

How to Backup/Download Google Drive Data

The steps below will guide you on how to backup and/or download your Google Drive data.

Preparation Steps

- a) Make sure you are able to login to your Student Email using your student username
FirstName.LastName00#@mymdc.net
- b) If you are having password issues, please visit <https://www.mdc.edu/password/>

Step 1:

Click the following link to navigate to the [MDC Student Portal](#)

Scroll down and click on the “**Email**” link under the “**QUICK LINKS**” section.

Login using your MDC Student username:
FirstName.LastName00#



Sign in with your MyMDC account:

Step 2:

At the top right of the screen, click the “Google apps” icon: 

A list of Google Apps will now be displayed.

Click on the “**Drive**” icon:



Account



Gmail



Drive



Docs



Sheets




Slides

You should now see a screen with all the Files and Folders stored on your Google Drive

Step 3:

To download Files and Folders, follow these instructions:

Individual Files or Folders


Right click the file or folder you wish to download, and select “**Download**” from the menu.  **Download**

The file/folder will now begin to download.

By default it will go into the “Downloads” folder on your local computer.


Multiple Files or Folders

Left click + hold down the button to **drag and highlight** over the files or folders you want to download together. You will know multiple files are selected when you see the file names change to **BLUE** with a light blue background

Right click any of the files or folders you wish to download, and select “**Download**” from the menu.  **Download**

This will create a **ZIP** file with all items you selected.

The .zip file will be downloaded, by default, to the “Downloads” folder on your local computer.

Example:  drive-download-20220721T174304Z-001.zip

Repeat the above processes to download all the desired data from Google Drive to your local computer.

How to upload the data to OneDrive

Step 1:

Click the following link to navigate to the [Office365 login page](#).

If you are not already signed in to your student account.

Login using your MDC Student username:

FirstName.LastName00#

Otherwise click the “**Yes**” button on the “Stay signed in?” prompt.

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

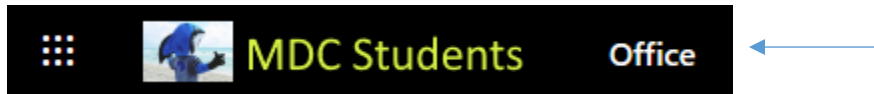
☐ Don't show this again

No

Yes

Step 2:

You will now be on the MDC Students Office365 homepage.



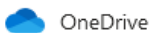
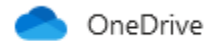
Click the “**App launcher**” icon on the top left corner.



A list of Microsoft Apps will now be displayed

Apps

Click the “**OneDrive**” icon.

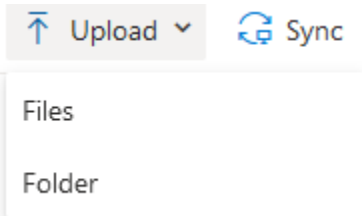


Step 3:

You will now be on the MDC Students OneDrive homepage.



Click the “**Upload**” button.



Select “**Files**” or “**Folder**”

Navigate to the file/folder you wish to upload.

Once the file/folder is selected, click the “**Open**” button

****Note:** You can select more than one file at a time by using the Ctrl+Left Click method.

*****If** you downloaded multiple files from Google Drive into the **ZIP** file format. You will want to extract (unzip) the files before you upload to OneDrive. Otherwise you will not be able to easily access the files within the .zip from the OneDrive interface.

Uploaded files/folder will now appear in the “**My files**”

Repeat the process as necessary.