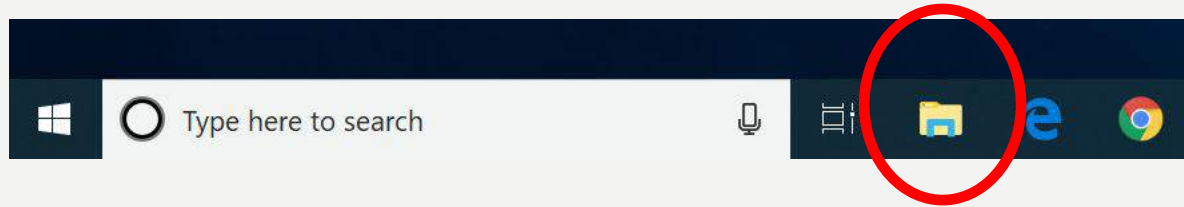


How To Copy Your H: Drive Files To Google Drive

(Windows 10)

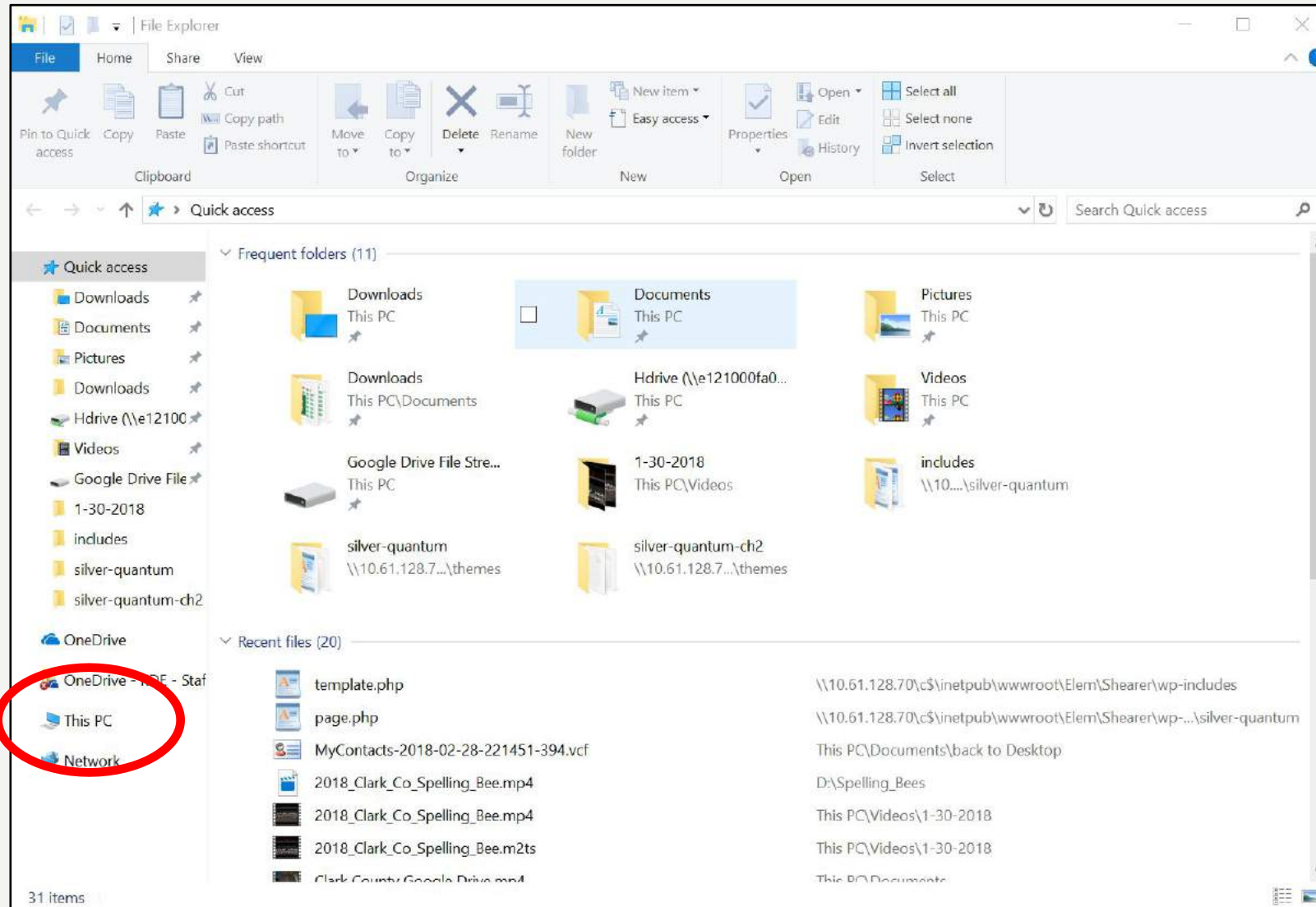
Using the Web

