HOW TO SAVE TO GOOGLE DRIVE VIA FILE EXPLORER
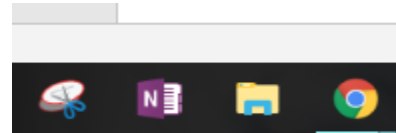
File Explorer means:
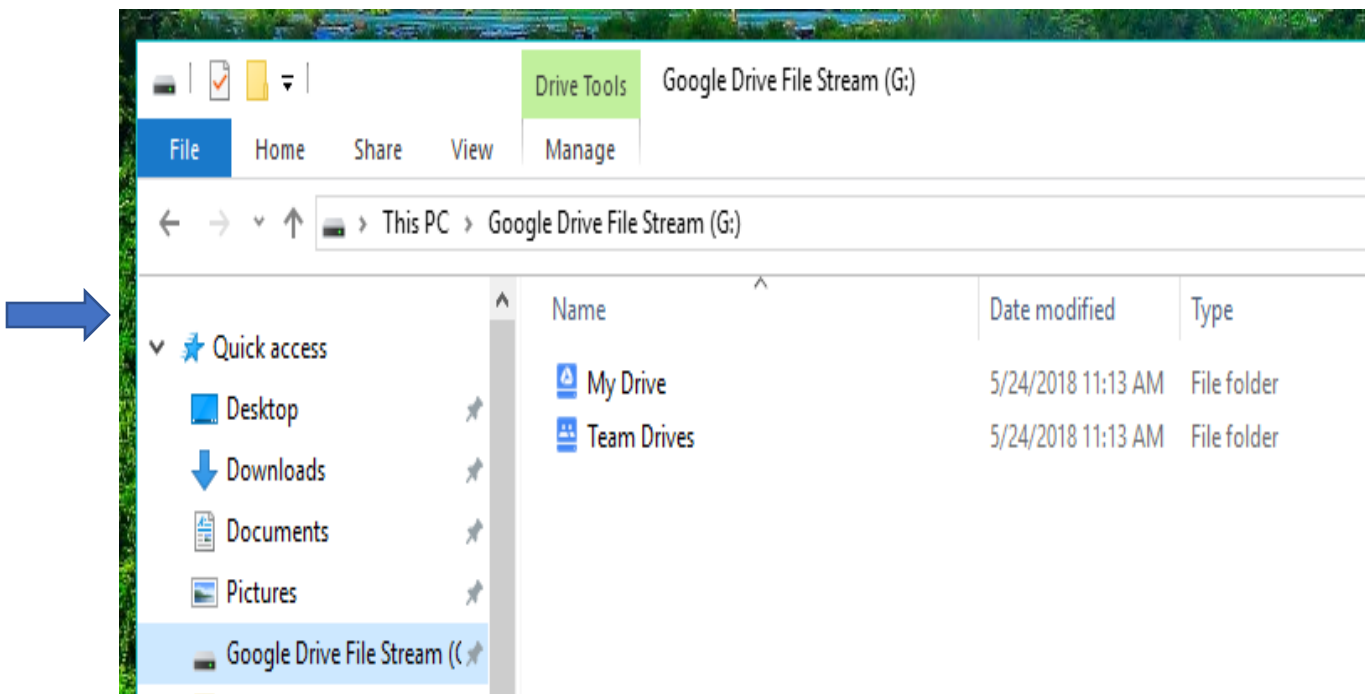

Win 7 File Explorer

WIN 10 File Explorer
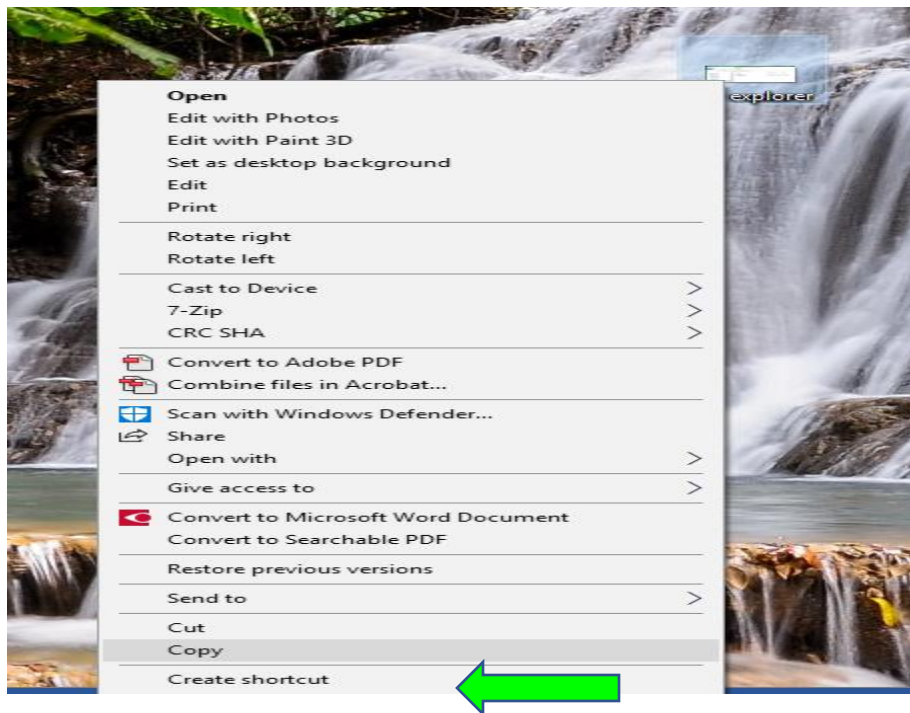
Saving From File Explorer Section:

1)Click File Explorer

2) You should see the following:

3) If you see a similar screen to the image above, you are good to go (if not, scroll down to INTERNET section)
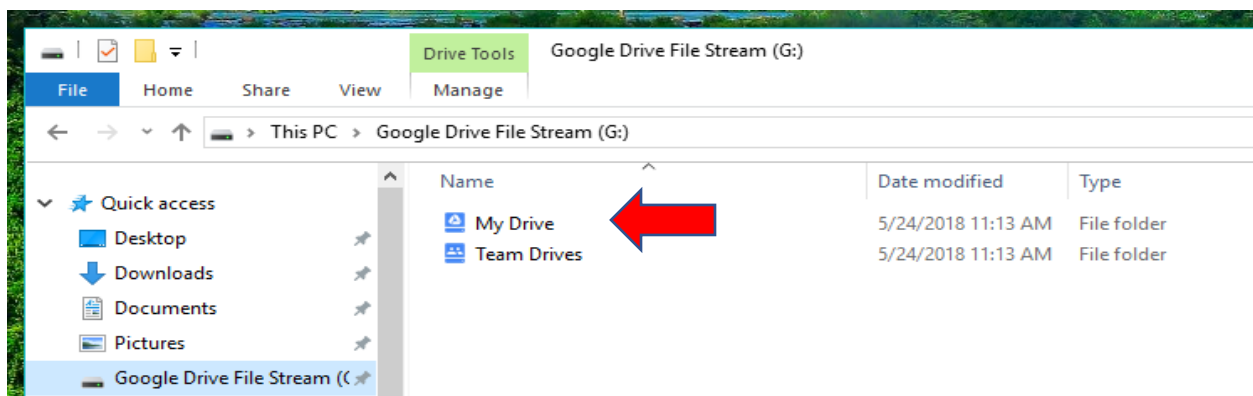

4) Go to your items you want to save or select your Files, Folders, Pictures, Movies, etc
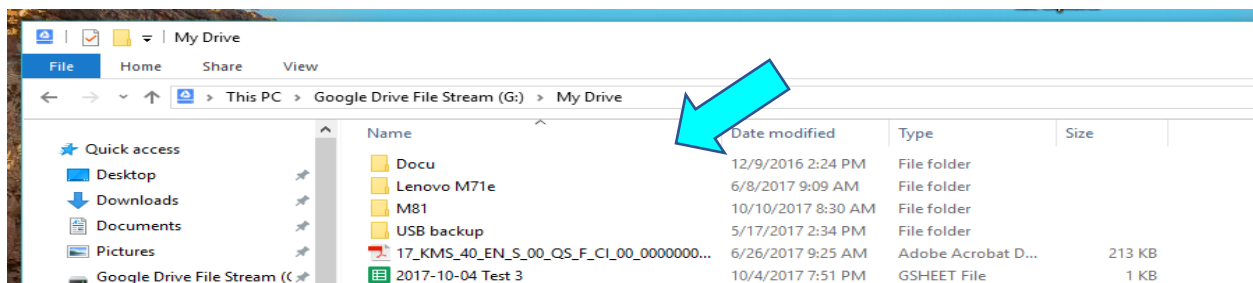
5) <mark>Right click and select copy</mark>

