





Option 2 – Google Drive Desktop App for Windows Computers

1. In the *bottom right* of your screen, locate the **Google Drive icon**, left-click it and select **Sign in**
Note: *If you cannot find Google Drive on your computer, please download and install it from the link below:*
https://www.google.com/intl/en_au/drive/download/
2. Select or sign in to your **OACGoogle account** (*StudentID@openaccesscolleges.a.com*) and then click **Sign in**
3. Click the Google Drive icon again, select **Settings** (gear icon), **Preferences** and then **Google Drive** on the left
4. Ensure **Stream files** is selected, click **Settings** (gear icon), scroll down to Notification preferences, untick **Prompt me to back up devices** and click **Done**
5. Open File Explorer, select **Google Drive (G:)** on the left and navigate to your **work returns**

