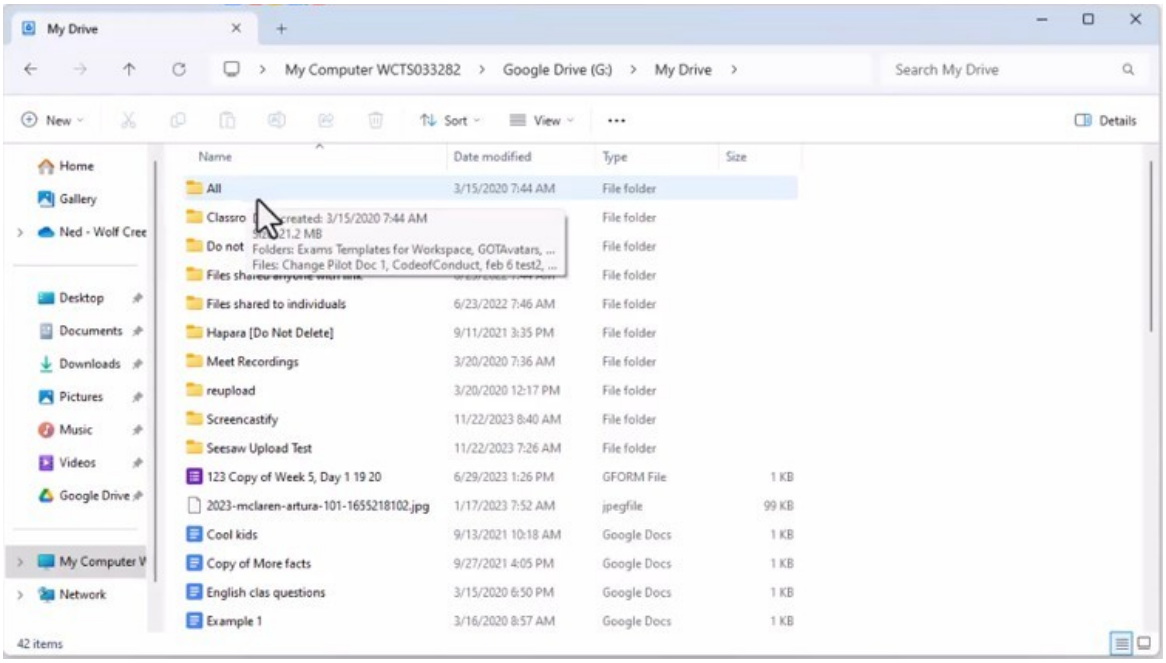
Use your **WCPS Google account** and an internet connection for setup and syncing. If Google Drive is missing or asks for installation permission, contact Technology Services.

STEP 1 Open Drive and check your account

Open **Start**, search for **Google Drive**, and open the installed app. If prompted, choose **Sign in with browser**, select your WCPS account, complete sign-in, and return to Drive.

STEP 2 Find your files in File Explorer

Press **Windows** + **E**. Select **Google Drive** in File Explorer and open **My Drive**, or a **Shared drive** you can access. Your drive letter and folder names may differ from this example.



WCPS Windows 11 example: Google Drive opens like a folder in File Explorer.

STEP 3 Open and save a file

Double-click a file to open it. **Google Docs, Sheets and Slides** normally open in your browser and save there automatically. **Word, Excel, PDFs and other files** open in an appropriate installed app.

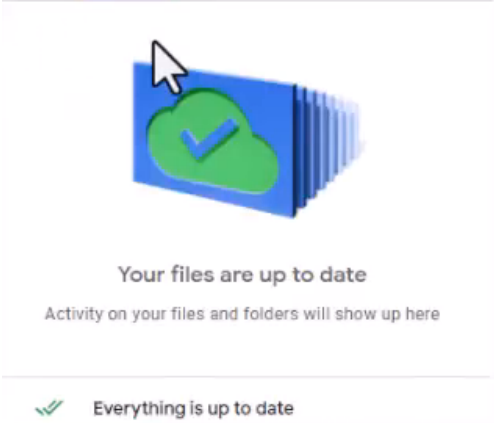
In a desktop app, use **Save** to update an existing file. For a new file, choose **Save As**, browse to the correct Google Drive folder, name the file, and save. A file saved only to Downloads or Desktop is not automatically in My Drive.

STEP 4 Copy existing files into Drive

In File Explorer, select the local files or folder and choose **Copy** (Ctrl + C). Open the intended folder in Google Drive and choose **Paste** (Ctrl + V). Keep the originals until you verify the copies. Check the destination before copying into a shared drive.

STEP 5 Wait for sync and verify the result

Open the **Google Drive icon near the Windows clock**; use the hidden-icons arrow if needed. Check the account and wait until syncing finishes. Resolve any errors. Then open Drive on the web with the same account and open the copied or saved file.



WCPS example of an up-to-date sync status; wording can vary.

Need files without internet? Prepare them while online. Google Docs, Sheets and Slides use Drive web offline settings. Other streamed files can be made available offline through Drive for desktop.

Screenshots are focused WCPS Windows examples. App layout and sync-status wording may vary.

Google: Use Drive for desktop

WCPS videos: Open Drive | Copy files (older) | Open/save (older)

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