

Instructions for using Google Backup & Sync to sync, backup and backup data

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Data storage is always a matter of concern, using cloud storage services instead of storing on a computer hard drive helps you reduce the amount of space on your computer and store data more safely. For those of you who use Google's cloud storage service, you need to know, recently Google has released **Google Backup and Sync** to sync, backup data instead of **Google Drive** and **Google Photos** . You just need to install **Google Backup & Sync** , you will not need to install **Google Drive** or **Google Photos** anymore.



Instructions for setting up and using **Google Backup & Sync** to sync, back up data on the computer.

Step 1 : Download **Google Backup & Sync** at <https://www.google.com/drive/download/backup-and-sync/> to your computer.

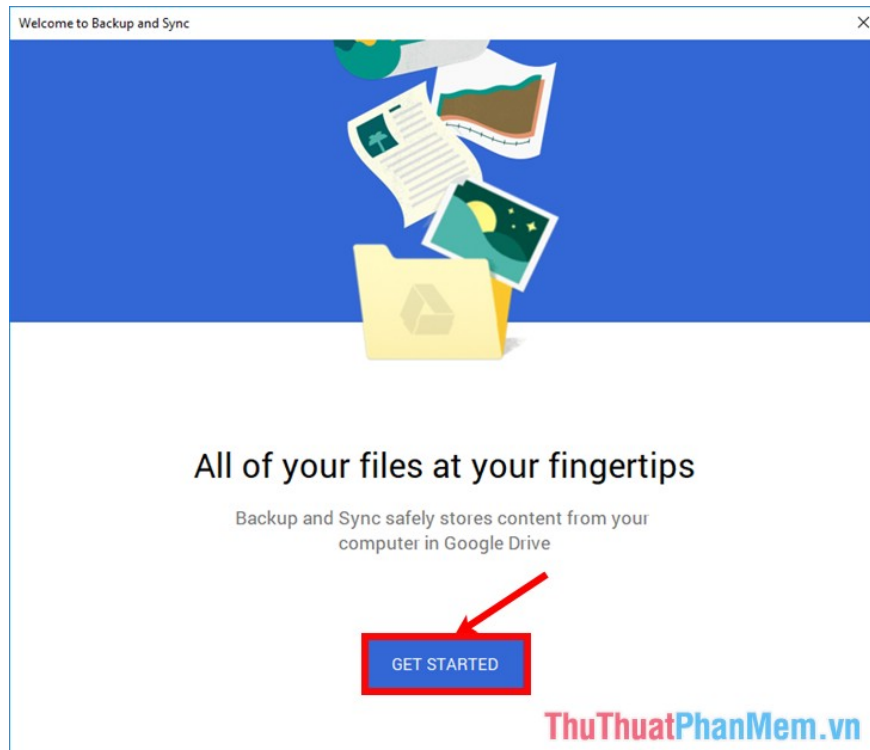
Step 2 : Proceed to install **Google Backup & Sync** on your computer by launching the **exe** file . To install successfully, your computer needs an internet connection for **Google Backup & Sync** to download data for the installation. The installation process is completely automatic, you just need to wait for the installation process to finish.



The **installation complete** message appears, select **Close** .

