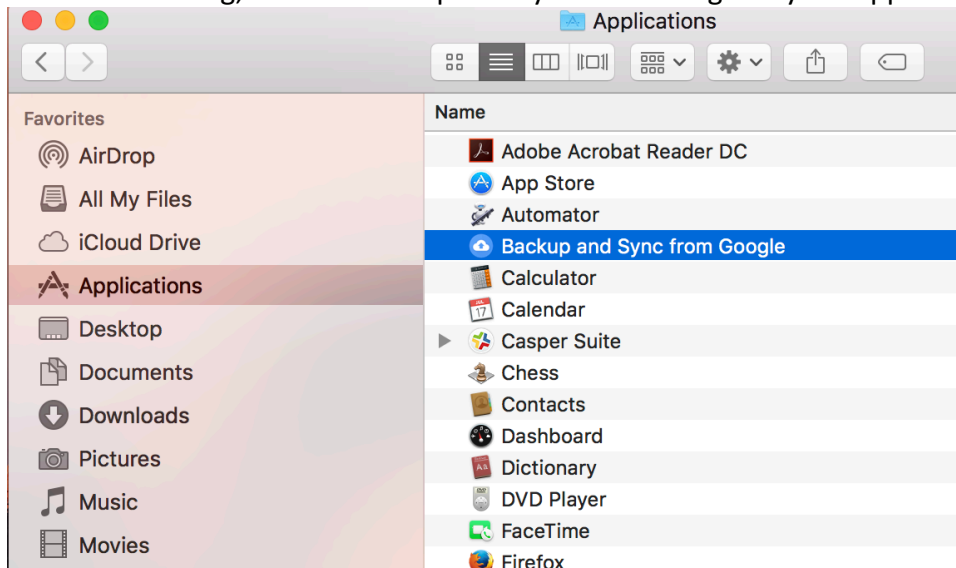


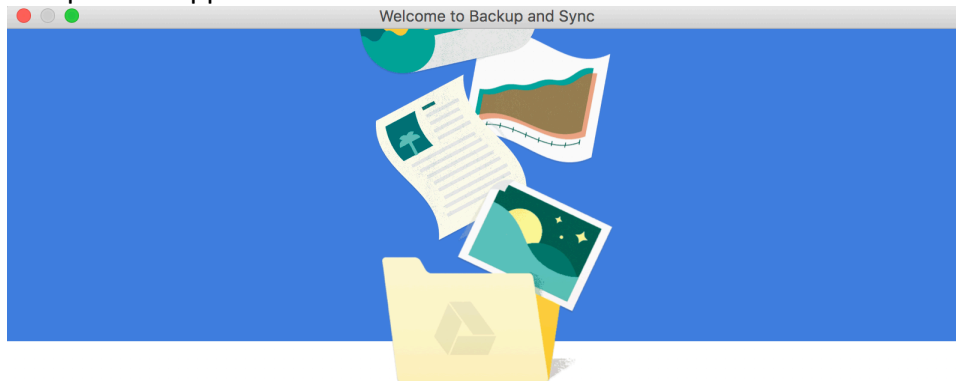
## Back up and Sync By Google

This is the new app that expands the Google Drive app. With Backup and Sync, you can select to have your documents, desktop and photos automatically backed-up and sync. Additionally, you can sync items stored in your online Google Drive to your computer.

1. Install Backup and Sync By Google from Self Service
2. After installing, look for Backup and Sync from Google in your Applications folder.



2. Open the app and click Get Started



### All of your files at your fingertips

Backup and Sync safely stores content from your computer in Google Drive

GET STARTED


### 3. Log in to your school Google Account

Welcome to Backup and Sync (Step 1 of 3)


1 Sign in

2 My MacBook Pro

3 Google Drive



Sign in with your Google Account




Next

[Find my account](#)

[Create account](#)

One Google Account for everything Google




Welcome to Backup and Sync (Step 1 of 3)


