



Google Drive File Stream

with SmartNotebook and Microsoft Office



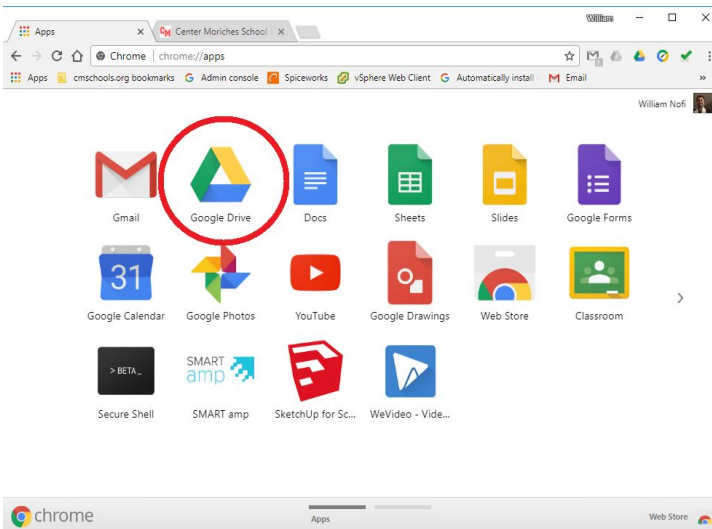
Google has introduced a new way to access your files in Google Drive. With **Google Drive File Stream**, your Google Drive acts like the old “H:” drives. Google Drive File Stream replaces the old “Google Drive Sync.”

You can open and save files to Google Drive File Stream from any Windows application, like **SmartNotebook** and Word, Excel, PowerPoint, Publisher. In fact, you MUST open from Google Drive File Stream or you may not save your documents correctly. Follow the steps below to ensure you are editing and saving correctly.

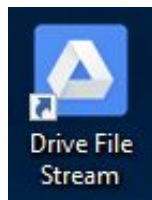
Please note that **Google Drive File Stream** and **Google Drive in Chrome** show the same files, but are used for different purposes. **Google Drive File Stream (GDFS for short)** is used when you need to access **SmartNotebook**, Word, Excel, PowerPoint, Publisher files. Google Drive in Chrome Browser is for Google Apps like Docs, Sheets, and Slides. It is used through the Chrome Browser.

To clarify:

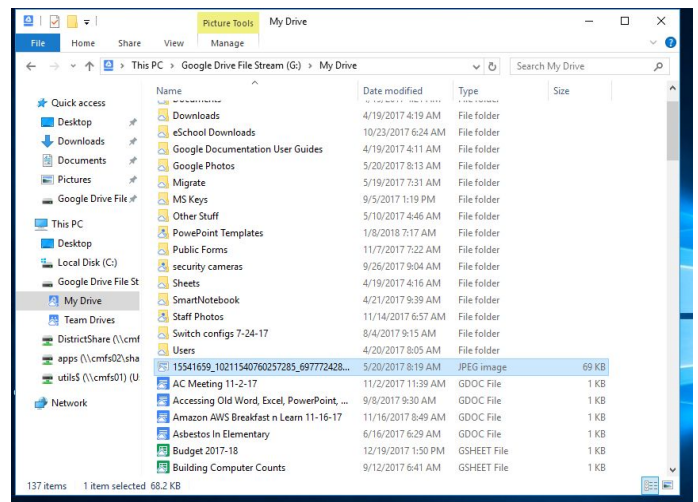
Google Drive in Chrome - Accessed through the *Chrome Browser*. From the Apps or “waffle” grid after logging into email. Used for Google Docs, Slides, Sheets.



Google Drive File Stream - access from your computer Desktop using the Drive File Stream icon on the desktop.