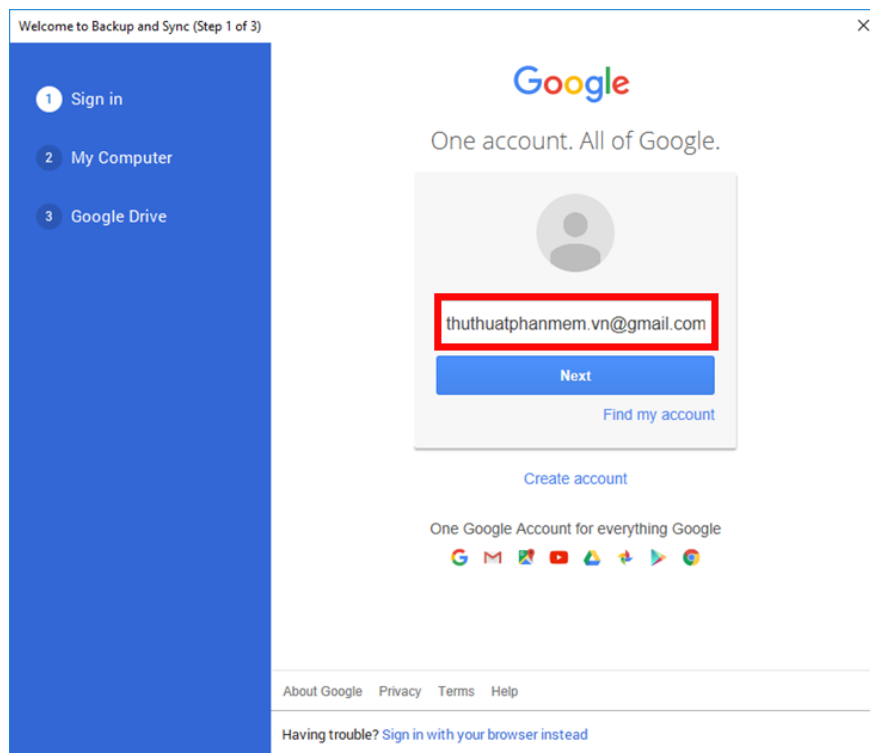


Step 3 : After installing successfully, there will be 3 icons on your desktop: Google Slides, Google Docs and Google Sheets. On the **Welcome to Backup and Sync** interface, select **Get Started**.

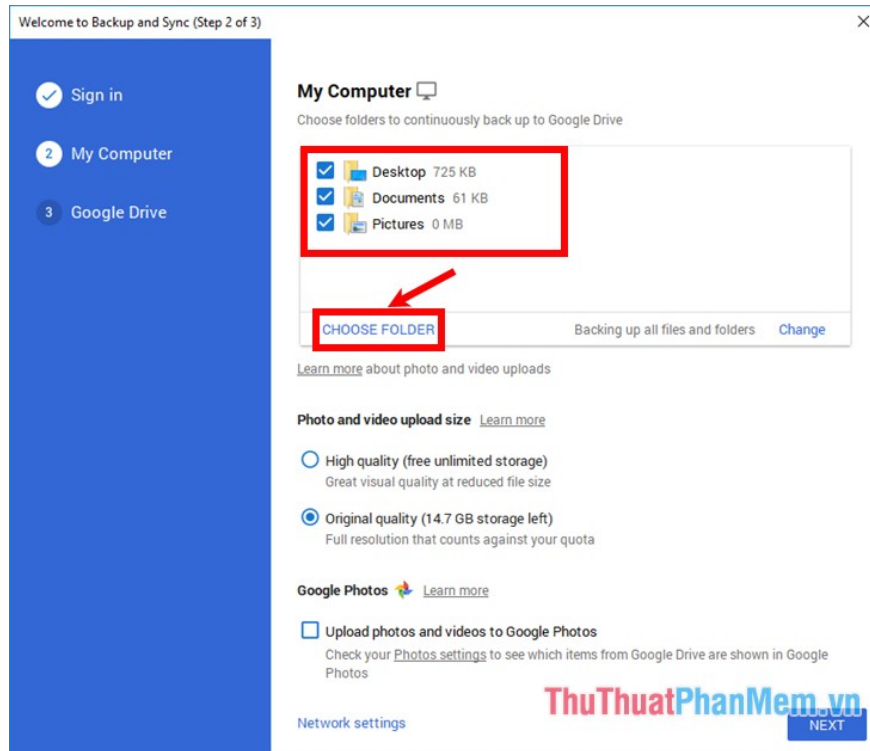


Step 4 : The first time you use **Google Backup and Sync**, you need to set up through the steps:

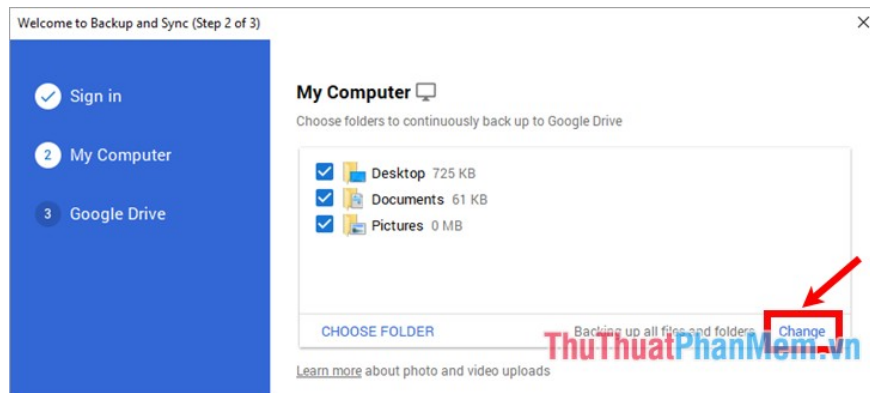
1. First, you need to login to your Google account at the step **Sign in**.