1) Open File Explorer

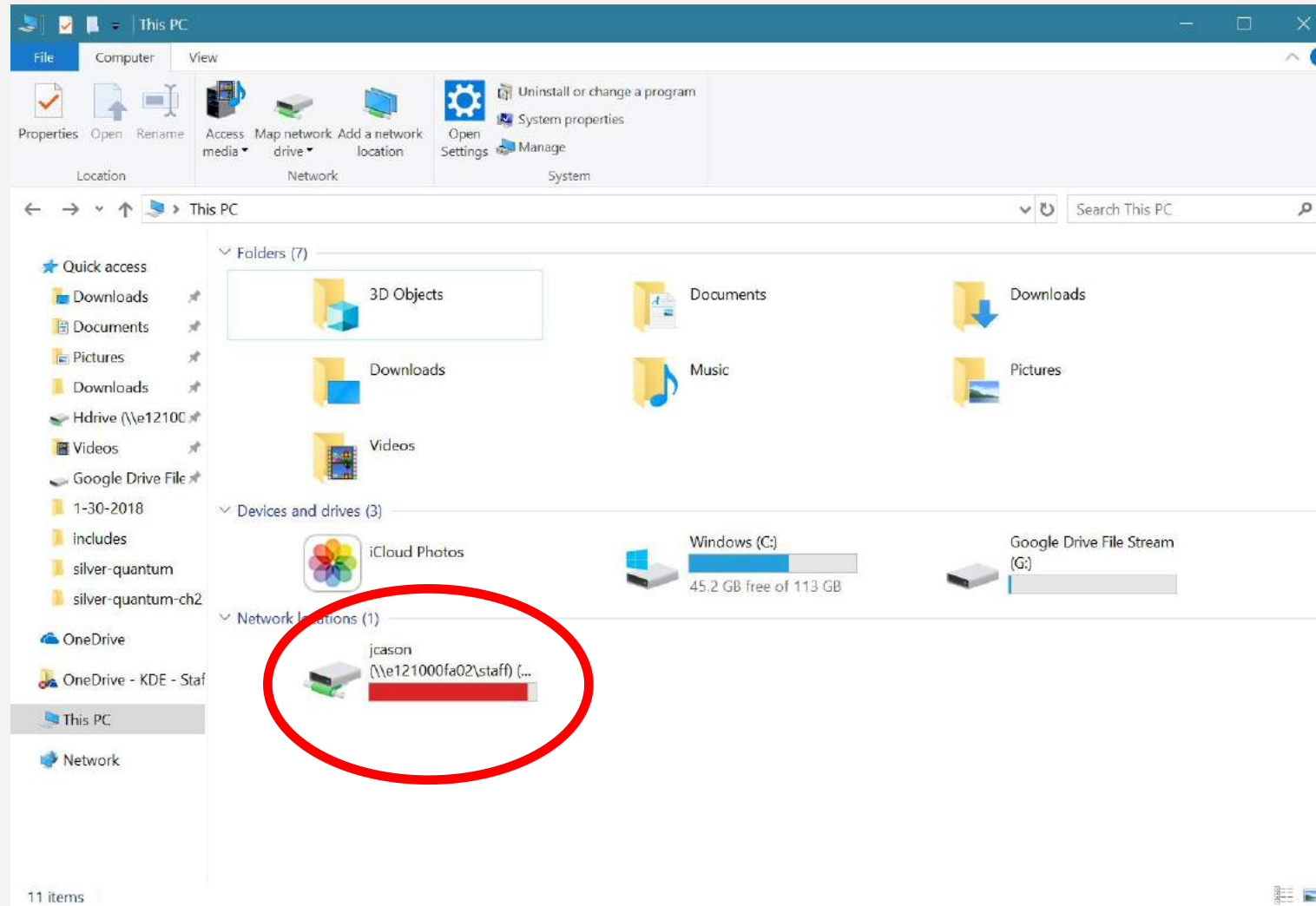


(If you don't see that folder icon at the bottom, just type "File Explorer" in the white Search box)