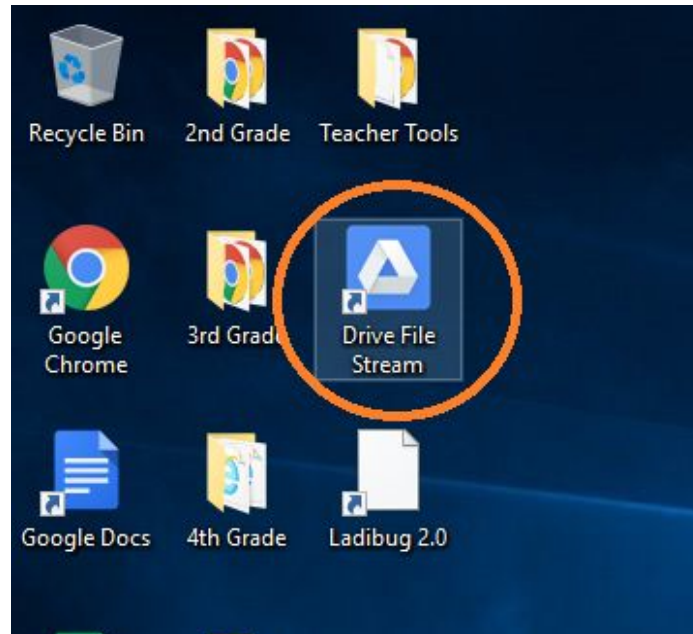


Drive File Stream looks and works like a regular computer drive and folders. You can open, save, copy & delete just like a regular drive in Windows Explorer.



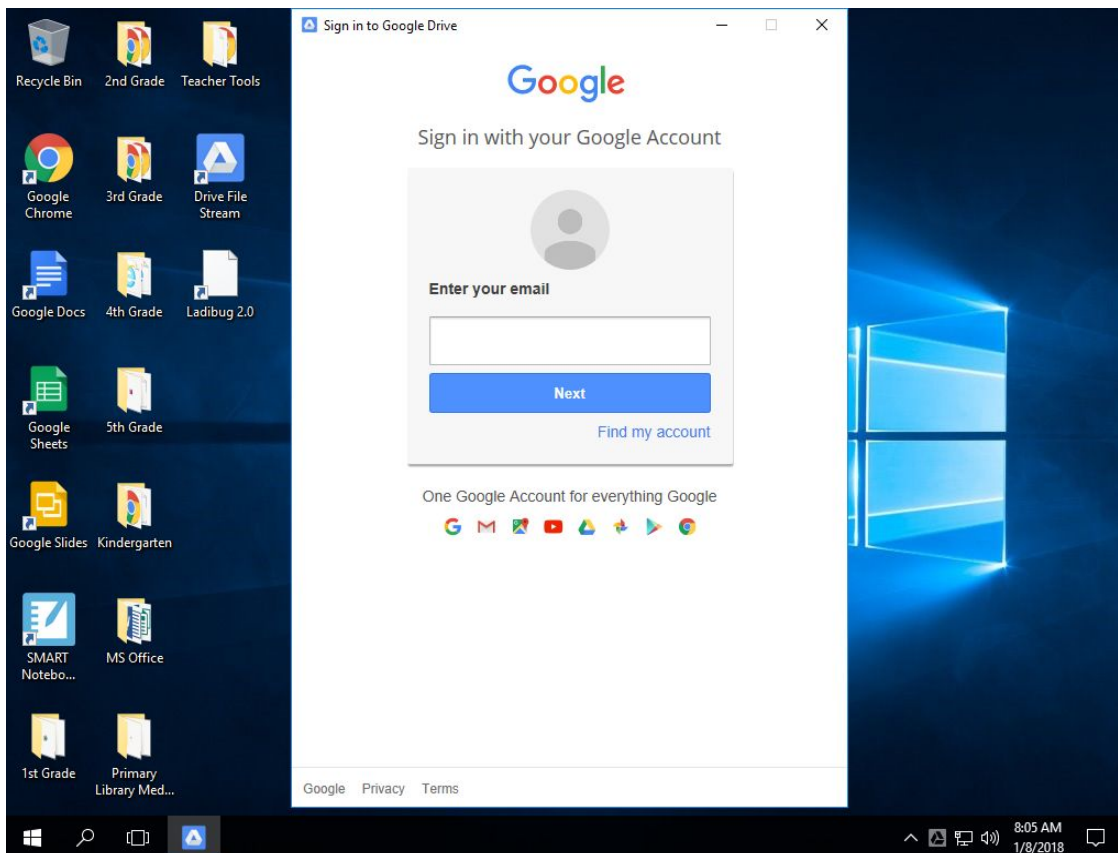
How To Log into Google Drive File Stream:

1. Double-click on the **Drive File Stream** icon on your desktop:

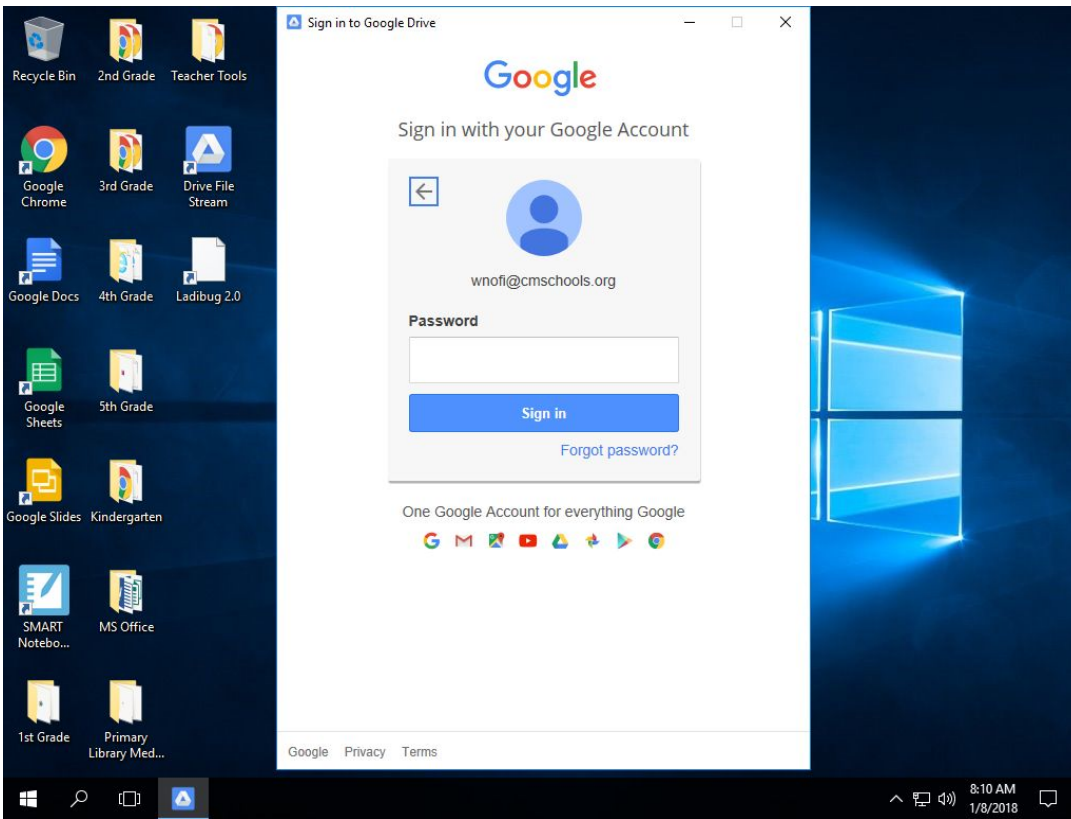


You should only have to do this once on the computer in your classroom. GDFS will remember your login.

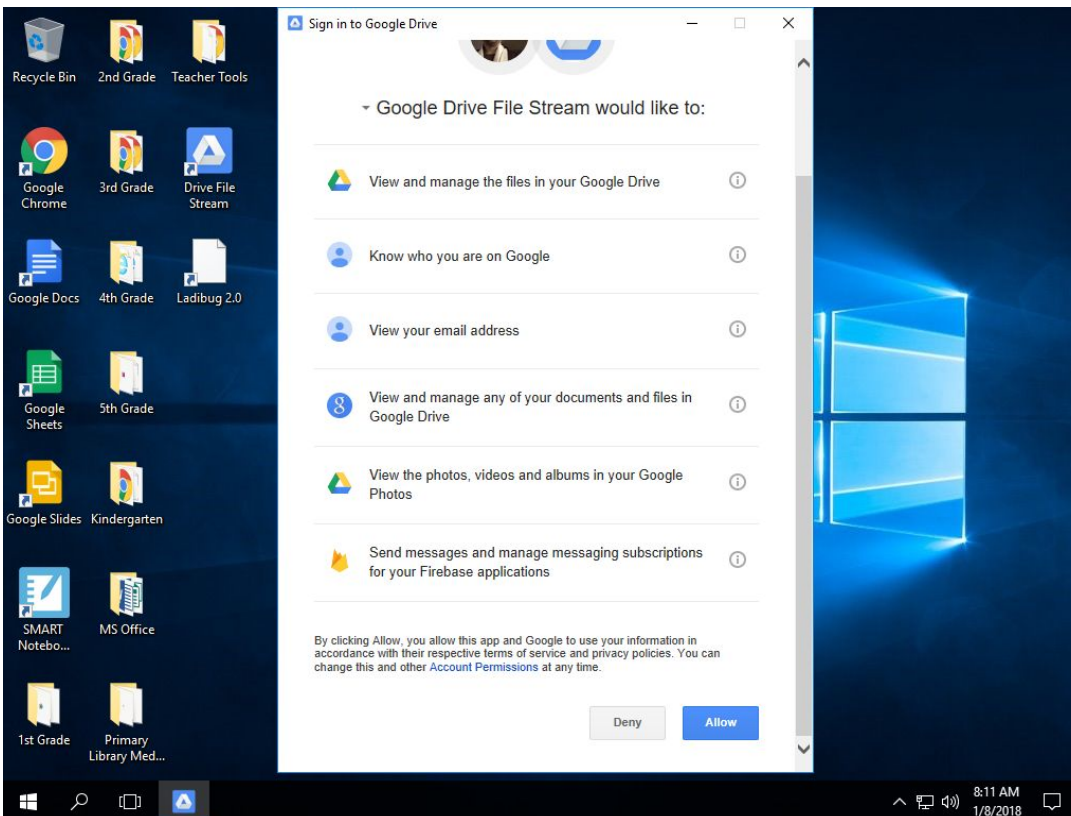
2. At the sign in screen, enter your **entire school district email address**, including the “@cmschools.org”. Then click “**Next**.”