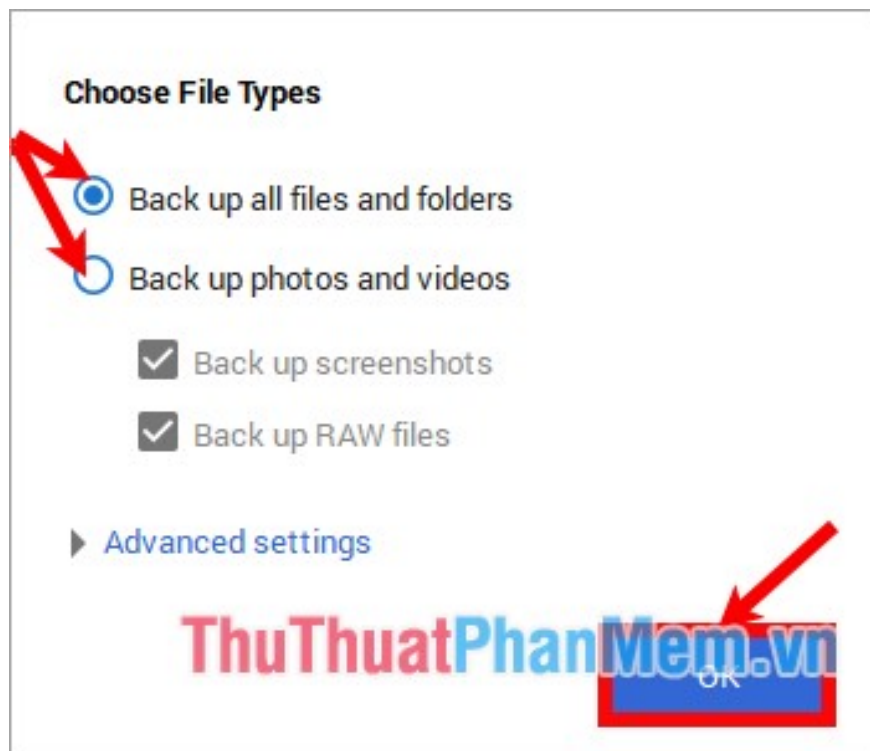
2. After successfully logging in, the interface will move to the next step, select the folder you want to backup to **Google Drive** , if you want to add another **folder**, select **Choose folder**.



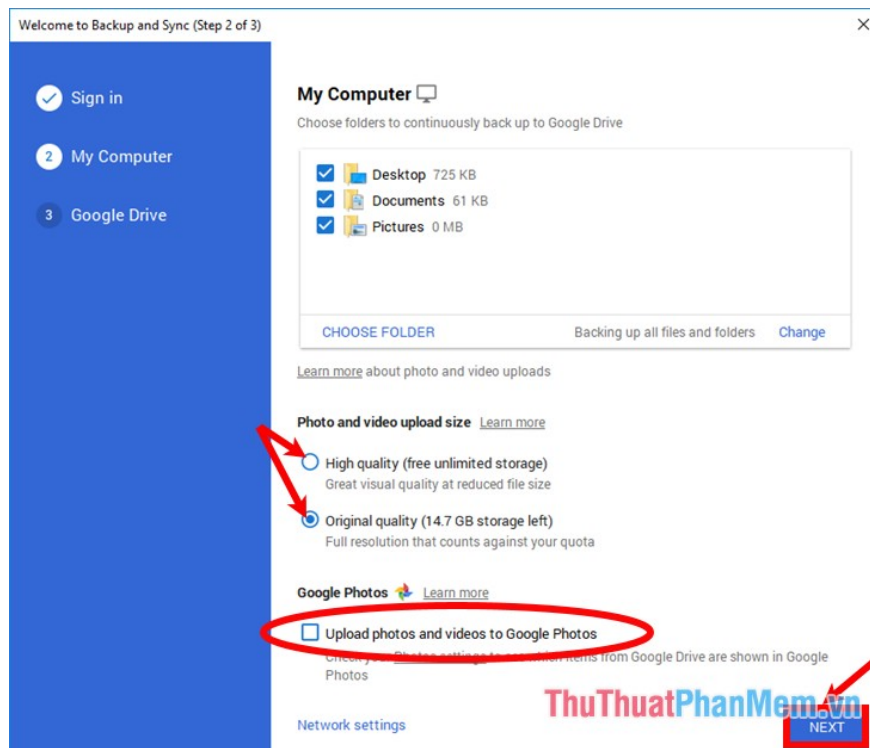
Next, click **Change** next to **Backing up all files and folders** to select the type of backup file.



