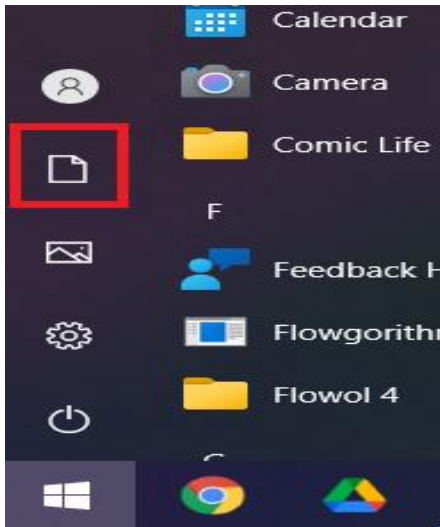
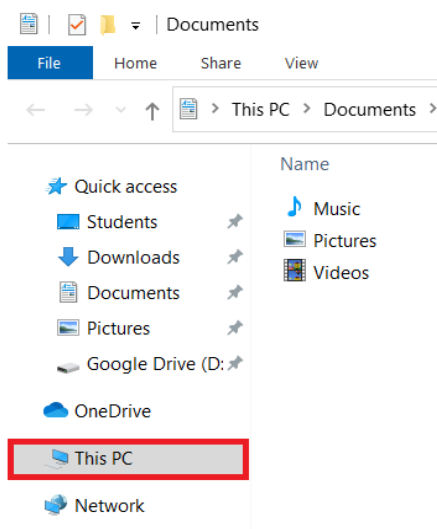


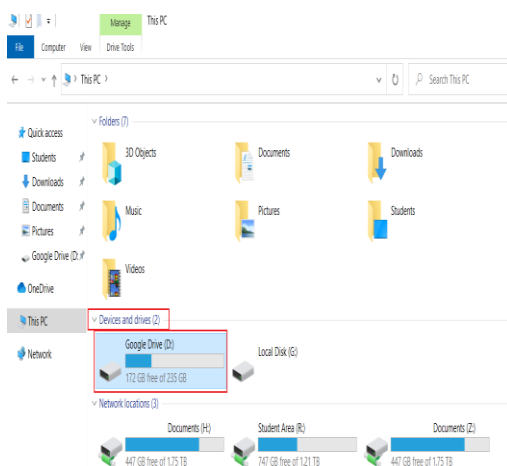
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1. Once you have logged in, click onto the Windows Flag and then onto the Documents icon as shown here.

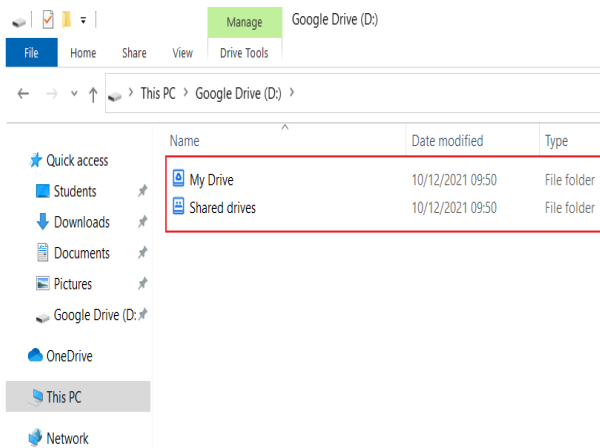


2. A window similar to this will then load, click onto **This PC** on the left hand side as shown.



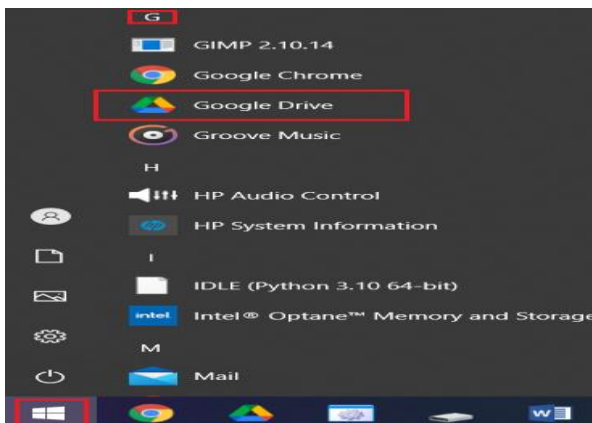
3. Once this has loaded, under “Devices and drives” double click onto **Google Drive**.

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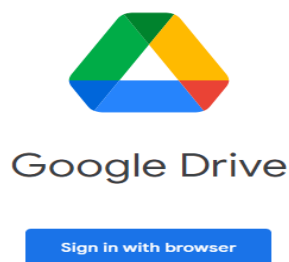
4. You can now access both your own Google drive and also any shared Google drives you have access to.

