

Z Drive For Staff Is Going Away...



Here's what you need to do before January 9th at 8:00am.

STEP 1



Save or Not Save?



Take a good look at every file and see if it's worth keeping. Yes, us teachers like to save everything. If you haven't used it in three years, it's time to throw it away. Just do it. You'll feel better.

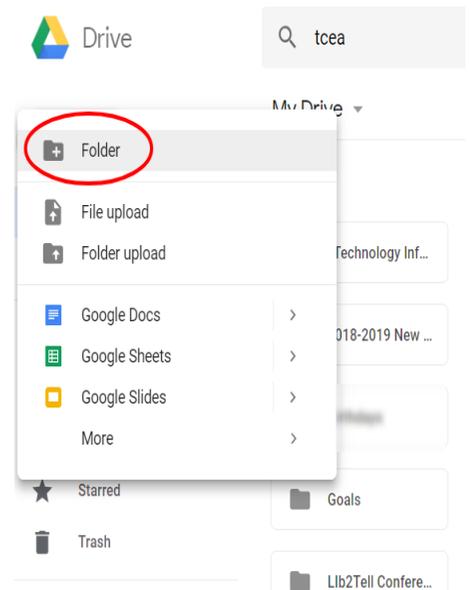
Your Z Drive will be going away on January 9th at 8:00am. Therefore, we strongly recommend you start cleaning out your Z Drive and/or moving your files over to Google Drive.

Not sure how to move them to your Google Drive? Check out the steps below...

STEP 2

Move Z Drive Files To Google Drive

In your Google Drive, create a new folder called Z Drive. This is where you're going to move your files into.



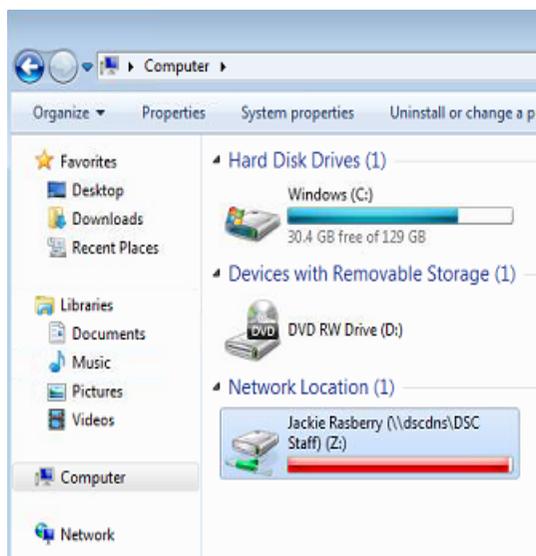
Now, you're going to open your Staff Folder...on Windows 7 and 10, open File Explorer. The File Explorer icon is located at the bottom of your desktop that looks like a manilla folder.



STEP 2 CONTINUE

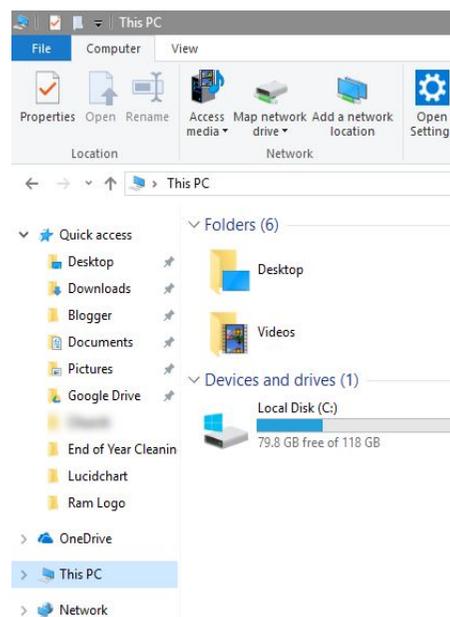
FOR WINDOWS 7

On Windows 7, click on Computer and you should see your Z Drive.



FOR WINDOWS 10

On Windows 10, select This PC.



Open your Z Drive and select what you want to keep. Then, you can drag and drop documents, pictures, and music into the folder you created in your Google Drive (Z Drive folder). Once you have saved your items to Google, please delete the files from your Staff Folder.

If you're needing a video to help with the information above, go to...
bit.ly/mwcopyz

Deadline to get Z files copied to Google Drive is January 9th at 8:00am.

If you need any help, please put in a technology work ticket and your campus tech will be happy to assist you.

Google Backup & Sync



Google Backup & Sync



What Is It?

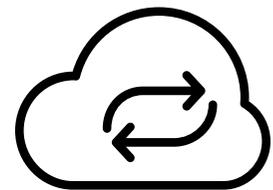
Google Backup & Sync is a tool that stores files in the cloud so they're no longer trapped on your computer and you can access them from anywhere.

You can choose what you want it to save: desktop, My Documents, files, or other folders on your desktop or computer, etc. and it will automatically save to your Google Drive in seconds (see YouTube video).

Also, when deleting from your desktop, it will delete from your My Drive.

Pretty neat, huh?

Google Backup & Sync



**ALREADY
INSTALLED**

Need a video?
bit.ly/mwbackup
(start at 2:00 minute mark)

Google Backup and Sync has already been installed on your computer. If you search Google Backup and Sync on your computer, you can click on it, and configure it yourself. Please see the YouTube video and you can start it at the 2:00 minute mark. If you are not comfortable with configuring it yourself, please put in a technology work order and your campus tech will help you out.