1 Sign in


2 My MacBook Pro

3 Google Drive



Sign in with your Google Account






efriesen@bacards.org

Sign in

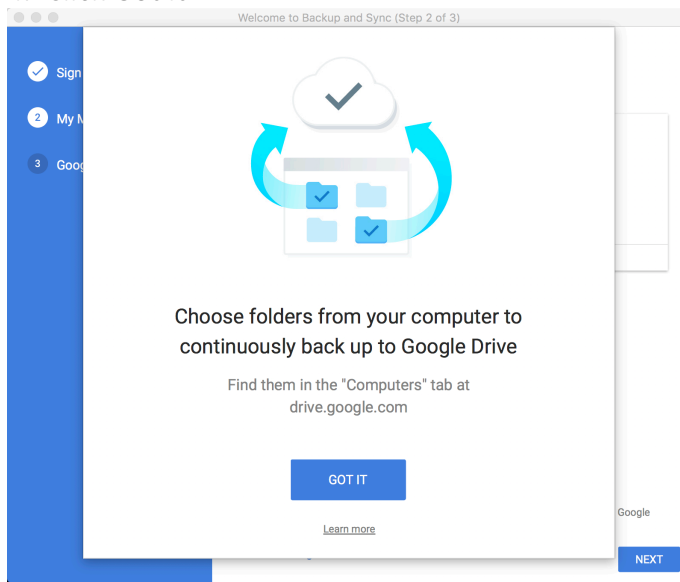
[Forgot password?](#)

[Sign in with a different account](#)

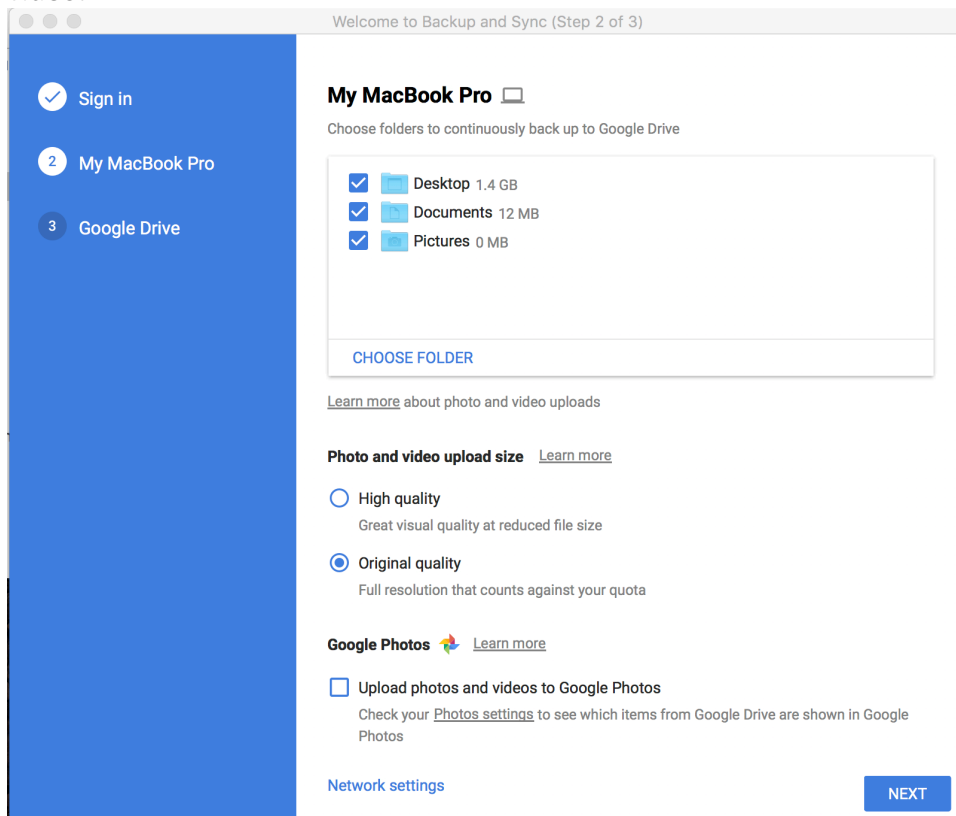
One Google Account for everything Google