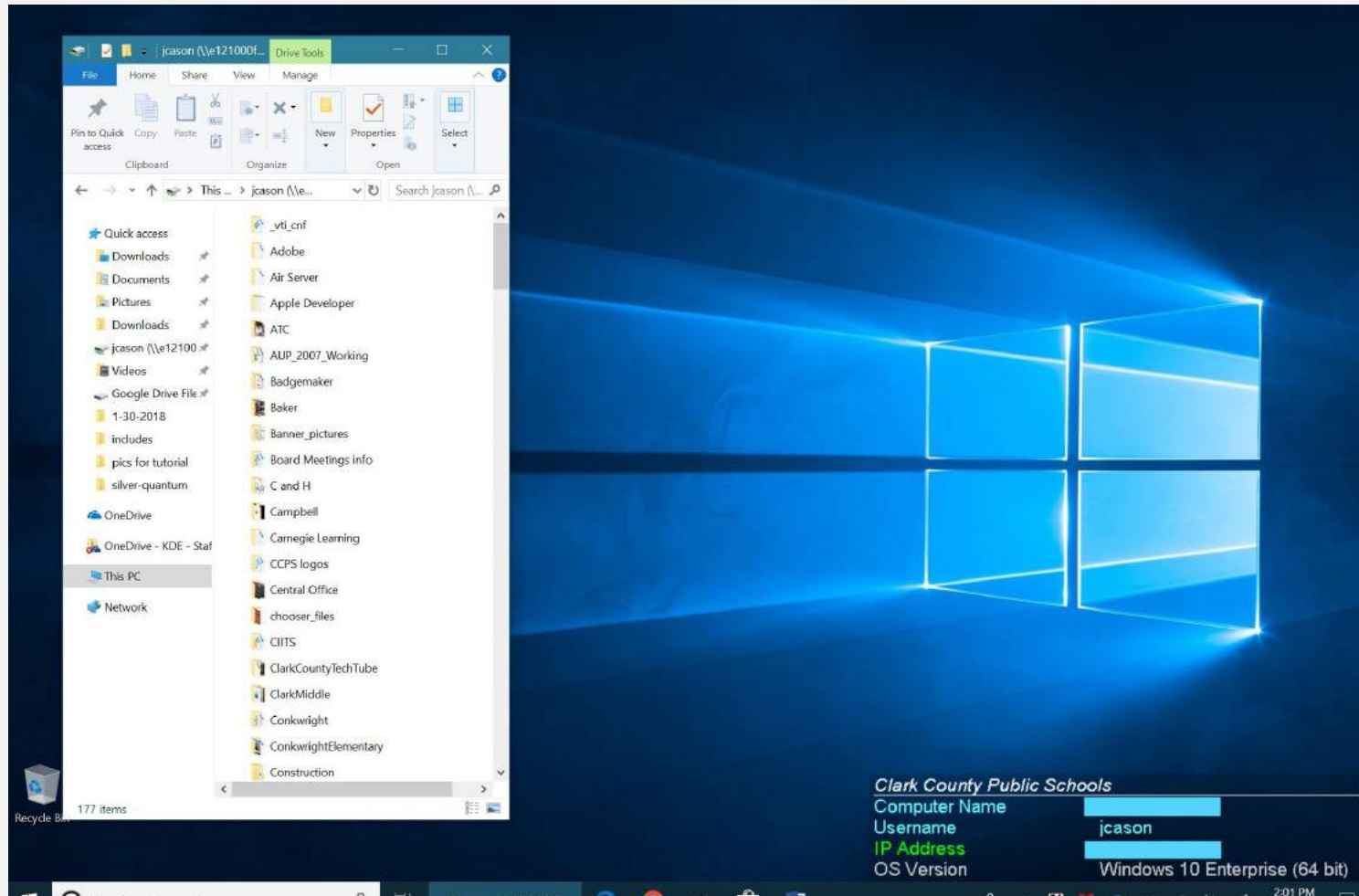
2) Click “This PC”



