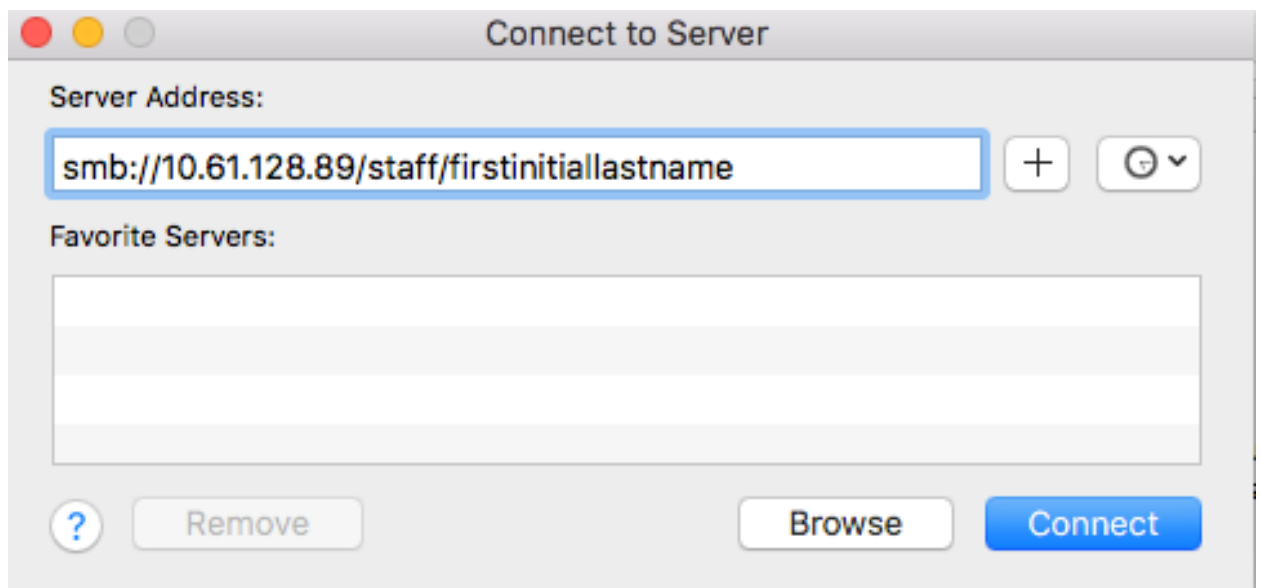


Quick backup to Google Drive from H: drive

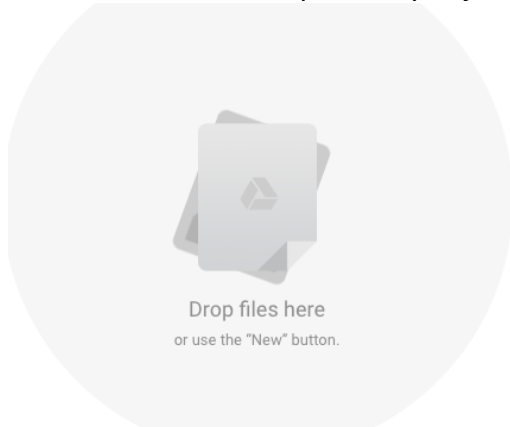


1. Open Google Chrome
2. Go to drive.google.com and login with your Clark County email address/password.
3. Click an empty spot on your desktop background (you may need to minimize or resize your Chrome window). It should say "Finder" in the upper left of the screen on the menu bar.
4. Press command-K, or alternatively click on the "Go" menu above and choose "Connect to Server."
5. Enter `smb://10.61.128.89/staff/<username>`, inserting instead your username (which in this case is firstinitiallastname, e.g., John Smith would be `jsmith`).



6. It may ask for user name and password to log in, or it may load automatically if you chose to save your credentials when you last logged in. Use the same login name (first initial last name) and your password to login in to the H Drive server. After a moment, a new window with your files/folders will appear.
7. Check for the files/folders you want. Anything you don't want will be deleted, but don't move anything you no longer want or need. Resize the window so you can see both Chrome and the Finder window with your H: drive contents.

8. Back in Google Drive in Chrome, click New and choose Create New Folder. Name it Mac Backup or something similar.
9. Double click the backup folder you just created. The screen should look like this:



10. Now drag and drop the files/folders you want from Finder into Google Drive. It will begin the upload process. If you have a lot of files, this may take some time!
11. When you have finished, double check the contents of the Google Drive folder to see that it has the items you want.