

USER

GOOGLE DRIVE

Backup and Sync

GUIDE

SciencesPo

GOOD TO KNOW

WHAT IS BACKUP AND SYNC?

It's a real time synchronization tool that works both ways (from your computer to Drive and vice versa).

WHAT ARE THE BENEFITS?

- Make files stored in My Drive folder (on Drive) automatically available **off-line**
- Facilitate online file transfer and back-up by simple drag and drop
- Give direct access to Drive using your local file explorer (Windows Explorer or Finder on Mac)

HOW TO USE IT?

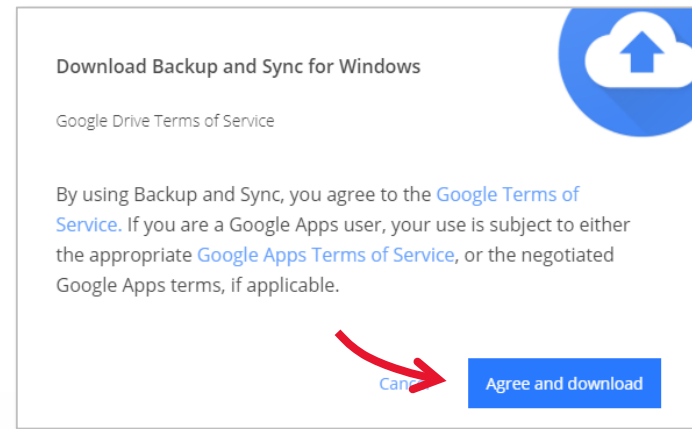
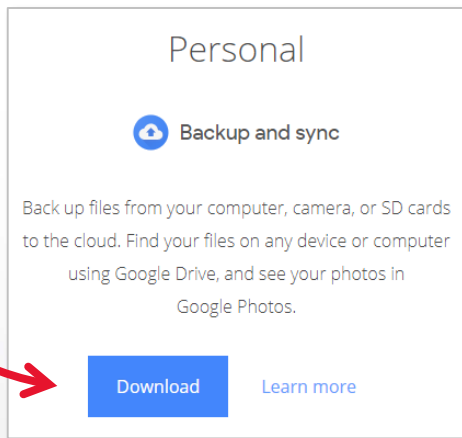
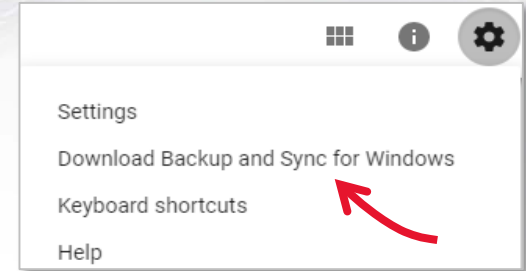
First, [install \(P°3\)](#) Backup and Sync on your computer. Then, [sign in with your Sciences Po account \(P°4\)](#). A « Google Drive » folder will be created on your computer and synchronization will begin! You can then [explore & use your Google Drive files locally \(P°5\)](#).



Be careful, Backup and Sync is the new Google Drive local application. First you need to [uninstall your old version of local Google Drive Application \(P°6\)](#).

INSTALL BACKUP AND SYNC

- 1 On Google Drive, click on the Settings button
- 2 Click on «Download Backup and Sync»
- 3 Click on « Download », then on « Agree and download »



- 4 Run set up program and follow step by step instructions

Backup and Sync's icon will appear in the system Tray of your computer:

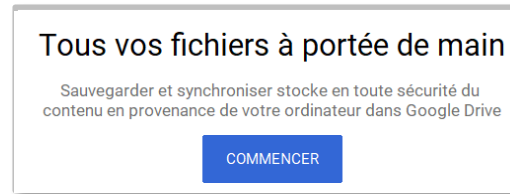


CONFIGURATION

SIGN IN USING YOUR SCIENCES PO ACCOUNT

Once the tool is installed, you must sign in with your Google Sciences Po account to activate the synchronization on your computer Drive files.

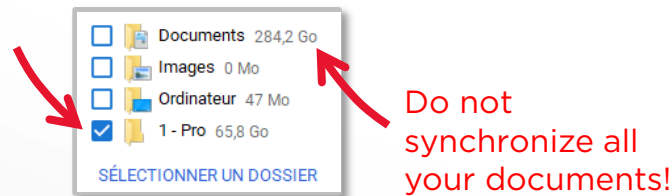
- 1 Right click on the icon in the system Tray, then click on «Start»



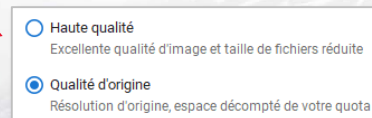
- 2 Follow the 3 step settings:

- 1 Fill in your Sciences Po e-mail address and your password

- 2 Choose local folders to synchronize on Google Drive



Choose picture and video quality



- 3 Choose Synchronize My Drive on the computer and specify which folders to synchronize

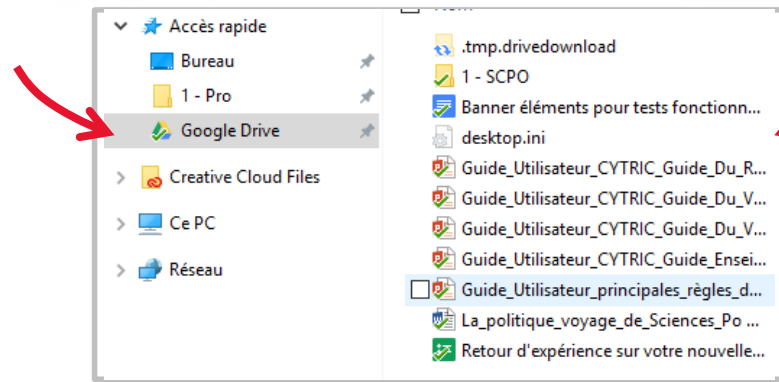


USE BACKUP AND SYNC

WHERE ARE THE SYNCHRONIZED FILES ON MY COMPUTER?

When the settings process is done, a new folder is added to your hard drive. You can access it using the exploration tool:

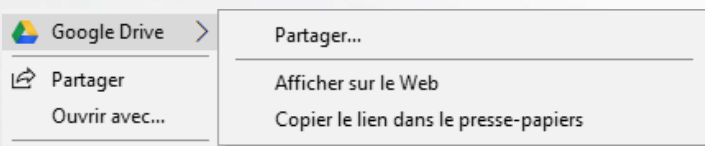
Your Google Drive folder locally



Synchronized folders/files

HOW TO USE BACKUP AND SYNC?



You can backup your on-line files by a simple drag and drop in your Google Drive folder (or subfolder). By default, the same sharing options will apply to the local folder.



Right click on a synchronized file will allow you to modify sharing options or to open the file in the web interface

ADDITIONAL INFORMATION

HOW TO UNINSTALL THE OLD GOOGLE DRIVE APPLICATION?

- 1 Go to the control panel
- 2 Click on «Programs and Features» 
- 3 Click on « Google Drive », then on « Uninstall » 
- 4 To uninstall, follow the instructions

WHAT ABOUT DRIVE FILE STREAM?

It is another a Google backup and synchronization application. 2 main differences with Backup and Sync:

- It allows you to synchronize Team Drives
- By default, off-line Drive files work is not available: file by file settings are required

FOR MORE INFORMATION...

Search [support's Google pages](#)

Any technical issues: contact the Sciences Po Helpdesk
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