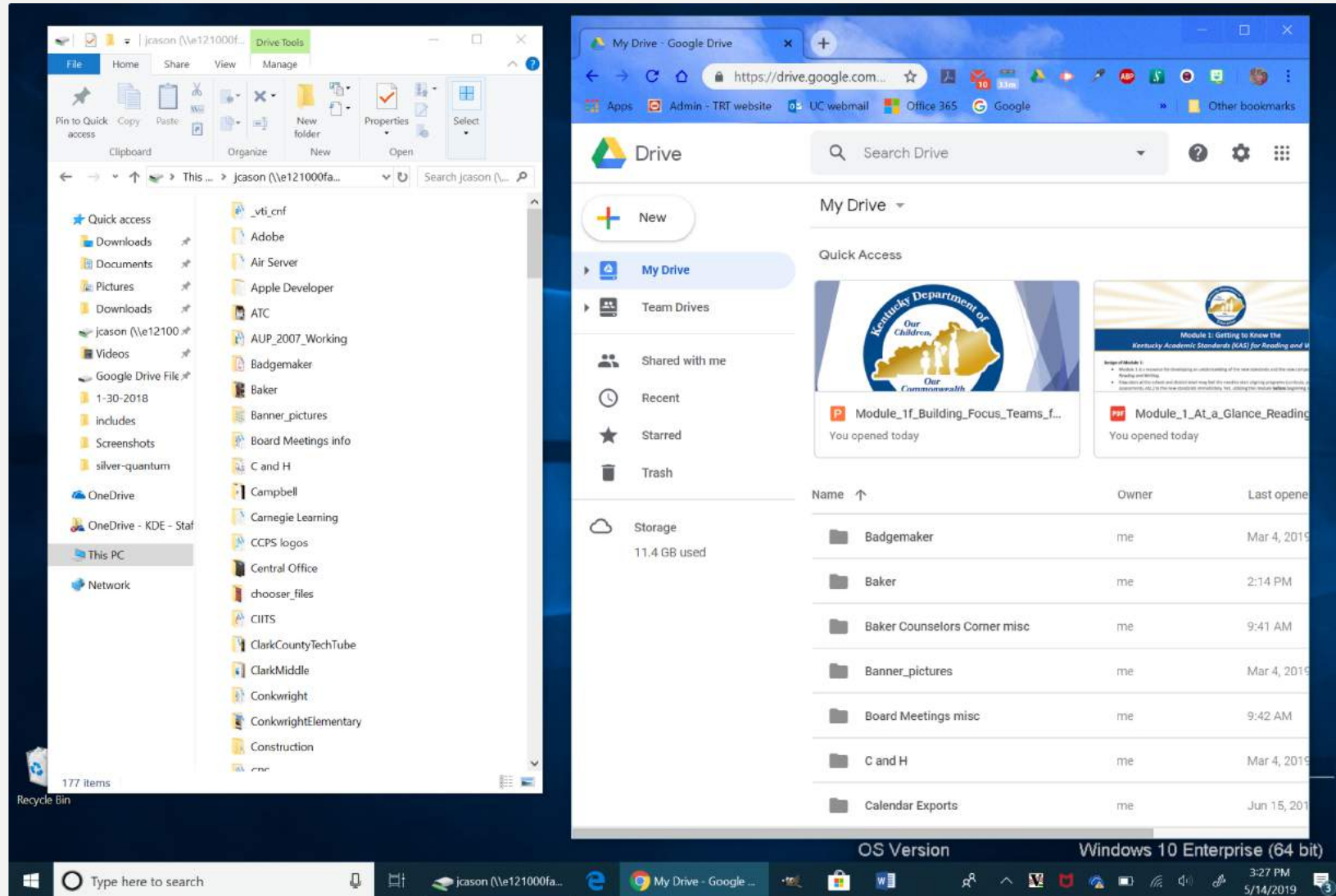
3) Open your H: Drive



4) Drag the side of the window to make it narrower

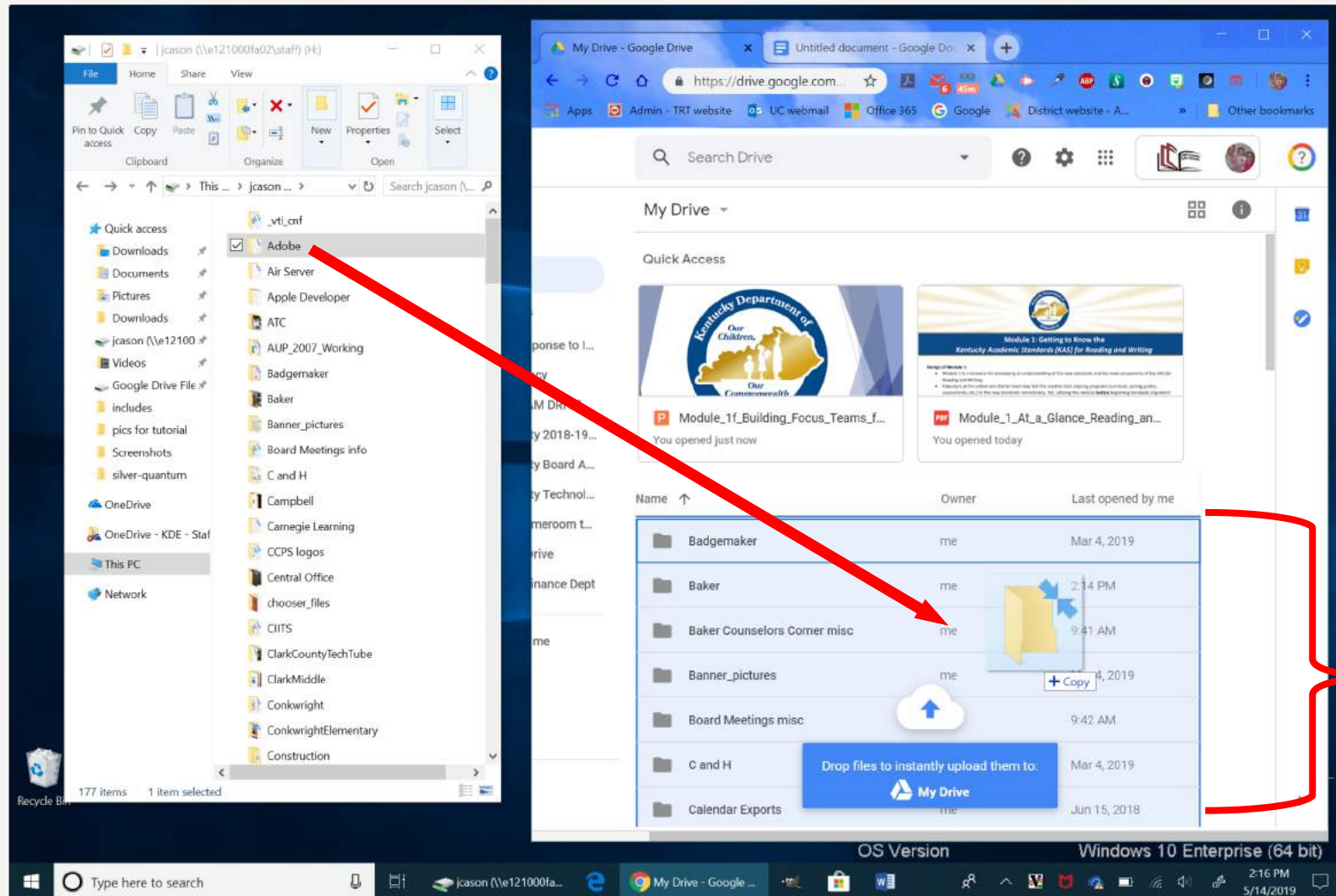


