

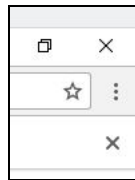
# Using Google Drive File Stream

## Step-by-Step Instructions

### (First Time Use or Password Change)

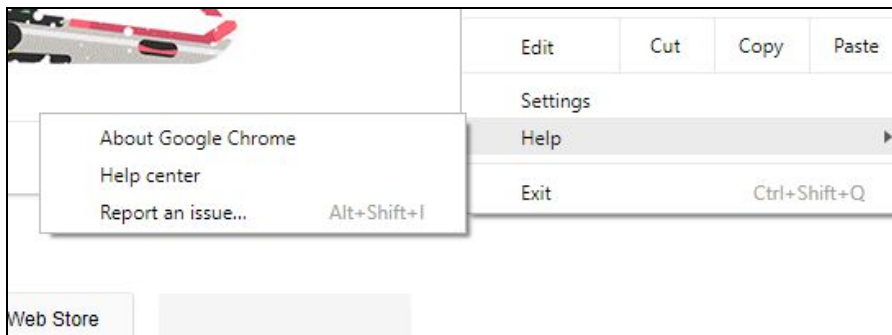


1. Double Click on the **“Google Chrome”** Icon on Desktop.

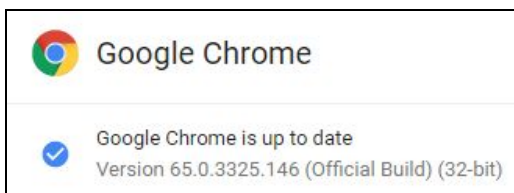


2. Click on the three-dots “:” in upper right corner of the screen.

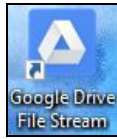
3. Scroll the three-dot “:” menu down to **“Help About Google Chrome”** :



4. ***Google Chrome will automatically update if it is not the newest version!*** If you have less than version 54 and it doesn't update, then please contact the ITS Department or fill out a Help Desk Request / Trouble Ticket :

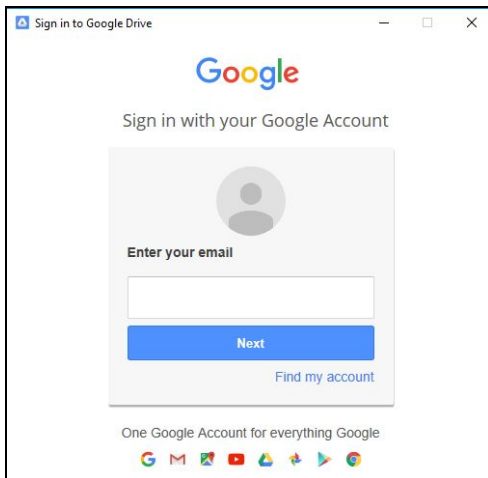


- When finished with Step 4 - Close the web-browser “**Google Chrome**” (Click X) and go back to the desktop :

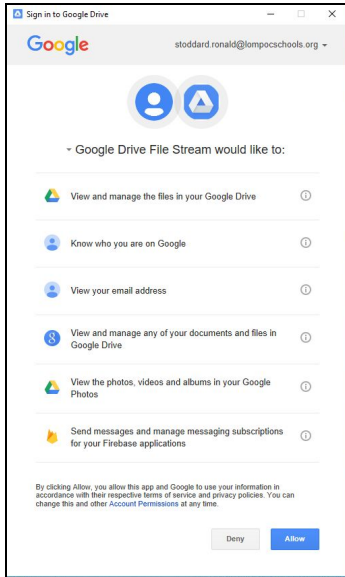


- Click on “**Google Drive File Stream**” on the Desktop.

- If prompted, log into your google account -  
“[LastName.Firstname@lompocschools.org](mailto:LastName.Firstname@lompocschools.org)” :



8. When Prompted click **“Allow”** when asked for extended permissions for Google Drive File Stream :



9. You now have a **“G:”** drive on your computer that you can save directly to Google Drive File Stream. *You shouldn't need to log into it again until there is an update to Google File Stream or your Google password is changed. Please keep this document in a safe place for instructions if you need to log in again.*