#### 4. Click Got It

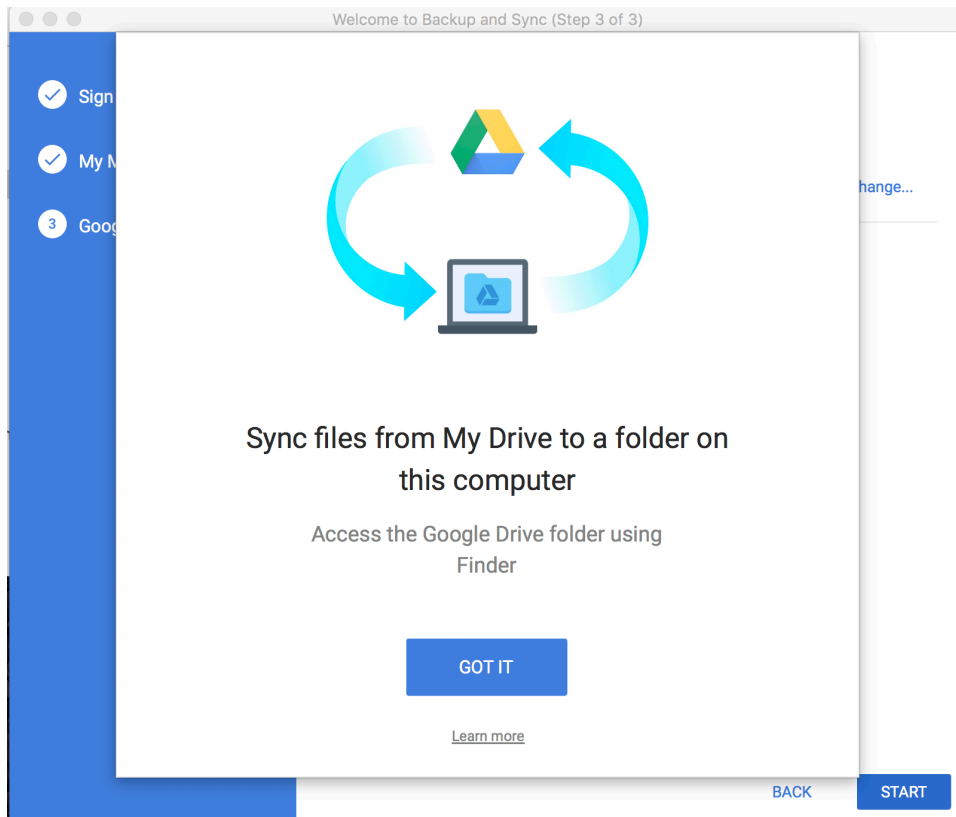


5. Check the folders on your computer you wish to backup and sync. You can edit your computer name if you are going to use with multiple computers. Check options for photos and video.

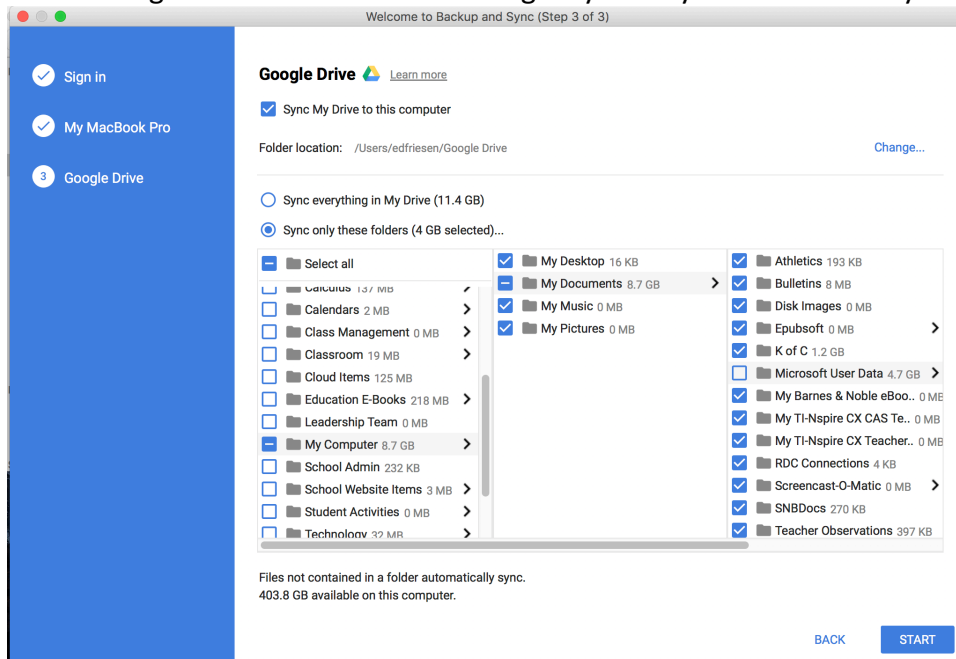


Note: Your BA Google drive account currently allows for unlimited storage. Should Google change terms and place a quota on our storage, Original Quality photos will count against that quota while High Quality will not.

6. You can also sync files currently stored in the cloud Google Drive locally to your computer. Click Got It.



7. Check the items from the cloud you wish to sync locally to your computer. Be careful – your online Google Drive has unlimited storage – you may not be able to sync every cloud item.



8. Click Start. Back up and Sync will begin to sync in the background.

9. You will be able to access the folders that you checked off for Backup and Sync in the cloud Google Drive by clicking on the Computers tab.