5) Open your Google Drive in Google Chrome, and then drag its side to make it narrower, also



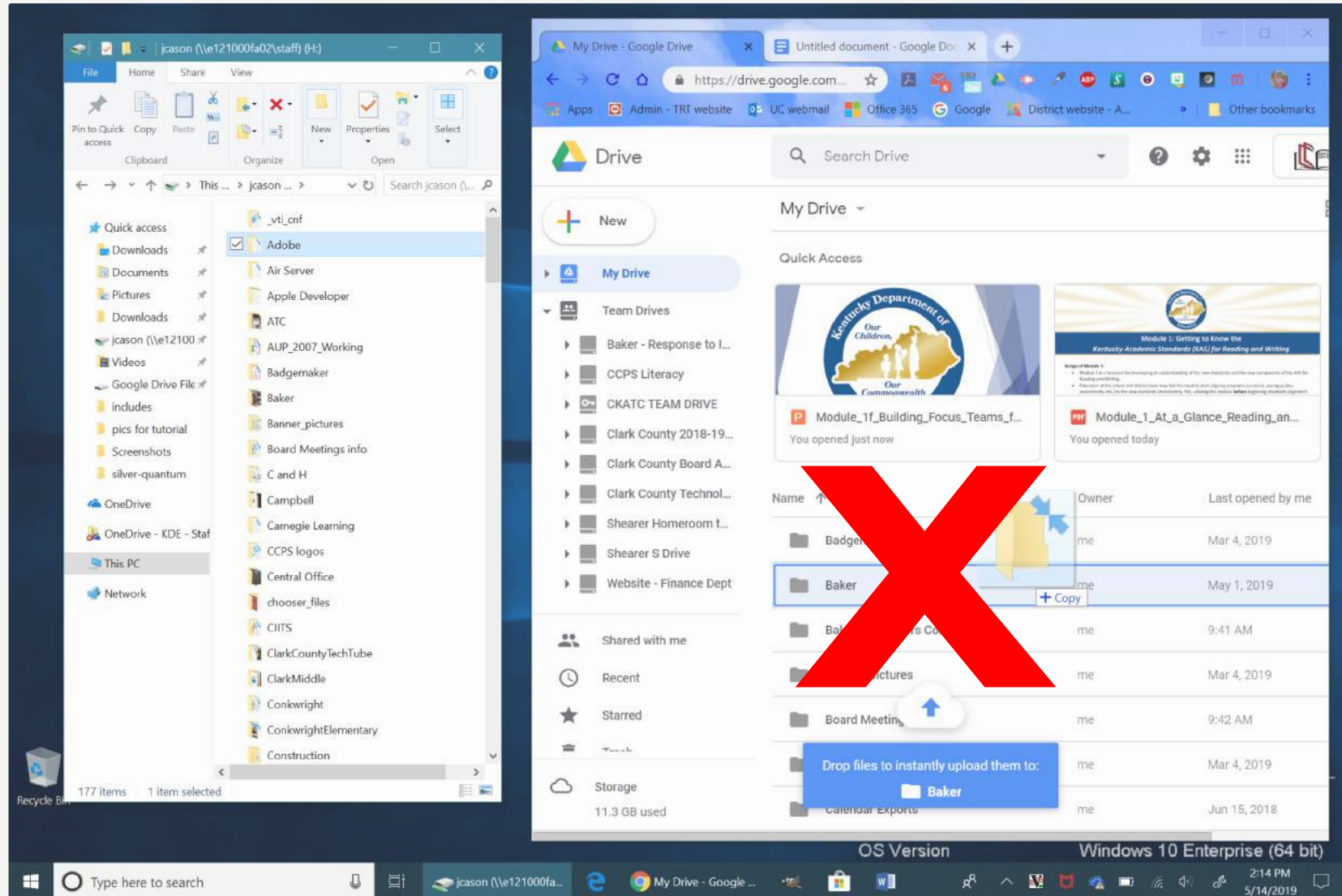
You now have 2 separate windows, side by side

