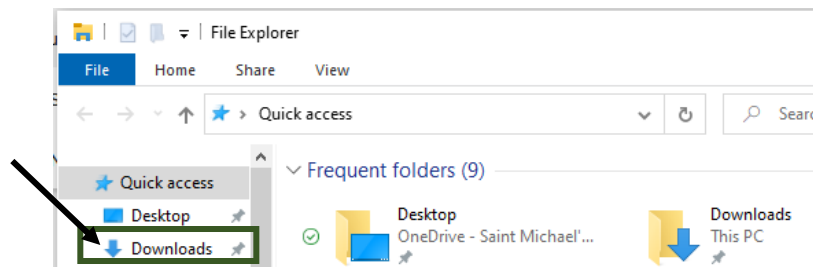


Google Stream: Download Instructions

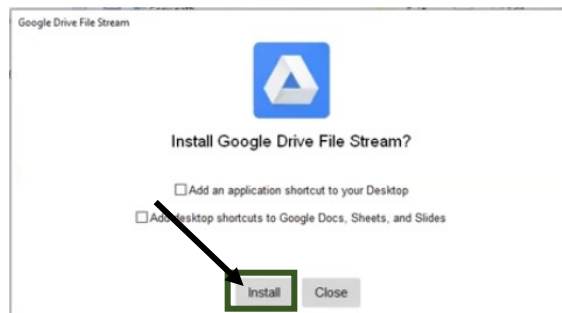
Google File Stream is a tool that enables users to access all their folders and documents from the Google Drive right in their file explorer. This tool is especially useful in maintaining the original format of a document (e.g. .xlsx, .doc,) which limits any formatting issues when these files are opened in Google and are automatically converted to Google file types.

Instructions:

1. Click on the [download link](#) to begin downloading the application.
2. After clicking on the download link, a pop-up should appear asking if you would like to save the file – click **Save File**.
3. You will then want to open your file explorer and navigate to the **Downloads** folder.



4. Within the **Downloads** folder, you will want to locate the file titled: **googledrivefilestream.exe**. To begin the download, double click on that file.
5. When the pop-up opens that asks if you grant permission for this application to make changes to your device, click **Yes**.
6. A new window should appear with the Google Drive File Stream logo. Uncheck both boxes and click **Install**.



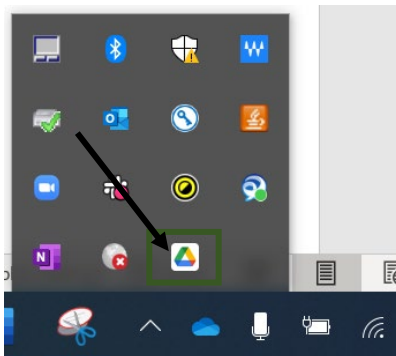
7. Once the window notes that the installation is successful, **close** the pop-up window.
8. To access the Google File Stream, you will want to open your file explorer and navigate to the section **Google Drive File Stream (G:)** or **Google Drive (G:)**. Click on this section will display two folders: **My Drive** and **Shared Drives**, both of which are where you will access any shared drives or files.



Troubleshooting

If for some reason when you access your Google File Stream, the documents displayed are not the ones shared with your organization email and instead display files and drives shared with a different Google account, please follow the instructions below.

1. Click on the Google File Stream icon located in the taskbar of your screen.



2. The account that is syncing with the file stream will be displayed at the top.
3. If the account is incorrect, click on the **Settings** icon on the pop-up window, and from the drop-down, select **Preferences**.
4. Listed at the top of the window, click on the option **Switch Account**.
5. You will be prompted to sign-in to the correct Google account.