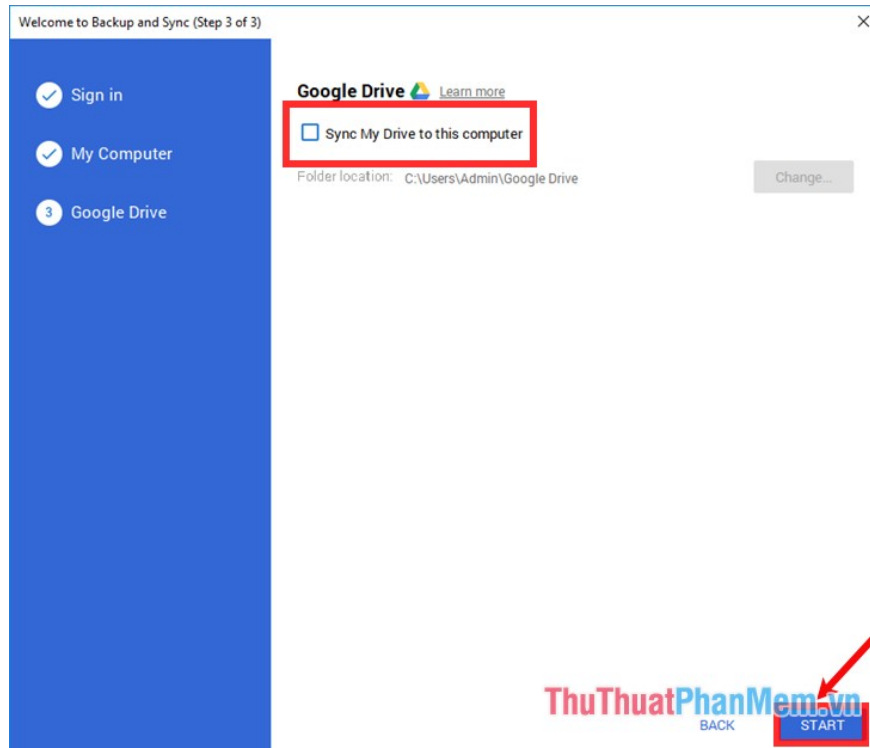
Here you have 2 options: **Back up all files and folders** (backup all files and folders), **Back up photos and videos** (only backup photos and videos). You can choose **Back up all files and folders** to back up all important data, if not then select **Back up photos and videos** and click **OK** .



Choose the quality for photos and videos to sync to **Google Backup and Sync** : **High-quality** (**Original quality**), **Original quality** (exact quality of pictures or videos). In the **Google Photos** section you want to download photos and videos to **Google Photos**, then check the box before **Upload photos and videos to Google Photos** , otherwise you can ignore. Click **Next** to continue.

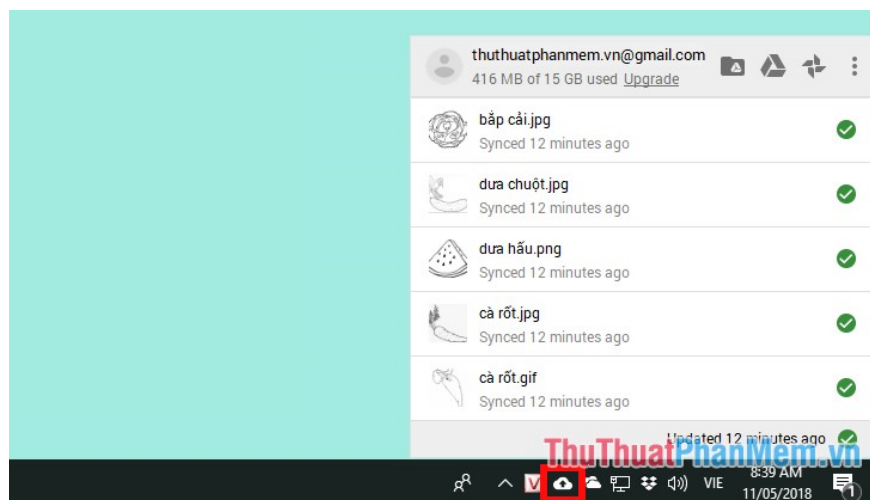


3. Switch to Google Drive if you only want to back up data to **Google Drive** but do not want to sync it back, then uncheck the box before **Sync My Drive to this computer**. After setup is complete, click **Start** to start using **Google Backup and Sync**.

