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To easily manage and share content across all of your devices and the cloud, use Google's desktop sync client: Drive for desktop. If you edit, delete or move a file on the Cloud, the same change happens on your computer and devices, and vice versa. In this way, your files are always up to date and can be accessed from any device. You can use Drive for desktop to: Open files stored on the Cloud directly on your computer. Find and organize your files in your computers file system without using storage space. Sync folders from your computer to Google Drive. When you sync, your files download from the cloud and upload from your computers hard drive. After you sync, your computer's files match those in the cloud. Your files stay up to date and accessible, any change you make applies across devices. Save files and folders for offline use. This includes files from shared drives. Collaborate on Microsoft Office files in real time. If you use Outlook on Windows with a work or school account, send and save files with Microsoft Outlook. Important: Before you start, check that your operating system is compatible with Drive for desktop. Download Drive for desktop: DOWNLOAD FOR WINDOWS Open "GoogleDriveSetup.exe." Follow the on-screen instructions. Tip: If you use a work or school account, you might not be able to use Drive for desktop or your organization might have to install it for you. If you have questions, ask your administrator. On Drive for desktop, at the bottom right, in the system tray, you can find the Drive for desktop menu . Tip: To Show hidden icons, click the arrow. To make it easier to find Drive for desktop when it's closed, you can pin it. To add Drive to the Start menu: In your Start menu, right click Drive Pin to Start. To add Drive to the taskbar: In your Start menu, right click Drive Pin to Taskbar. Important: Before you start, check that your operating system is compatible with Drive for desktop. Download Drive for desktop: DOWNLOAD FOR MAC Open GoogleDrive.dmg. Follow the on-screen instructions. Tip: If you use a work or school account, you might not be able to use Drive for desktop. Your organization must install it for you. If you have questions, ask your administrator. On Drive for desktop, at the top right, in the menu bar, you can find the Drive for desktop menu . To make it easier to find Drive for desktop when it's closed, you can pin it. To add Drive to your Dock: In the Applications folder, drag the Drive app to the left side of the recently used apps separator line. Sign in to Drive for desktop Sync files and folders to Drive for Desktop For this same video with audio descriptions, go to Sync files and folders to Drive for Desktop. When you first open Drive for desktop, you receive a notification Google Drive would like to start syncing. Click OK. On your computer, open Drive for desktop . You can sync files from your computer to Google Drive and backup to Google Photos. On your computer, open Drive for desktop . Click Settings Preferences. On the left, click Folders from your computer. Select an option: Sync with Google Drive: Files you change in the synced folder reflect on Drive. Drive changes reflect on your computer. Synced folders shows under "Computers." Back up Google Photos: Only photos and videos upload. Photos or videos you delete in one place dont delete in another. Edits upload as new images. You can find your photos and videos from any device online or on the Google Photos mobile app. Use Drive for desktop with macOS Sync to Google Drive & Google Photos Important: If you only store photos and videos, we recommend you backup to Google Photos. If you store your files in photos and videos, they upload twice and use more of your Google storage. Network Attached Storage (NAS) only supports backups to Google Photos. Important: If you have multiple Apple Photos libraries, only the System Photo Library syncs to Google Photos. You can sync all Apple Photos libraries in Drive. If you sync an Apple Photos library with Drive, everything syncs. We do not recommend you make changes to these files from another computer or in the cloud as it can corrupt your library. Your System Photo Library is the only library that works with iCloud Photos, Shared Albums, and My Photo Stream. If you only have one photo library, then it's the System Photo Library. Otherwise, the first photo library that you create or open in Photos is your System Photo Library. When you download photos and videos from your iCloud and upload them to Google Photos, it temporarily uses your Hard drive space. Learn more about backing up photos & videos. Access your files when they're synced On your computer, click your name Google Drive . You can find several options based on your Drive usage: My Drive: Contains your own personal files and folders. Shared Drives: Contains files and folders others share with you. Other Computers: Displays files synced from other computers connected to your Google Account. Double click the file you want to open. Files created in Google Docs, Sheets, Slides, or Forms open in your web browser. Other files, like Word docs or .pdf files, open in their default programs on your computer. Tip: If your Drive and "My Drive" folder is empty, you cant find the "Shared Drives" or "Other Computers" views. Customize your Drive for desktop settings Improve your Drive for desktop experience with Advanced Settings. You can: Customize sync preferences. Enable or disable real-time presence with Microsoft Office. Customize Google Photos settings. Customize general settings, such as automatic launch, hotkeys, and proxy settings. Learn how to customize you Drive for desktop settings. 