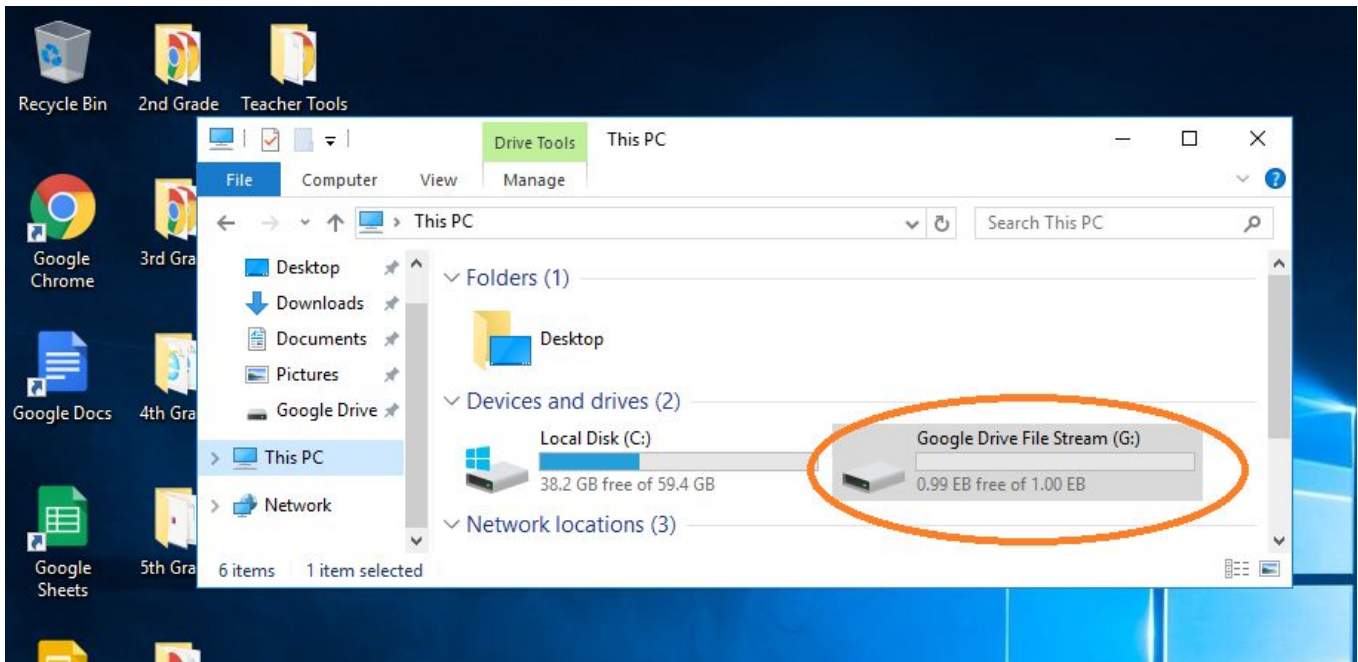
3. Enter your password, then click **“Sign In”**