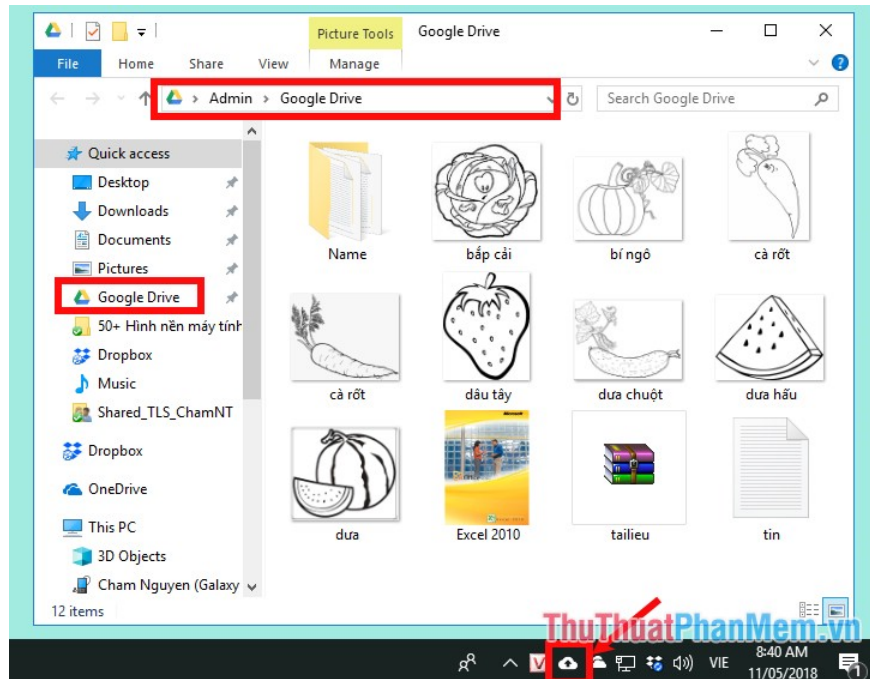


Step 5 : Sync data.

To view synchronization information, click the icon under the system tray.

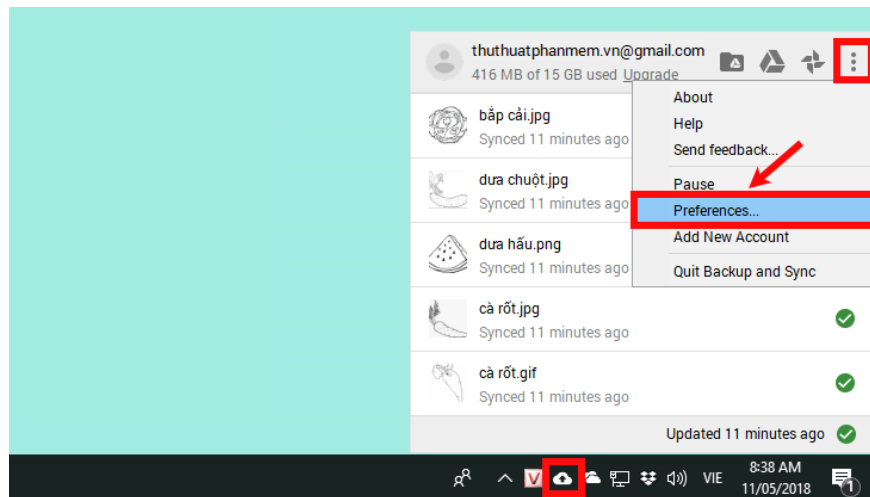


After you have set up **Google Backup & Sync**, simply double click on the icon under the system tray, the **Google Backup & Sync** file will appear. **Google Backup & Sync** will automatically sync data in the folders you choose to sync in the previous step. If not, you can copy and paste data directly into **Google Backup & Sync** folder .

