



Google Drive Download Instructions Downloading, Archiving, and Transferring Google Drive

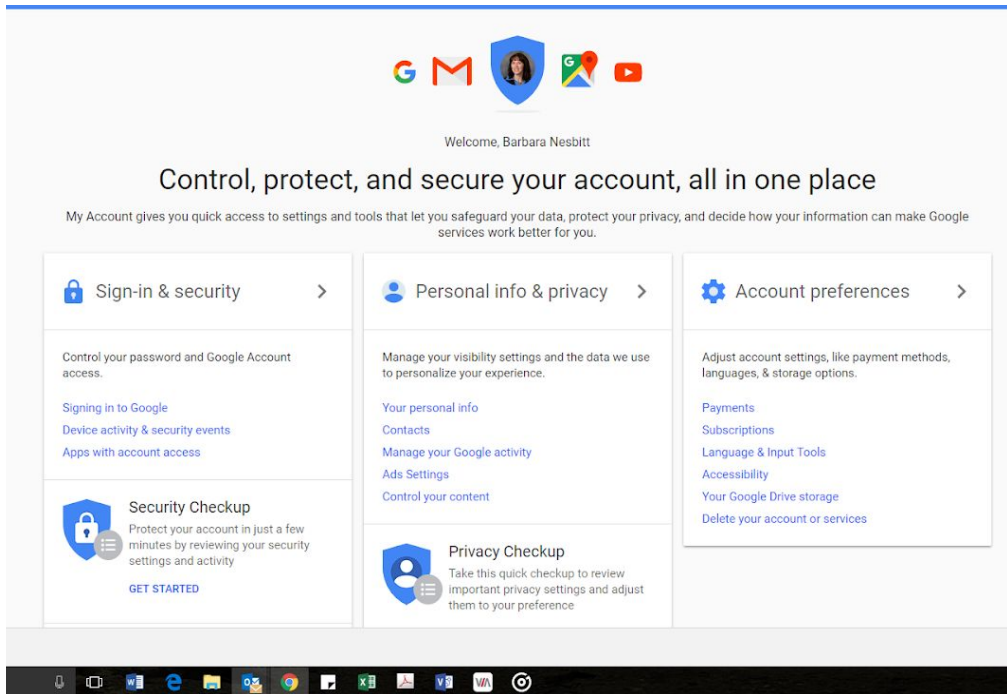
Downloading a Few Files/Folders from Google Drive

1. Go to **drive.google.com** and login with your SDPC username and password.
2. Select the files/folders you want to download. Hold CTRL and left click to select multiple files at once.
3. Right-click on the highlighted files/folders and click **Download** .
4. A zip file with the selected files will download automatically. On a Chromebook, the download will appear at the bottom right of your browser. Click Show in Folder to view the downloaded zip file.
5. At this point you can insert a flash drive or other external storage device and select and then copy the zip file to the flash drive.
6. On your personal computer, you will select the zip file and copy the file to your desired destination and then extract the files.
7. A video tutorial can be found here: <https://www.youtube.com/watch?v=pifeYu4sZIA>

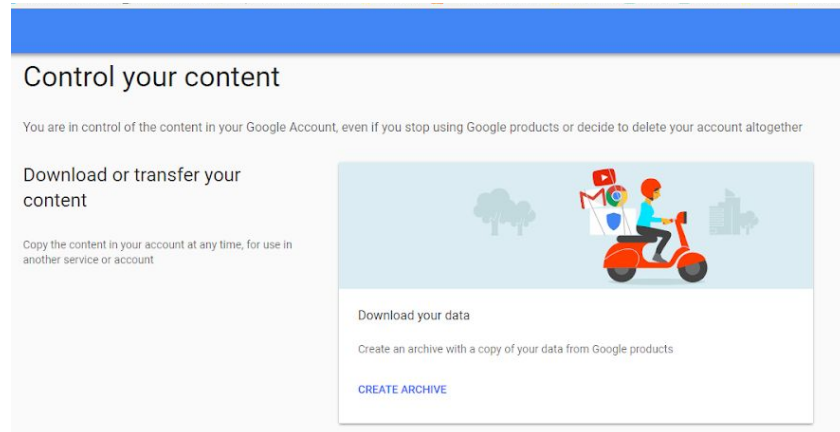
Archiving all of Google Drive

1. Go to **drive.google.com** and login with your SDPC username and password.
2. Click on your image and choose "My Account."

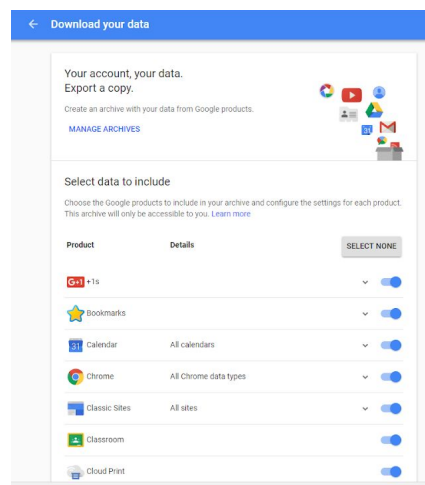
3. From Personal Info & Privacy, choose “Control your content.”



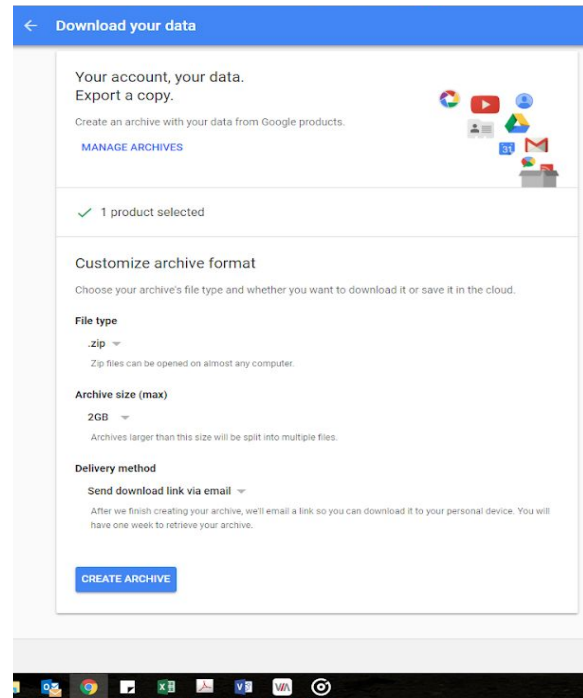
4. Choose “Create Archive.”



5. Choose which apps you will archive and click next.



6. You can customize the archive format. You will receive an email with a link to the archived files which is good for one week. This happens when you choose “Create Archive.”



7. A video tutorial can be found here: <https://www.youtube.com/watch?v=pipeYu4sZIA>

To Transfer Files to a Personal Google Account

1. Go to myaccount.google.com and login with your SDPC username and password. Alternatively, you can click on your image and choose “My Account.”
2. In the section labeled **Personal Info & Privacy** , click **Control Your Content** .
3. Scroll down to **Transfer Your Content** and then click **Start Transfer** .
4. Follow the on-screen instructions and enter your personal Google account information.
5. A step-by-step video tutorial can be viewed here:
<https://www.youtube.com/watch?v=c-mbvYDYIA4>