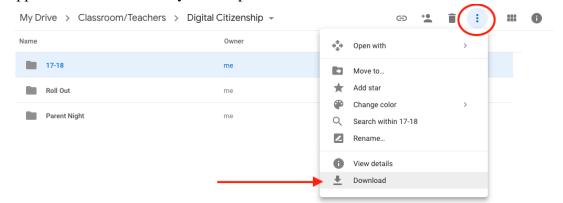


## **Google Drive FAQs**

- Q. Will I lose access to my documents when I leave Del Mar Schools?
  - **A.** Yes, accounts will be disabled after you disenroll.
- Q. How can I save my Google Drive contents, so I can access my files after I leave Del Mar?
  - **A.** The best way to save your work is to download your files to a thumb drive. You can also log into your Google Drive account at home and download your files to your home computer, then upload them to a personal Google account or an account at your new school.
- Q. How do I download my files?
  - **A.** First, put the files that you want to keep in a folder(s). Then, select (highlight) the folder.

Finally, click the **More Actions** Menu and select **Download**. Your files will be zipped and downloaded to your computer



- Q. Can I save an individual document?
  - **A.** Yes. You will follow the same steps you followed to download a folder.