

Instructions for storing online data on Google Drive

Google Drive is an online data storage service that many users choose to use. You can log in to your account anywhere, with any device and feel secure about the quality of data security after uploading.

Online storage services are growing with OneDrive, Dropbox or Google Drive. Users do not need to spend too much time storing data, but can access them more quickly even on the phone through a synced account.

Google Drive is Google's online storage service that allows 15GB of free storage. If you already have a Google account, you can use Google Drive immediately to download and secure your data. How to use this service is quite simple, fast download speed does not take too much time. We can access services and find the data we need at anytime, anywhere, on any device. In particular, Google Drive security capabilities will make you feel secure when using. Join the Network Administrator to learn how to store data with Google Drive service.

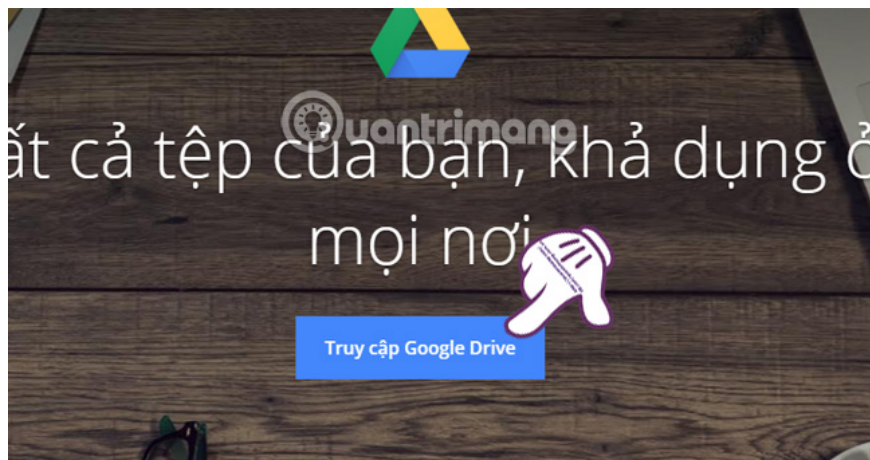
Note, you need a Google account to use this Google Drive service.

1. Store data with Google Drive online:

Step 1:

You can access the link below to log in to Google Drive via your Google account.

<https://www.google.com/drive/>



Step 2:

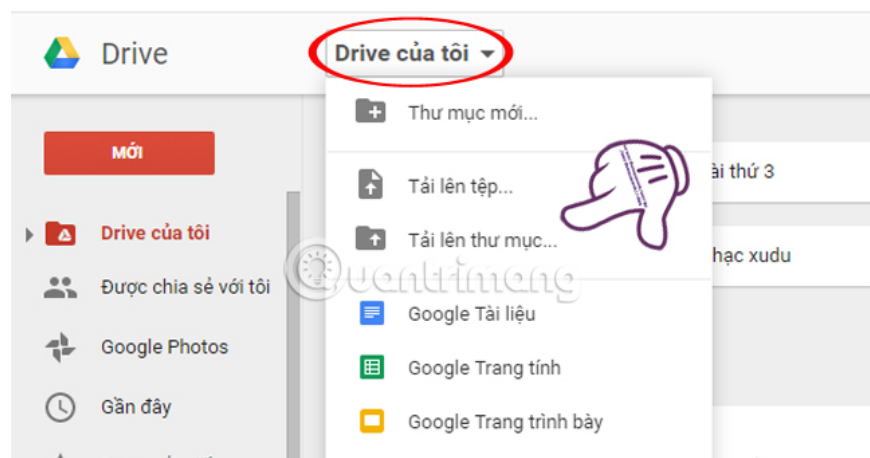
Soon, you will be logged into your Google account. Click **Login** .



