Installation and Setup of Google Drive for Students on a Windows PC

Purpose:
This guide will lead you through the Google Drive Installation and Configuration.

Pre-requisites:
1) ODU Student Gmail account
2) Internet Connection Preferably Broadband or High speed.
3) Basic understanding of Windows explorer and file movement (copying, moving, and locating).
4) A system running Windows XP or higher
5) You can only synchronize a single Google Drive account to any physical Windows device. (This is important to note for people that may share a computer or have more than one Google account.)

Installing and Configuring Google Drive
1) Open your Internet Browser (Internet Explorer, Chrome, or Firefox)
2) Go to http://monarchs.odu.edu and log into your ODU Student Email Powered by Google
3) Login using your ODU email account and password.
4) Once you log in, if you have both a student and a faculty or staff account you will need to select which one you are using from the radial button selections to finish the login procedure.
5) Once you have logged into your Email account click on the “Drive” option in the menu bar across the top – you will see the follow screen.

Welcome to Google Drive!
To get started, install Google Drive on your PC. Then, add files to Google Drive on your PC and they’ll automatically sync to My Drive.

Install Google Drive for PC

6) Click on “Install Google Drive for PC” (Other Devices are supported but are not in the scope of this document).
Google drive is available for a PC, Mac, Android, or iPhone/iPad device.

7) Click on “Download Google Drive”.

8) After you read and accept the “Terms of Service” click on “Accept and Install”.

9) If prompted, accept the prompt to install the Google Drive.

10) Locate the “Google Drive” shortcut on your Programs Menu List.
11) Click on Google Drive to sign in.  
12) Enter only your ODU email account. **DO NOT enter your password at this time.**

13) Click on “Sign in”.  
14) You will be redirected to the ODU Shibboleth login page. Enter your MIDAS ID and password to log in.  
15) If you are a student and a faculty or staff, at the ODU Shibboleth login page select the radial button for your student account. Click OK.  
16) Click “Next”. 
17) Before beginning a sync of your files you can click on “Advanced setup” to review the default settings being used.

Google drive will automatically copy and keep synchronized all files contained in the folder: C:suser\<username>\Google Drive. Adding, modifying or deleting any files in this directory will automatically get replicated to Google Drive whenever you are logged in.

You can specify other directories to keep synchronized if you prefer to keep your files elsewhere.

18) After making any necessary changes click “Start Sync”.
This will synchronize all your files between Google drive to your local computer.

19) After the sync is complete a folder will open to your Google Drive sync folder or you can open Windows Explorer and click on Favorites to see your Google Drive folder.

20) Once you open the Google Drive folder you can drag and drop your files into your Google Drive.
When you drop the files in to the folder you will see a “Blue double arrow” icon on it meaning it is in the process of synchronizing to the Google “cloud” drive. If there is a “Check Mark” on the file it has been synchronized with the Google drive.