

Accessing Google Drive

- 1) Download and install Google Drive File Stream
 - a. For Windows, <https://dl.google.com/drive-file-stream/GoogleDriveFSSetup.exe>
 - b. For Mac, <https://dl.google.com/drive-file-stream/GoogleDriveFileStream.dmg>
 - i. Note: You might have to allow Google Drive to run. Go to System Preferences -> Security & Privacy -> Click Allow -> Check Google Drive and restart the application.
- 2) Log in with your credential
- 3) You should see a new drive added as Google Drive
 - a. For Windows, the drive will appear under This PC
 - b. For Mac, the drive will mount under Locations
- 4) Click on Google Drive and you'll see My Drive (personal drive) and Shared drives

With Google Drive File stream, it won't take up any space on your computer hard drive and instead it will stream all the files to your computer when you use them. Accessing drive files will be like accessing them via our internal HDM network.

You can work and save files directly to Google Drives. However, It is recommended to pull the files down and work locally first and then re-uploaded it later. Every time, you update a file on the drive, whether by overwriting or save it directly, it will archive the current version on the drive before update it with the new version.

NOTE: Google drive older versions of a file may be deleted after 30 days or after 100 versions are stored. To avoid deletion, select **Keep Forever** on the version that you want to save. This "Keep Forever" feature is good for when we have multiple iterations of a comp and we want to save a copy for each iteration.