If the mapped Google Drive folder does not appear under Devices and drives, please follow the further instructions below.



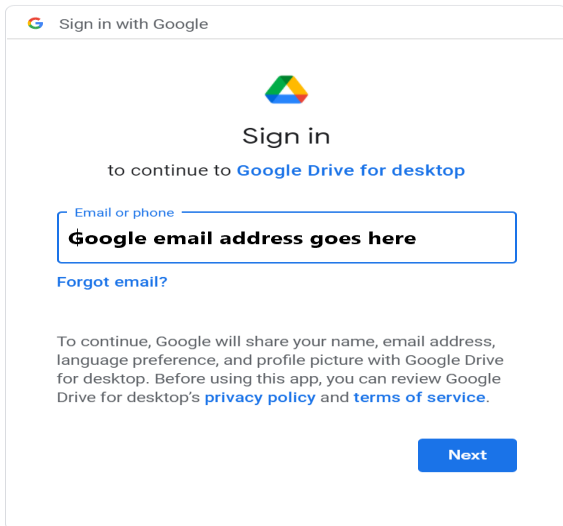
5. Open the Start menu and look for **Google Drive** in the list of programs. Click on this to launch the program.

 Sign in to Google Drive



6. This window will then appear, click onto **Sign in with browser**

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Sign in with Google

Sign in
to continue to [Google Drive for desktop](#)

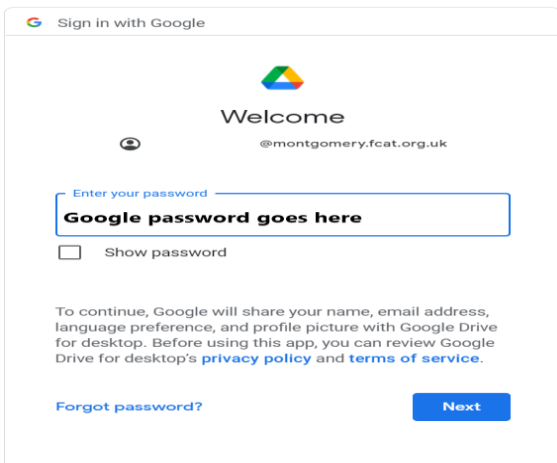
Email or phone

[Forgot email?](#)

To continue, Google will share your name, email address, language preference, and profile picture with Google Drive for desktop. Before using this app, you can review Google Drive for desktop's [privacy policy](#) and [terms of service](#).

[Next](#)

7. Enter your Montgomery Google email address here and then click Next.



Sign in with Google

Welcome
@montgomery.fcat.org.uk

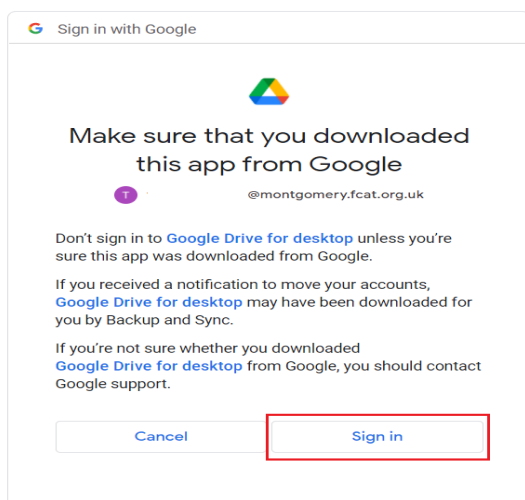
Enter your password

Show password

To continue, Google will share your name, email address, language preference, and profile picture with Google Drive for desktop. Before using this app, you can review Google Drive for desktop's [privacy policy](#) and [terms of service](#).

[Forgot password?](#) [Next](#)

8. Now enter your Montgomery Google email password here and then click Next.



Sign in with Google

Make sure that you downloaded
this app from Google

Don't sign in to [Google Drive for desktop](#) unless you're sure this app was downloaded from Google.

If you received a notification to move your accounts, [Google Drive for desktop](#) may have been downloaded for you by Backup and Sync.


If you're not sure whether you downloaded [Google Drive for desktop](#) from Google, you should contact Google support.

[Cancel](#) [Sign in](#)

9. On the next page, click Sign In as shown here.

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Success! 

You've signed into Google Drive.

To continue, close this window and return to Google Drive.

10. Once the Google Drive has been successfully connected to the PC, you will see this page.
You can now refer back to steps 1 – 4.

If you need any help with your Montgomery Google Email account, please tell your subject teacher who will be able to request a password reset from the IT technicians for you.