I. Logging into Google Apps from your Web Browser

1. Go to any of Google’s affiliated websites (except for Gmail).
   - https://accounts.google.com/
   - https://drive.google.com
   - https://plus.google.com
   - https://docs.google.com
   - https://groups.google.com/
   - https://www.google.com/calendar
   - http://www.youtube.com

2. At the login prompt, enter your full user@odu.edu email address and leave the password blank, then click sign in.

3. You will then be redirected to ODU’s Shibboleth authentication page where you will need to log in with your MIDAS ID & password.

4. Once you are logged in, the authentication credentials will hold across Google’s integrated apps. For apps such as YouTube, you may need to sign in again, repeating the process described above. Some desktop & mobile apps such as Google Drive & Google Plus also support this log in method via Monarch-Key.

(Note: If you have both a faculty/staff and student account you will be prompted with an option for which account you would like to log into.)
II. Google Drive App for the PC/Mac

You can also download the Google Drive App (available at https://drive.google.com). With Google Drive for your PC/Mac, you can easily sync files from your local computer to My Drive so you can access them on your mobile phone, tablet, or any computer with an internet connection.

Once you have downloaded & installed Google Drive for the PC/Mac, when you run it for the first time it will ask you to sign in.

Enter in your full username@odu.edu email address, leave the password blank, and then click sign in. Google Drive is fully shibbolized, so just repeat the sign in procedure from Section I.

Once you are logged in, Google Drive will go through setup where it will create a local folder. Anything you put in that folder will be synchronized up to Google. You can also specify an existing folder in the advanced options.
Accessing your Google Drive: Taskbar

Once it is setup, Google Drive will appear in your taskbar. If you right click on the taskbar icon for Google Drive, you can open the folder on your computer, check preferences, and see how much of your 5 GB space you are using.

Accessing your Google Drive: Windows Explorer

Any files placed in the Google Drive on your computer will be sync’d with your Google Drive on the web.

Sharing Files

You must set the permissions to share files in your Google Drive with others from the Google Drive website (https://drive.google.com), as there is no option to do it directly from your computer.

IMPORTANT: Do not post anything with personal or sensitive information to Google Apps, such as social security #’s, credit card info, birthdates, etc.

III. Google Apps On Your Mobile Device

Google Apps can be used from IOS devices such as iPhone / iPad, or from Android based phones or tablets. You will need to download the Google+, or Google Drive apps from the app store in order to use them.

Once downloaded & installed, you log into them like you would through the web: sign in with your username@odu.edu address, but leave the password blank. You will then be redirected to the ODU Shibboleth login page. Then log in with your MIDAS ID & password, as described in section I.

Once the App is installed on your mobile device files shared within Google Drive can be downloaded to your device, and files you create on the device will be uploaded to the Google Drive cloud.

Warning: When you sign into Google Plus, it will prompt you if you want to turn on instant upload for your photos. While this can be a great way to backup photos that you have taken, it can also easily lead to uploading embarrassing photos as well. You may want to be very careful if that option is enabled.