6) Drag each H: Drive folder into Google Drive. Make sure to **not** drag into an *existing* folder!

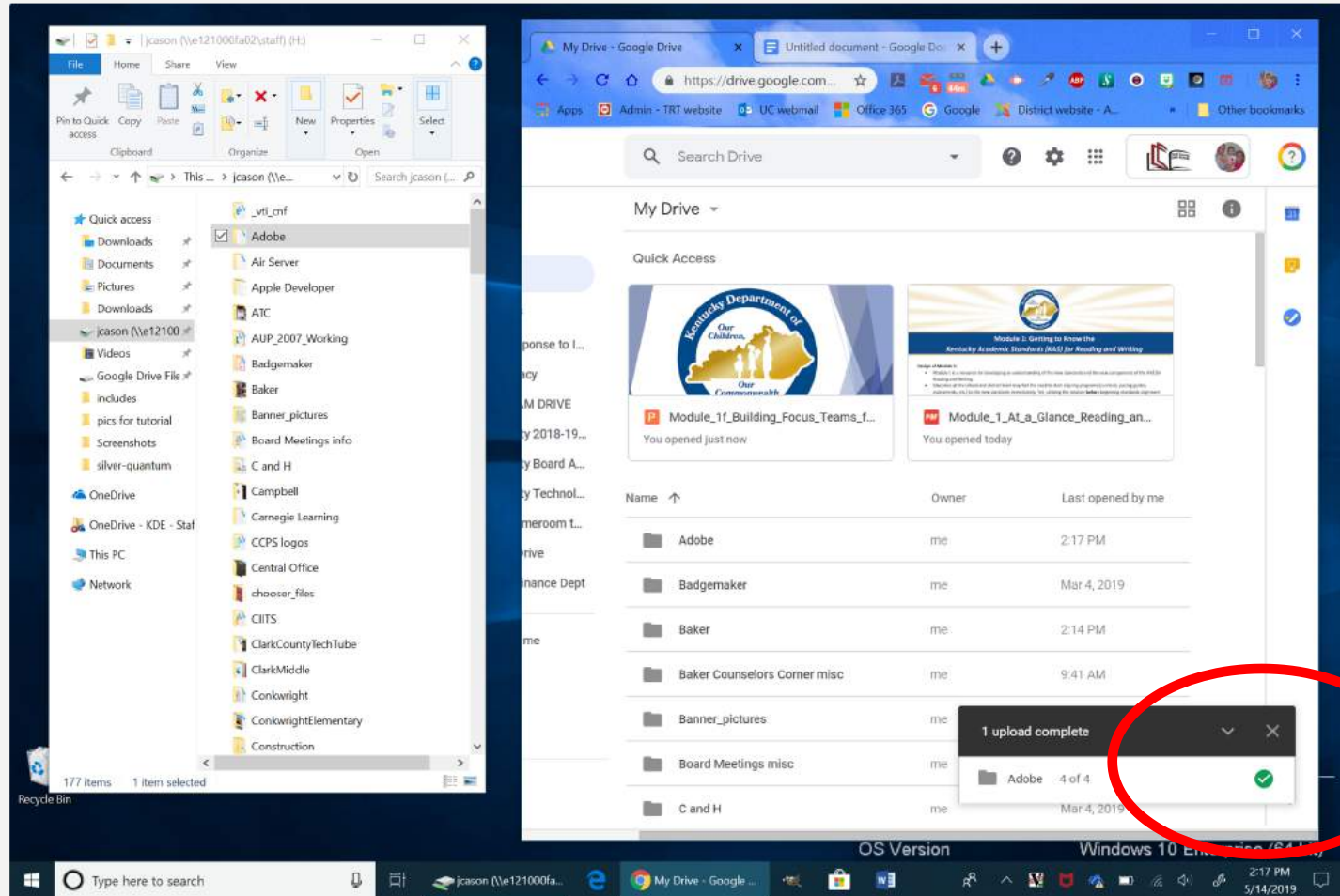


You should see this large light blue box as you let go of your mouse