4. After the Sign In screen, click on **“Allow”** at the bottom. You may have to use the scrollbar to see it.



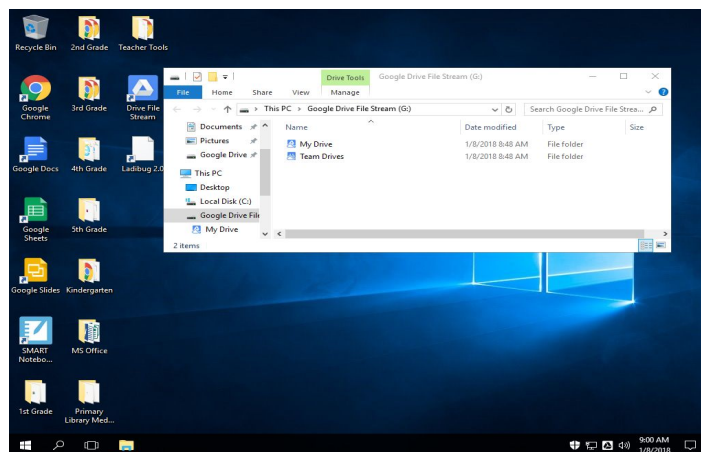
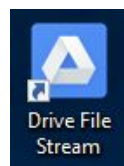
5. Google Drive File Stream will begin synchronizing your files. After a few minutes, you will be able to access your files and documents through the “G:” drive on your computer.



You can also tell if GDFS is running by looking for the icon in the System Tray, by the time in the lower right:



Once GDFS is running, you can double-click on the Desktop icon to access it:



Double-Click on **“My Drive”** to get access to all of your files. You can open anything from there. “Team Drives” gives you access to the shared folders. You can access files and documents the same way.

Make sure your Google Drive File Stream is running and connected BEFORE you try to access SmartNotebook or MS Office files!

- Your **G:** drive now acts like your old *H: drive* or a *USB thumb drive*. You can open and save files to it from any program. You can drag and drop files there, copy them and delete them too. You just have to make sure you go into the “My Drive” or “Team Drive” folder first.
- You can also drag and drop or copy other files to your G: drive as well. Pictures, PDF's, videos, etc., can all be stored in your Google Drive.
- **This also applies if you want to use the View Portal from home.** Follow the same steps to log into your GDFS once you connect to the View Portal.