6) Go back to Google Drive/Google Drive File stream. Select My Drive.
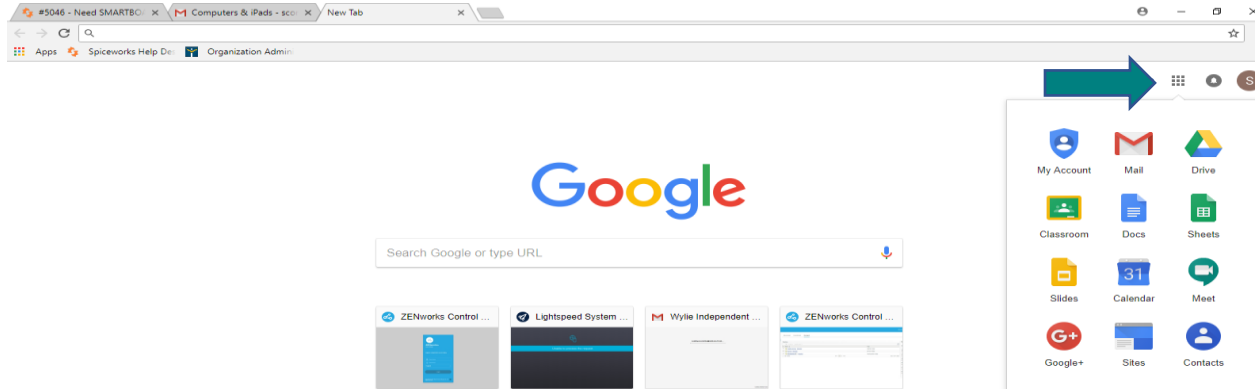

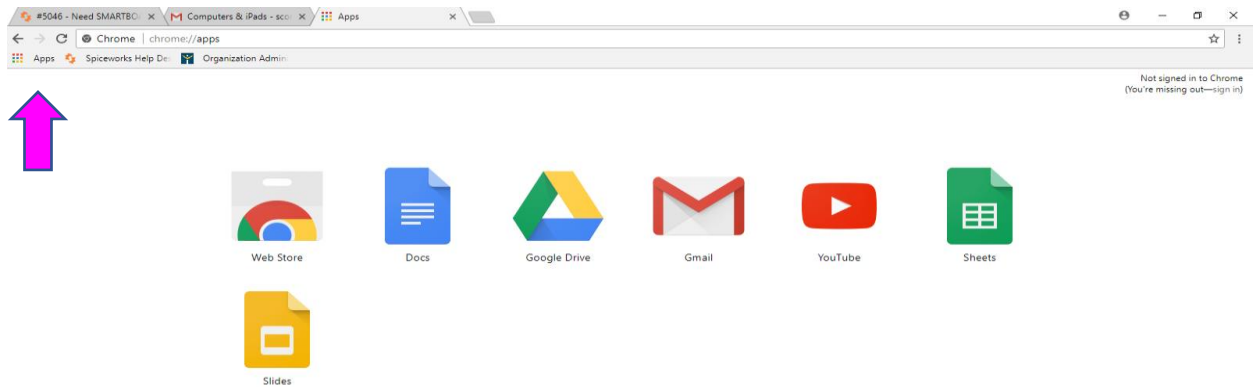7) <mark>Right click in the white space on the right side and select paste:</mark>

8) Continue steps 5-7 until all your files have been saved.

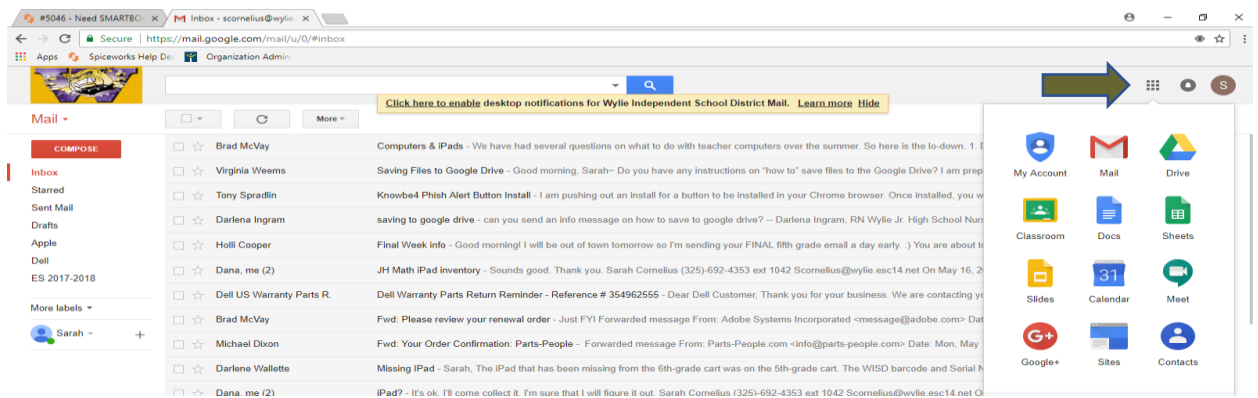# HOW TO SAVE TO GOOGLE DRIVE VIA INTERNET