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You can update your preferences and choose to mirror or stream My Drive after installation. Learn about streaming and mirroring options with Drive for desktop. Learn how to find and fix errors in Drive for desktop In Drive for desktop, under Activity, a Some errors occurred banner displays. To display the list of errors, you can either: Click the link in the banner. Click Settings Error list. Learn more about how to fix errors. Related resources SearchClear searchClose searchGoogle appsMain menu Fix problems in Drive for desktop To easily manage and share content across all of your devices and the cloud, use Google's desktop sync client: Drive for desktop. If you edit, delete or move a file on the Cloud, the same change happens on your computer and devices, and vice versa. In this way, your files are always up to date and can be accessed from any device. You can use Drive for desktop to: Open files stored on the Cloud directly on your computer. Find and organize your files in your computers file system without using storage space. Sync folders from your computer to Google Drive. When you sync, your files download from the cloud and upload from your computers hard drive. After you sync, your computer's files match those in the cloud. Your files stay up to date and accessible, any change you make applies across devices. Save files and folders for offline use. This includes files from shared drives. Collaborate on Microsoft Office files in real time. If you use Outlook on Windows with a work or school account, send and save files with Microsoft Outlook. Important: Before you start, check that your operating system is compatible with Drive for desktop. Download Drive for desktop: DOWNLOAD FOR WINDOWS Open "GoogleDriveSetup.exe." Follow the on-screen instructions. Tip: If you use a work or school account, you might not be able to use Drive for desktop or your organization might have to install it for you. 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Otherwise, the first photo library that you create or open in Photos is your System Photo Library. When you download photos and videos from your iCloud and upload them to Google Photos, it temporarily uses your Hard drive space. Learn more about backing up photos & videos. Access your files when they're synced On your computer, click your name Google Drive . You can find several options based on your Drive usage: My Drive: Contains your own personal files and folders. Shared Drives: Contains files and folders others share with you. Other Computers: Displays files synced from other computers connected to your Google Account. Double click the file you want to open. Files created in Google Docs, Sheets, Slides, or Forms open in your web browser. Other files, like Word docs or .pdf files, open in their default programs on your computer. Tip: If your Drive and "My Drive" folder is empty, you cant find the "Shared Drives" or "Other Computers" views. 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Tip: To open the search window you can also use the search hotkey combination. Work on MS Outlook & Office files Mirroring My Drive Mirroring and streaming are two ways to sync your files. Folders from your computer can only be mirrored. Shared drives and other computers can only be streamed. My Drive can either be mirrored or streamed. When Drive for desktop is installed, the My Drive folder is streamed. You can update your preferences and choose to mirror or stream My Drive after installation. Learn about streaming and mirroring options with Drive for desktop. Learn how to find and fix errors in Drive for desktop In Drive for desktop, under Activity, a Some errors occurred banner displays. To display the list of errors, you can either: Click the link in the banner. Click Settings Error list. Learn more about how to fix errors. Related resources Post to the help community Get answers from community members SearchClear searchClose searchGoogle appsMain menu Download files from Google Drive with a computer, Android or iOS device. Important:If you try to download a suspicious file, you may get a warning message. Use caution if you download the file. To download a file from Google Drive: Go to drive.google.com Click a file to download. To download multiple files, press Command (Mac) or Ctrl (Windows) click any other files. Right-click click Download. Tip: You can't drag a file or folder directly to your desktop. Save a file to a different format When you download a file, you have the option to save the file in a different format, such as: A PDF document (.pdf) Microsoft Word (.docx) PowerPoint (.pptx) A JPEG file (.jpg) Learn how to convert Office and other file types into Docs, Sheets or Slides. 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To open files with apps installed on your computer, you need the most recent version of Google drive for desktop and the Application Launcher by Google. Learn how to set a default app for opening certain file types. You can find and open your files from Google Drive on your computer with Drive for desktop. You can use Drive for desktop to keep your files in sync between the cloud and your computer. Syncing is the process of downloading files from the cloud and uploading files from your computers hard drive. After syncing, the files on your computer match the files in the cloud. If you edit, delete, or move a file in one location, the same change happens in the other location. That way, your files are always up to date and can be accessed from any device. 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