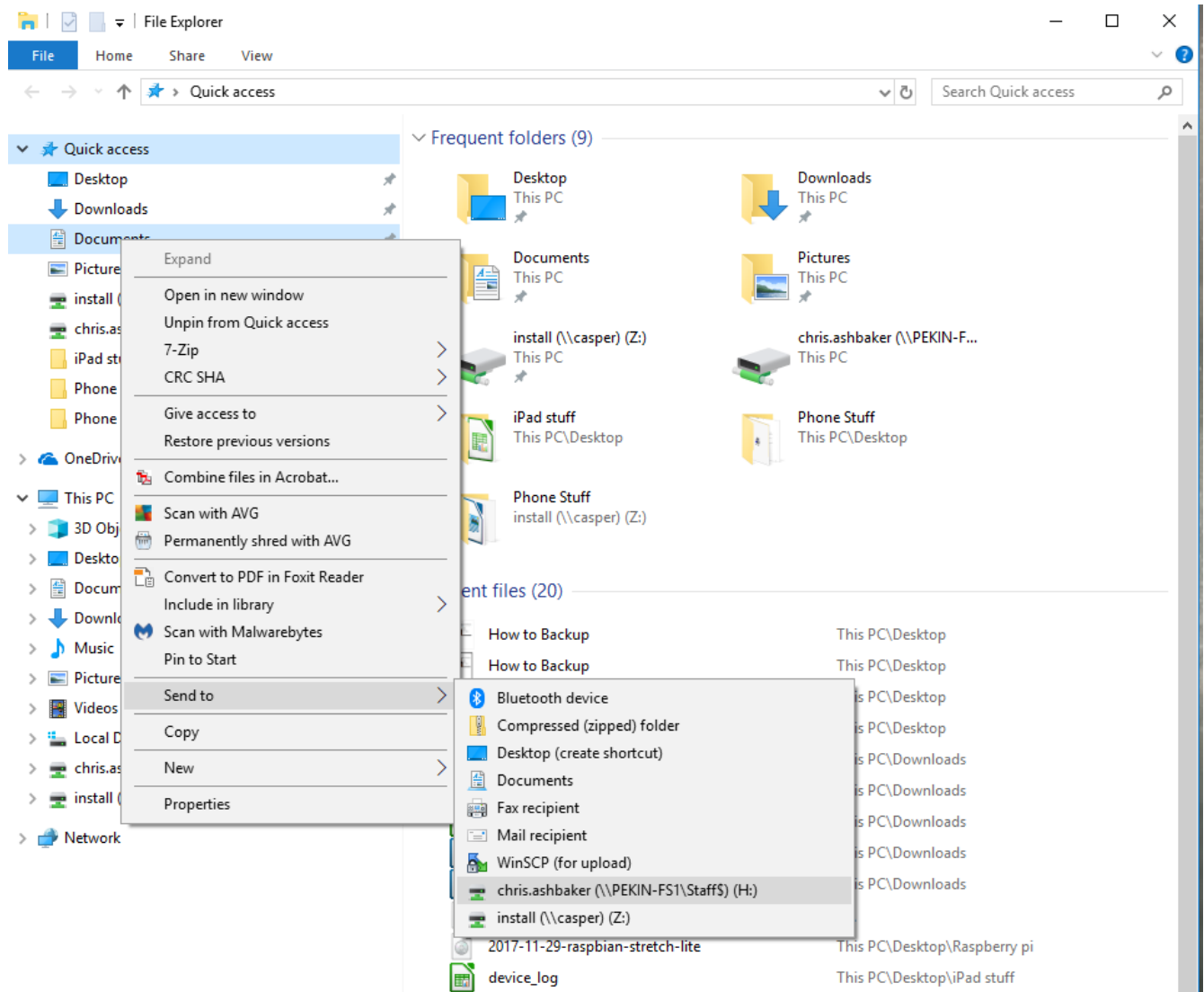


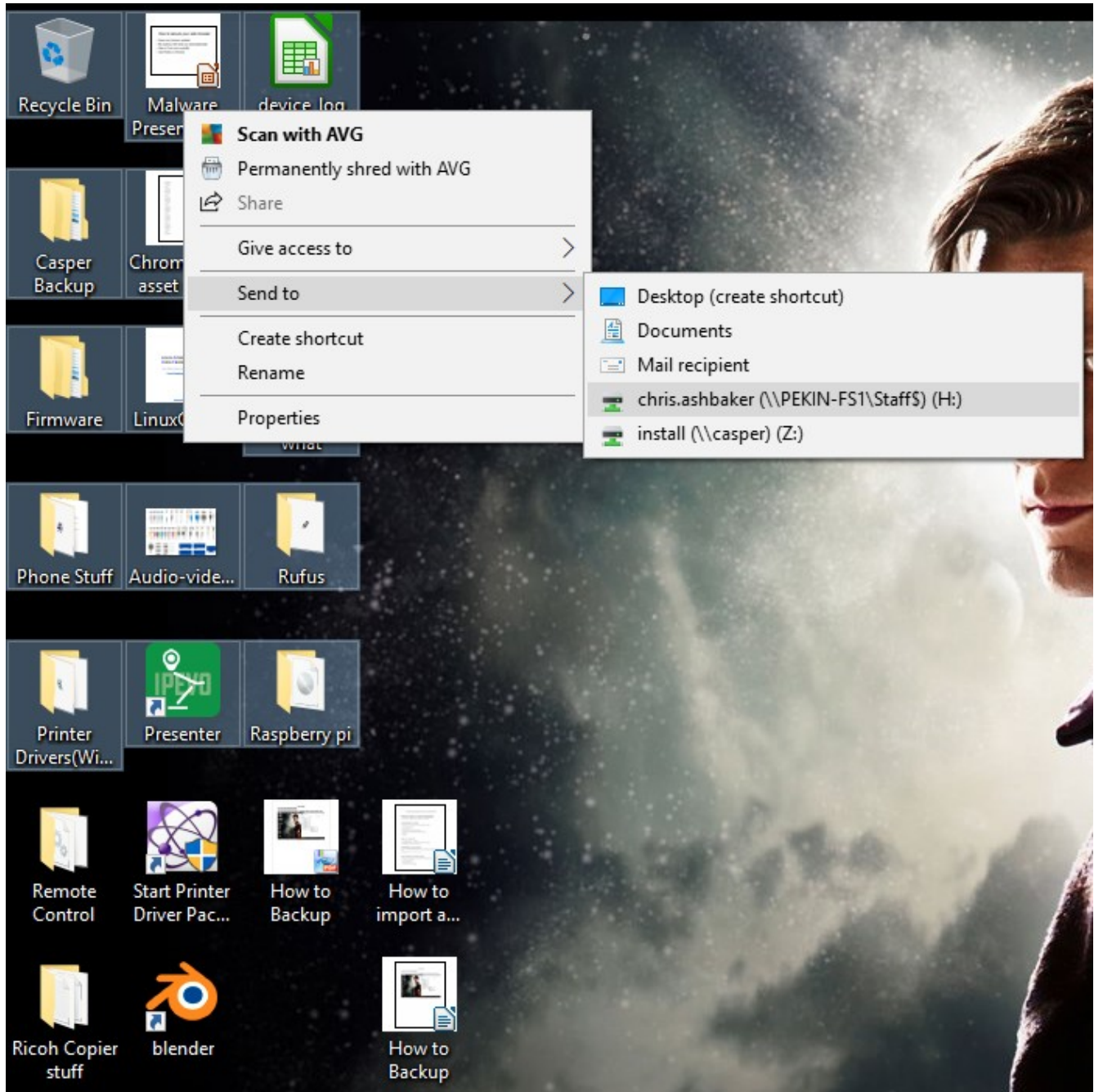
How to Backup

Using your H: Drive (firstname.lastname):

The easiest method would be to right click on a file, folder, or directory and send it directly to the H Drive. The figure below shows how this is accomplished.



The above method works with files, folders, and directories. Multiple items can be moved at the same time (say, if you wanted to move some, but not all of the items on your desktop)(See below). Select all the items and then right click.



How to Back up using Google Drive:

The most straight forward way to do this is with the Google Chrome browser. This works with other browsers, but the interface will look a bit different. For the sake of this document, I will show how it looks in Google Chrome.

Open Google Chrome.

Go to <https://drive.google.com> and login with your District issued Google Account

Your drive will most likely look pretty empty unless you previously have used this method to back things up for yourself.

Drag-and-drop is supported by the browser and Google Drive, so you can drag files from your computer to the browser window and drop them into Google Drive for backing up. The figure below illustrates this concept.