In this image, I'm dragging in to an *existing* folder...
you probably **don't** want to do that!



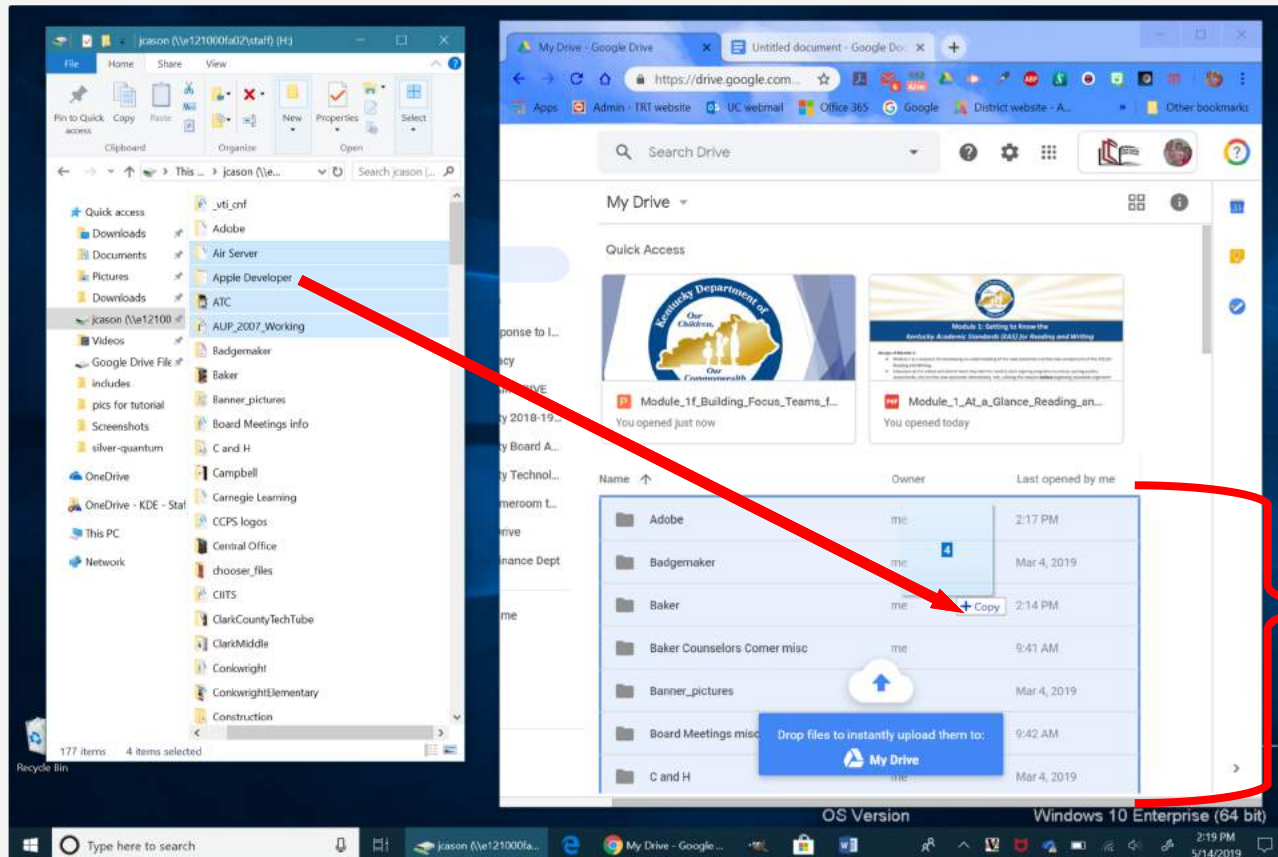
7) When you see the green checkmark, the upload is complete



8) To drag over multiples files at once:

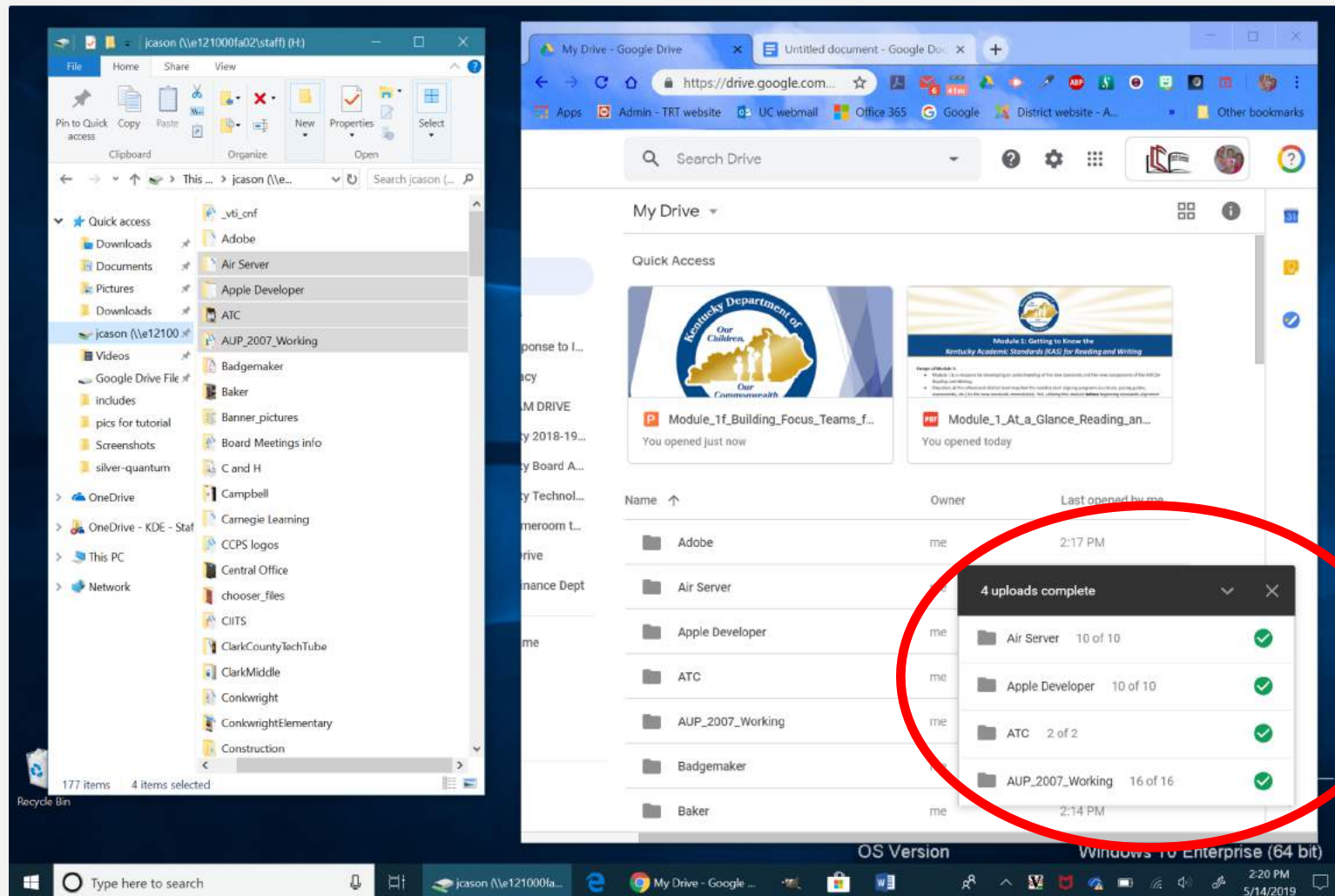
In your H: Drive...

- Click your first file
- Hold down your Shift key
- Click the last file
- Now drag to Google Drive

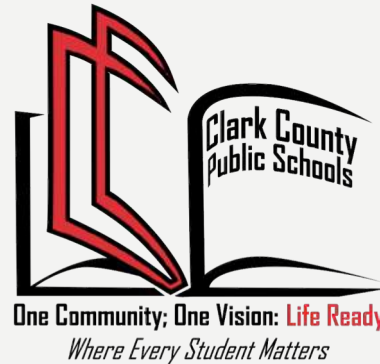


Again, you should see this large light blue box as you let go of your mouse

If you have a lot of files, it may take a while before you see all green checkmarks!



Questions?



justin.cason@clark.kyschools.us

kerry.elliott@clark.kyschools.us

chris.mcclellan@clark.kyschools.us