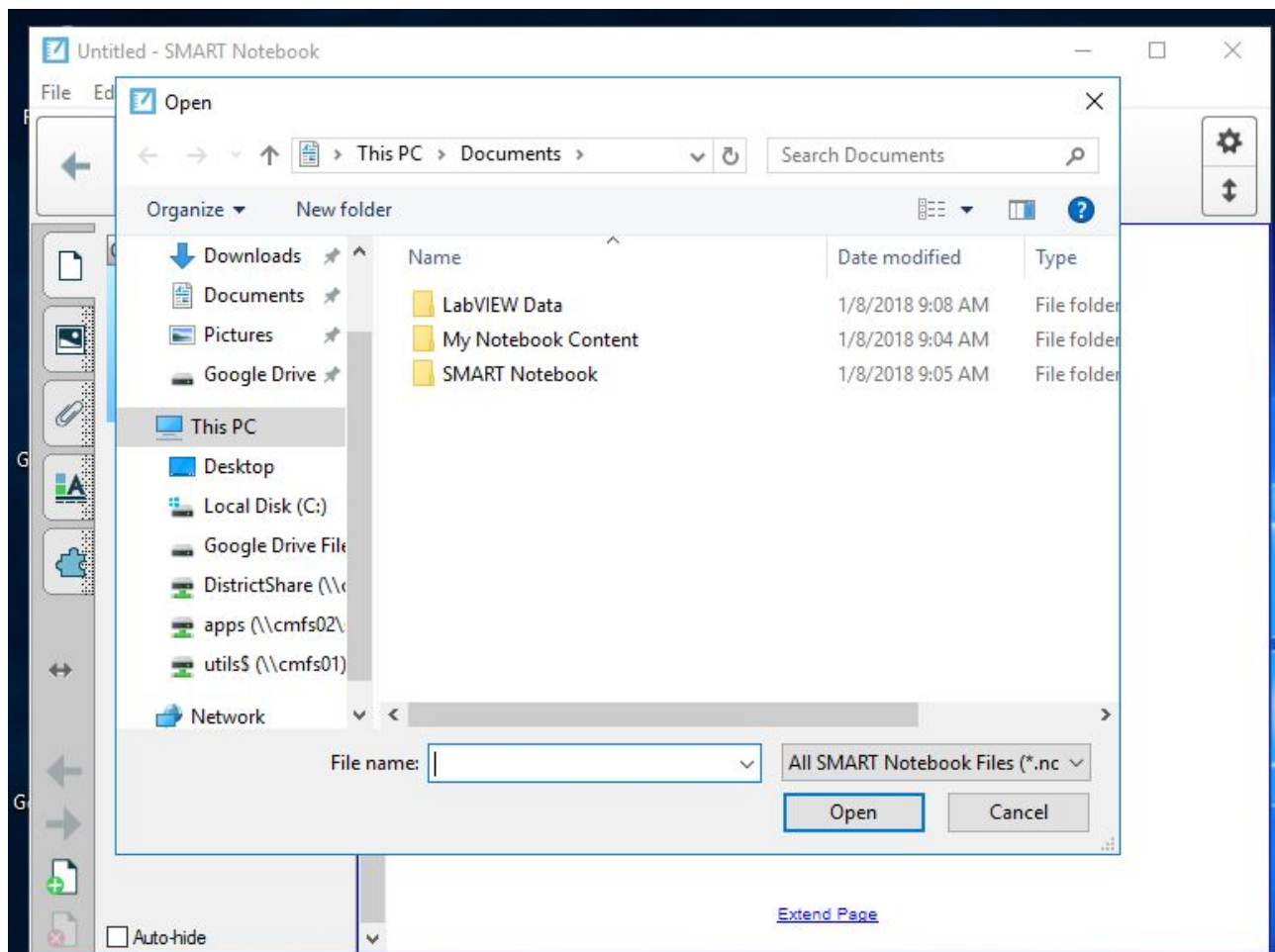
SmartNotebook and GDFS

GDFS makes it even easier to open and edit your SmartNotebook files. To ensure you are editing and saving your SmartNotebook files correctly, please follow these steps.

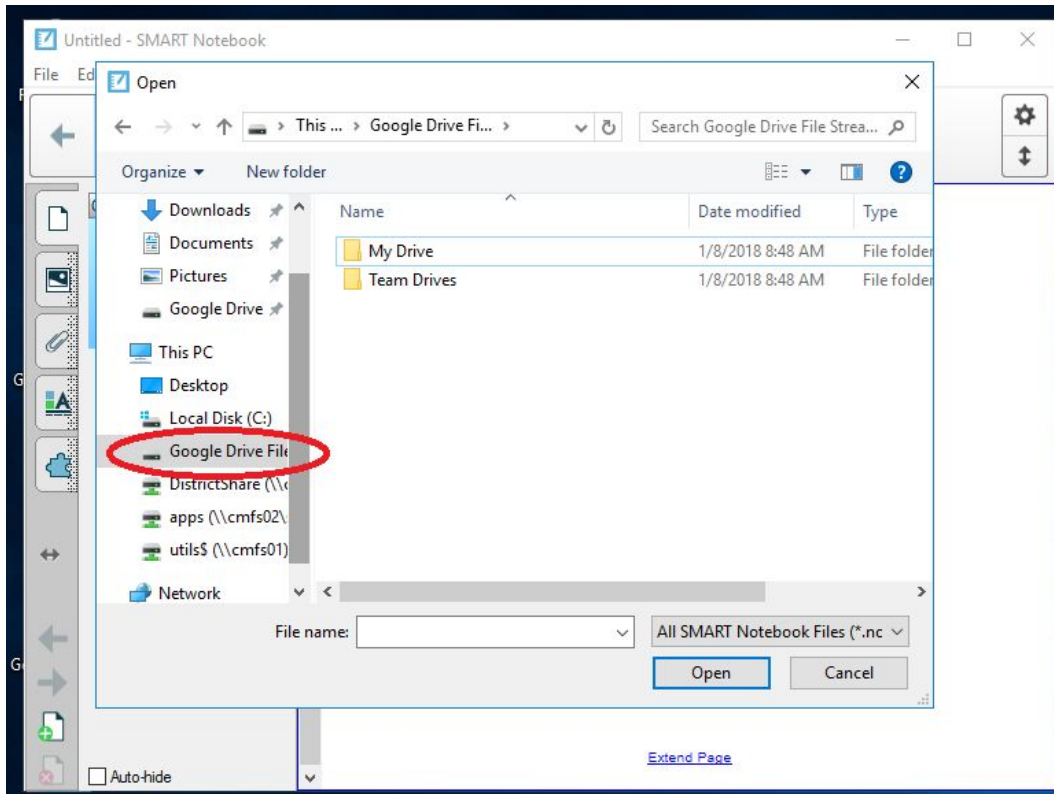
**** Please make sure you are signed into Google Drive File Stream BEFORE you work in SmartNotebook!!**