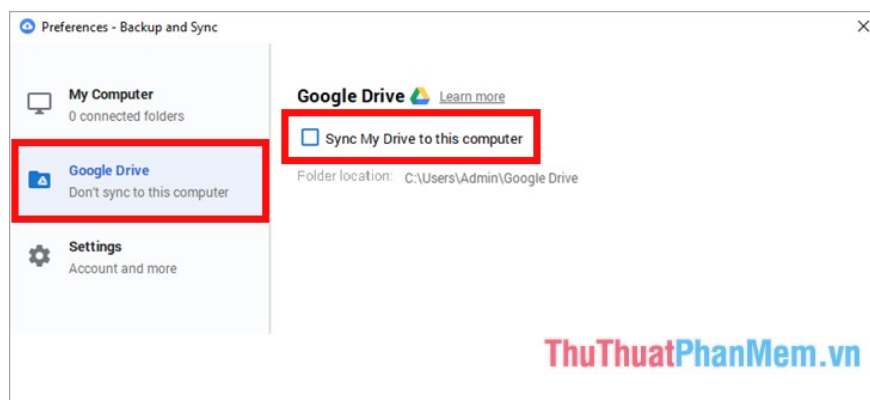


Step 6: Customize settings.

To customize some settings, select **Google's Backup and Sync icon** -> select vertical dots -> **Preferences**.



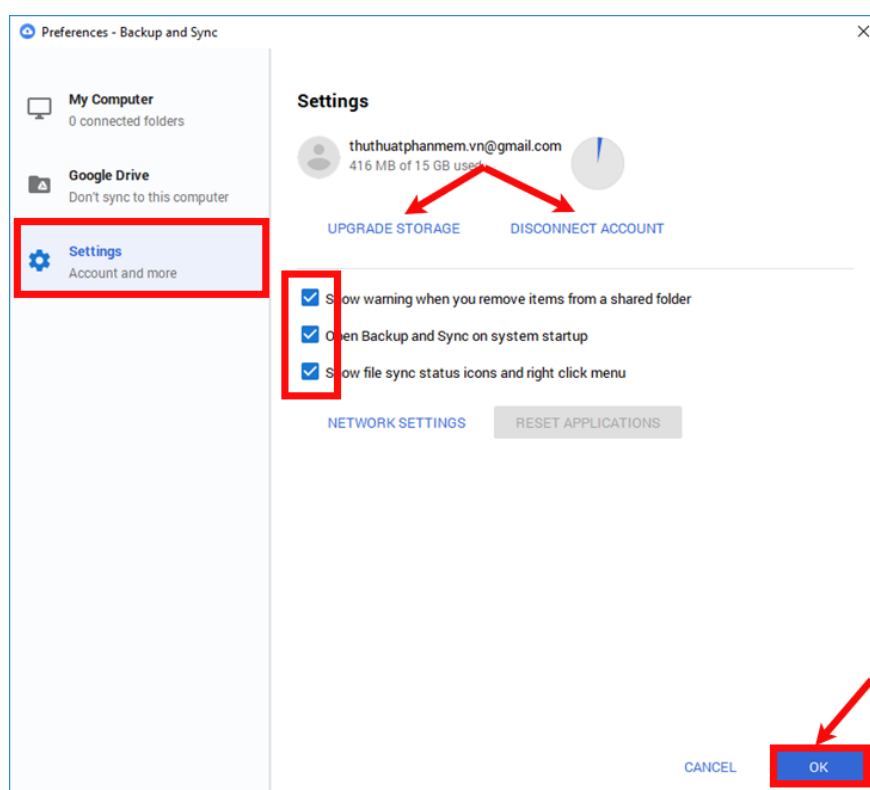
In the **Preferences** window, if you only want to back up data to **Google Drive** but do not want to sync it back, select **Google Drive** and uncheck the box before **Sync My Drive to this computer** as the above setup step.



Set some other customizations you choose **Settings** , in the **Settings** section you can upgrade the storage capacity (**UPGRADE STORAGE**), or disconnect the account (**DISCONNECT ACCOUNT**). Also you have 3 other options:

1. **Show warning when I remove items from a shared folder:** Displays a warning when the user deletes data from the shared folder.
2. **Open Backup and Sync on system startup:** Open Backup and Sync when the system boots.
3. **Show file sync status icons and right click menu:** displays the status of data synchronization when right-clicking the **Backup and Sync** icon under the system tray.

If you want to choose an option, then you just need to check the box before that option to activate it. After setting up, select **OK** .



Thus the article has shown you how to use Google Backup & Sync to sync, backup data on your computer. Hope the article will help you. Good luck!

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