Google Drive can be accessed these three ways:
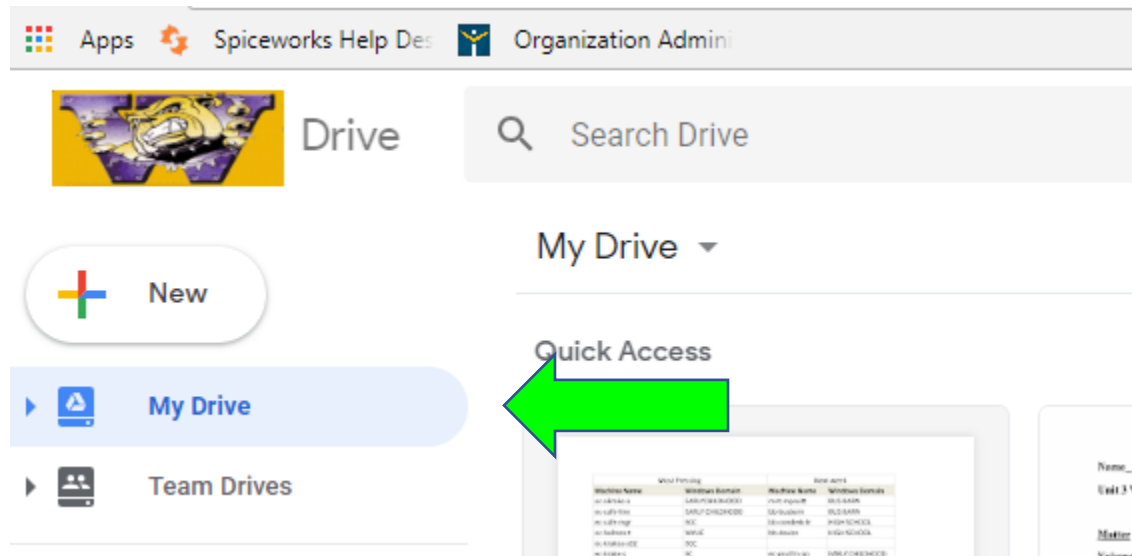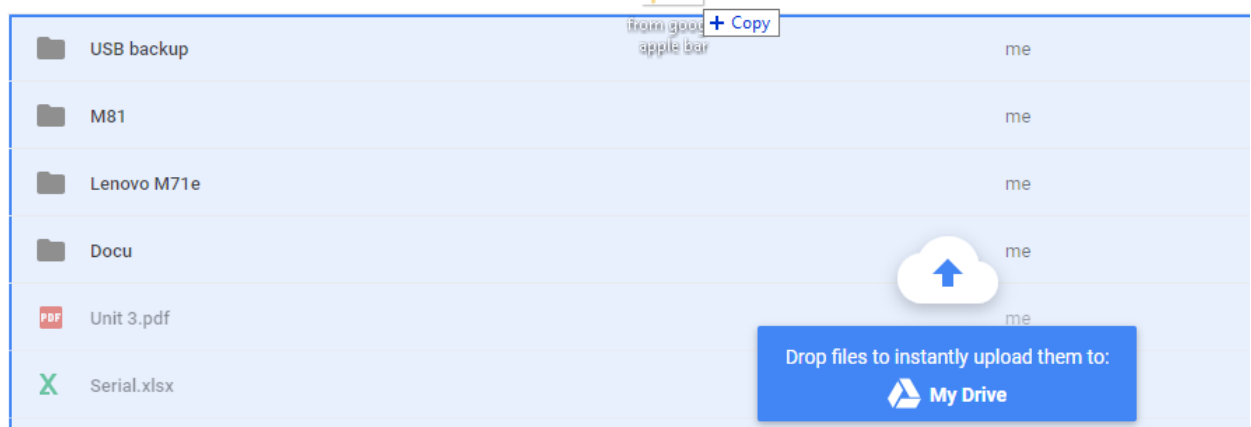

Google Home page

Google Apps Bar

From email

1) Once you see the 3x3 squares and your icons look the same as the images, select Google Drive.
2) You should get a screen Like this:

3) Select My Drive
4) Grab your files and drag into the right side of the My Drive Section, should get a message like this:

5) Repeat step 4 until all your files, folders, pictures, movies, etc. are saved.

You should really save all your important documents to a hard drive, thumb drive, or any other device that you can physically put your hands on, as an additional backup measure.