Step 3:

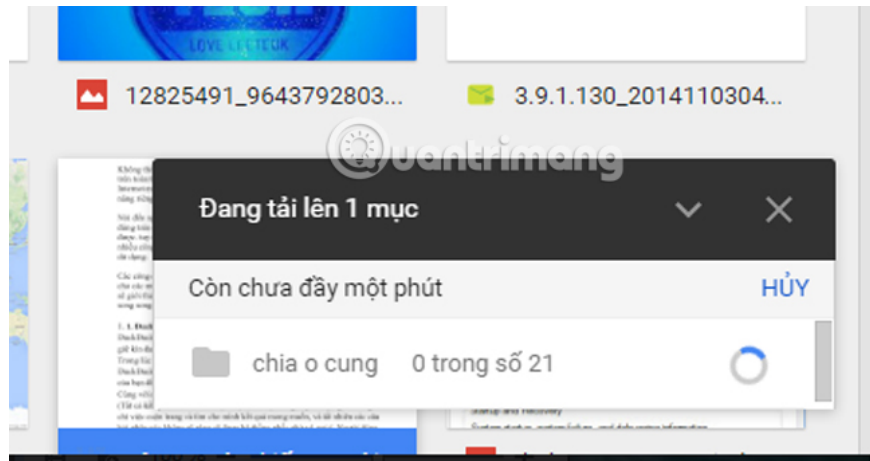
The Google Drive interface appears. To upload the folder, click on **my Drive** section. There will be many options for you here:

1. **New folder** : create new folder in Drive.
2. **Upload file** : download file from computer.
3. **Upload folder** : download the folder in your computer.



Step 4:

Once you select the file type, Google will proceed to download the file. When the traces appear in each file, it means the process of uploading files to Google Drive is completed.



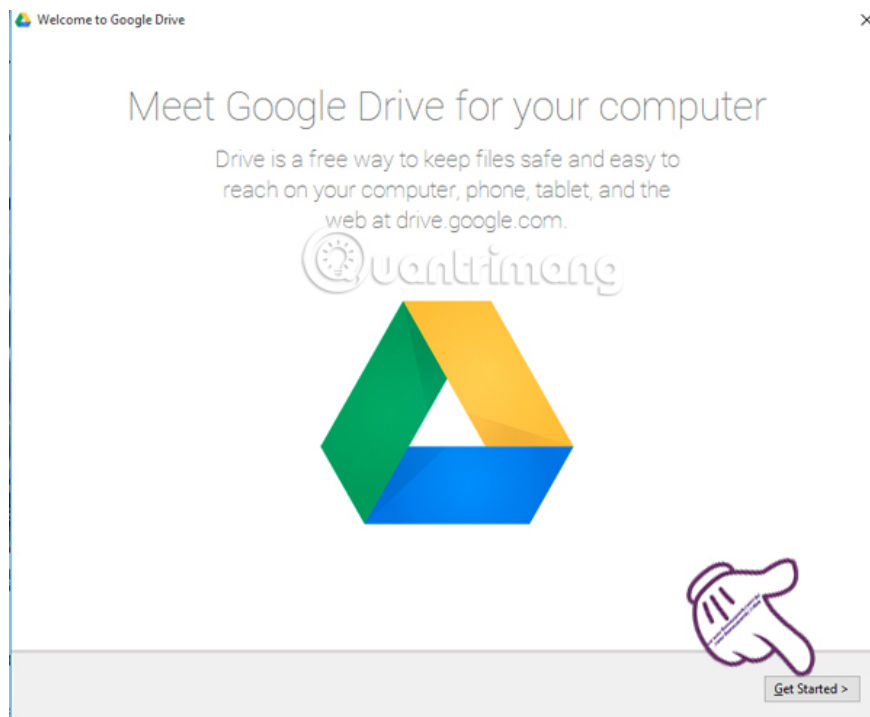
2. Install Google Drive on your computer:

Step 1:

You download Google Drive to your computer and install it.

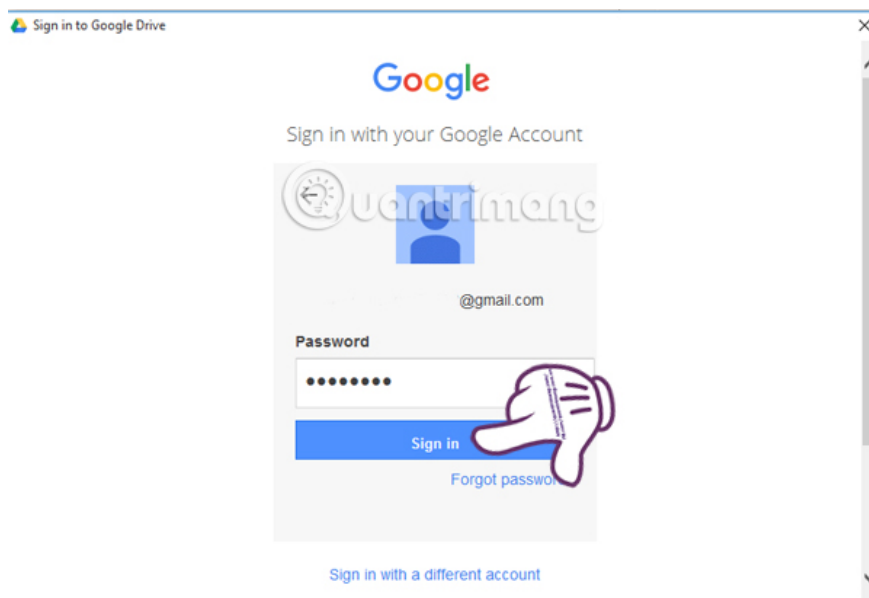
Step 2:

After installation is complete, you will see a new window appear as shown below. Click **Get Started** to proceed to set up Google Drive account on the computer.



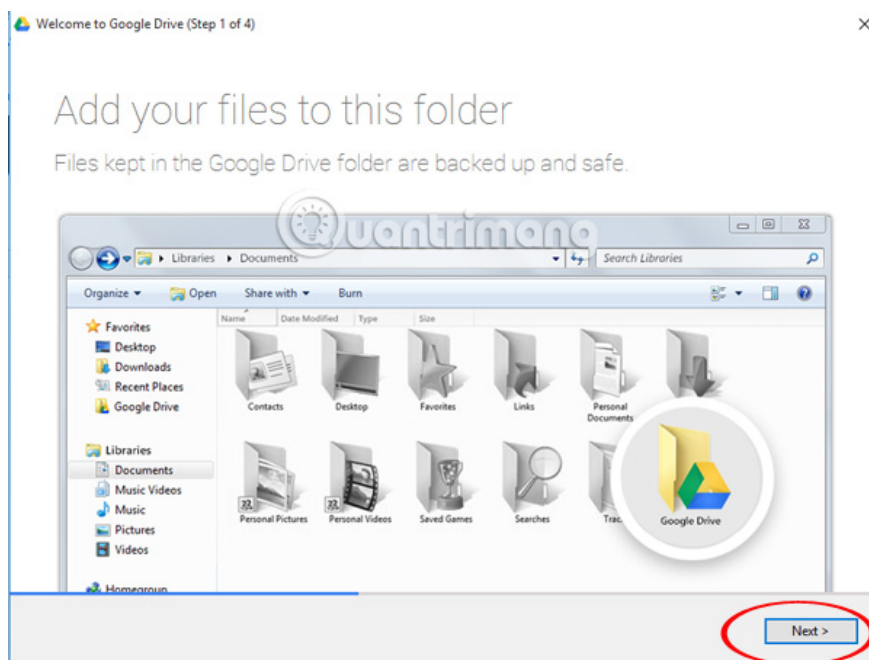
Step 3:

A new window appears. Google Drive requires you to **log in to your personal Google account** to continue using. Click **Sign in** to login.