To Open an Existing SmartNotebook File:

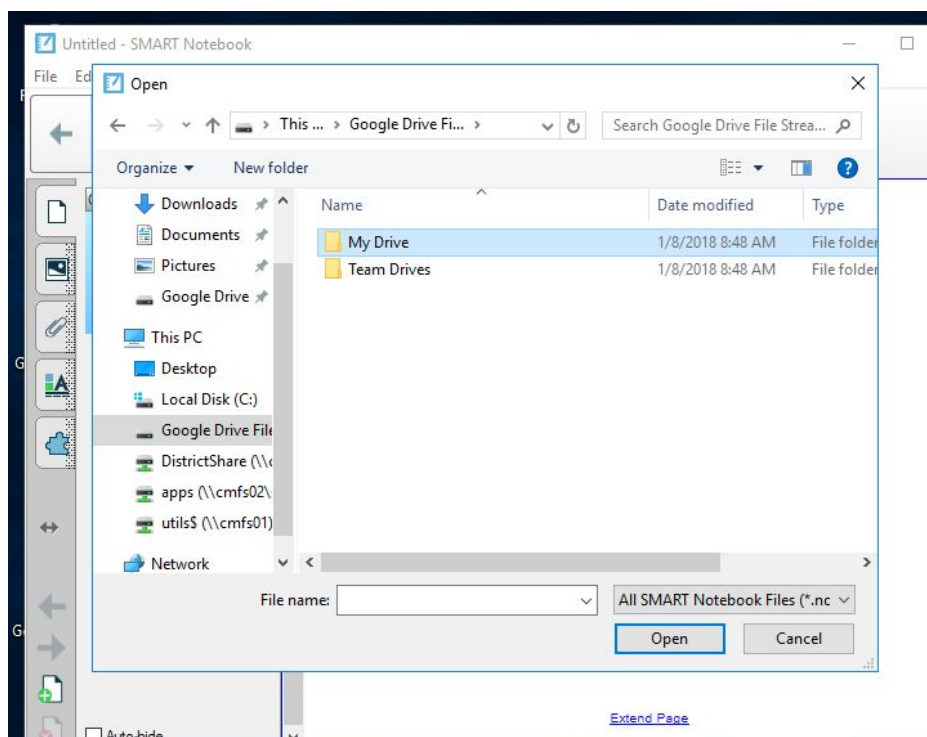
1. Start SmartNotebook by double-clicking on the SmartNotebook Desktop icon.
2. In SmartNotebook, click on “File”, then “Open”



- Under “**This PC**” in the left column, look for “Google Drive File Stream (G:)”. Click it once and you should see “My Drive” and “Team Drives” appear in the center.
[If “Google Drive File Stream (G:)” does not appear under “This PC”, you may have to double-click on “This PC” to make it appear]



- If you are looking for something in your personal Google Drive, double-click the “My Drive” folder. If it is in a shared drive/team drive, double-click “Team Drives”. Select folders until you are at the file you want to open.



