



Drive

Backing Up Your Data Using Google Drive

Why should I use Google?

By utilizing your aurorak12.org account, you have unlimited storage, no need to worry about running out of room. You can also access your Google Drive anywhere in the world! This means you can get to your documents at home, on your mobile device or on vacation in Tahiti.

1. You can either start from www.google.com or www.drive.google.com
2. Select Drive from the “waffle” menu on the top right.
3. Click New. Select new folder.
4. Name the folder “Backup MM/DD/YY”.
5. Begin dragging and dropping documents to the folder. *Note: For easy organization, dividing desktop, documents, pictures etc. in different folders helps to locate them quickly.*
6. When the upload is complete, you will receive a message in the bottom right corner.