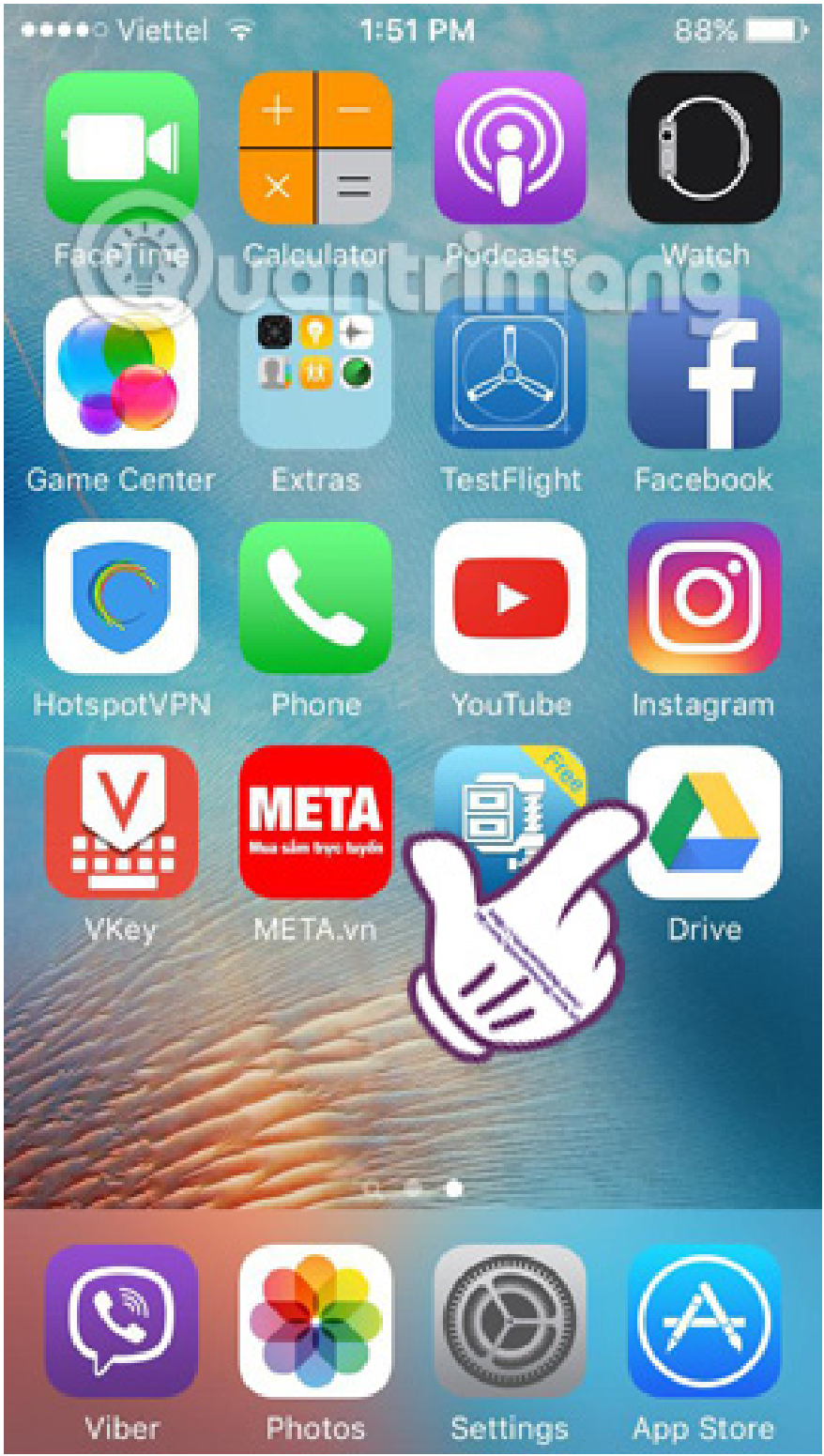


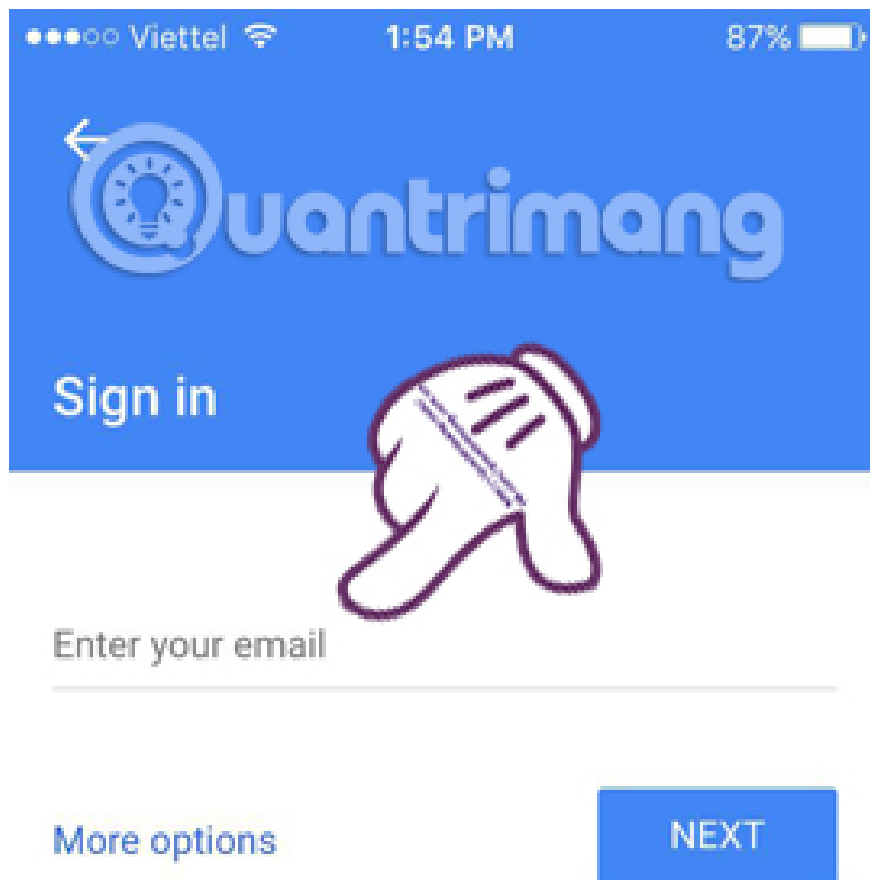
Step 4:

Window introducing features of Google Drive. Click **Next** to continue.



So we have completed the steps to set up Google Drive on the computer. As soon as you download the folder on Google Drive online, the folder will be automatically synchronized with the computer.





Step 2:

As soon as you successfully login, the data will be synchronized as if you used Google Drive on your computer. To download files from your device, we click on **the plus symbol circle** .



My Drive



Organize files with drag & drop

Touch and hold any file to select it.



Quantrim

GOT IT

Folders

↑ NAME



ảnh nền



bài thứ 3



cat bà



nhạc...kyun



Nhạc EXO



Nhạc xudu



picture



quản...ạng



văn bản



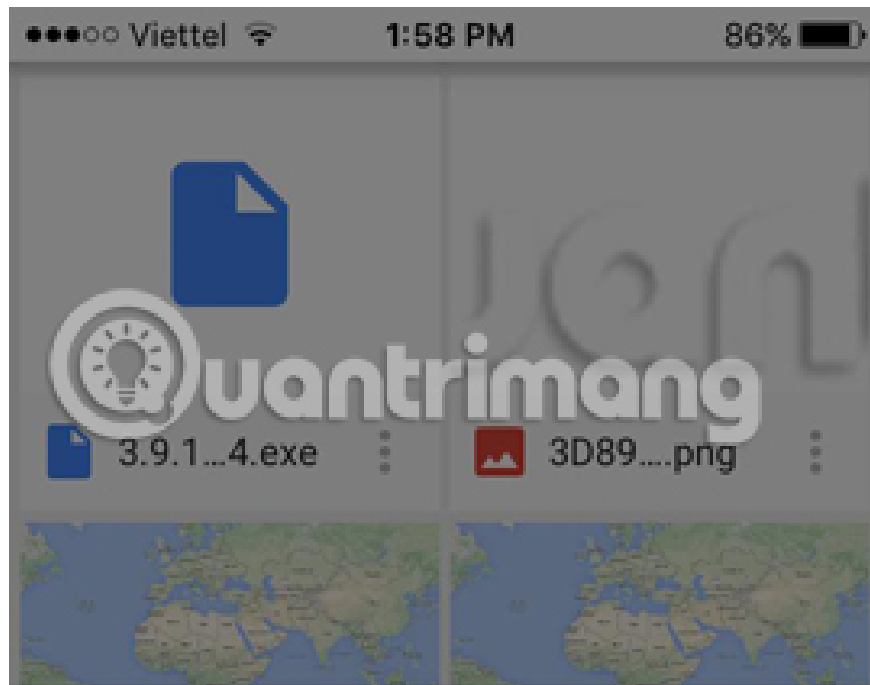


Step 3:

Soon, the application will provide many options for users:

1. **Folder** : you can create a new folder right away.
2. **Upload** : download files available on the device.

3. **Use Camera** : take photos directly and save right on Google Drive.
4. **Google Docs** : create documents with Google Docs and save right on Google Drive.
5. **Google Sheets** : work with tables.
6. **Google Sliders** : create presentations.



New



Folder



Upload



Use Camera



Google Docs



Google Sheets



Google Slides

Thus, the steps to install and manage Google Drive documents on computers and mobile have been completed. Hopefully, with this article you can save your operations as well as your working time with Google Drive.

Refer to the following articles:

1. Synchronize the folder on your computer with Google Drive, Skydrive and Dropbox
1. Learn Google Drive details
1. Set up Google Drive as a folder on Windows

I wish you all success!

You finished reading the article "**Instructions for storing online data on Google Drive**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.