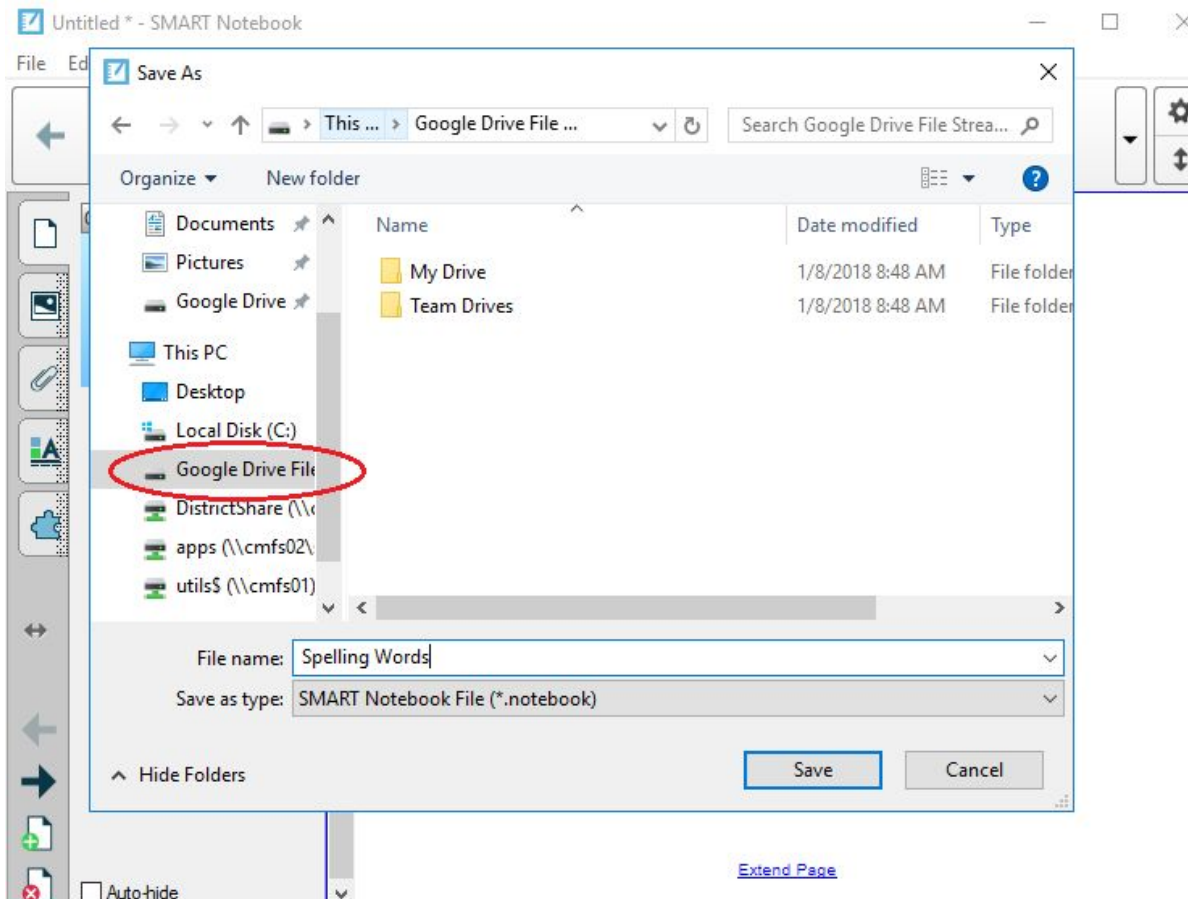
- Select and Open the file. When you make changes and Save, it will Save to the same location.

Alternate Method for Opening SmartNotebook Files (the File Explorer way):

1. Double-click on the Drive File Stream icon on the desktop
2. Go into “My Drive” or “Team Drive”, depending on where your file is located.
3. Find the SmartNotebook file you want. Double-click it to open.
4. If you make changes and want to Save, click on “Save” under “File”.

Creating a NEW SmartNotebook file and Saving It

1. Start SmartNotebook by double-clicking on the Desktop icon.
2. Create your new SmartNotebook file
3. Click on “File”, then “Save As...”
4. Under “**This PC**” in the left column, look for “Google Drive File Stream (G:)”. Click it once and you should see “My Drive” and “Team Drives” appear in the center.
[If “Google Drive File Stream (G:)” does not appear under “This PC”, you may have to double-click on “This PC” to make it appear]



5. Navigate and click through your folders until you find the one where you want to save your Notebook file. Start in “My Drive” to save it in your own personal Google Drive. Go to “Team Drives” if you want to save it in a shared/team folder.
6. Once you get to the folder location, give it a File name:, then click “Save”

FAQ:

Q. Can't I just open my SmartNotebook files from the **Chrome Browser Google Drive?**

A. No. When you do that, it downloads to a temporary folder on the local computer. Changes are NOT saved back to your Google Drive!

Q. My G: drive is not there!

A. Make sure you are logged into the Drive File Stream by double-clicking on the desktop icon.