

Installing Google Drive for Desktop on personal devices

Overview

On this page

Google Drive for Desktop allows you to easily access files stored in your Google Drive, without having to open your browser. With Google Drive for Desktop, your Google Drive will look like any other folder on your computer.

Google Drive for Desktop can be installed and accessed from UWF owned computers, campus computer labs, other resources like ArgoApps, and personal computers.

What is Google Drive?

All UWF Students and Faculty have a Google account which includes access to Gmail, Google Apps, and the ability to store files in their [Google Drive](#).

Visit [Training materials and support documentation for Google Workspace apps](#) to learn more about Google's apps (including Google Drive). This page links to various official Google documentation.

Why use Google Drive?

Google Drive can be accessed from anywhere and provides users a large storage quota to store many files. Once configured on ArgoApps, Google Drive automatically attaches to whatever virtual application or desktop you use - each time you log in!

People who use UWF computer labs or other resources (such as ArgoApps) can save their files to Google Drive too. Visit [ArgoApps Help: Using the Google Drive app](#) to learn more.

Installing Google Drive for Desktop



Many UWF-owned computers and laptops already have Google Drive for Desktop installed.

- Users with UWF-owned computers and laptops should skip to the [Logging in to Google Drive for Desktop](#) instructions further down on this page.
- If you're using a UWF-owned device that doesn't have Google Drive for Desktop, then contact the ITS Help Desk (850.474.2075), so that they could begin the process of installing this program. UWF employees may also [contact their LSPs](#).



There are mobile apps for Google Drive!

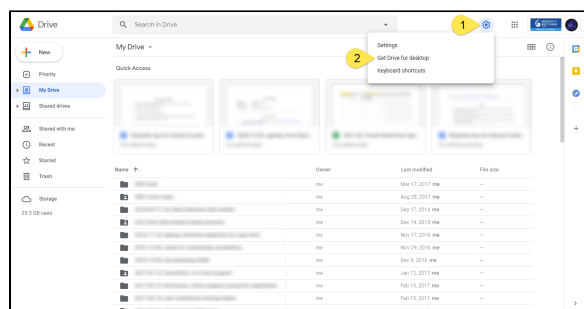
- [Google Drive for Android](#)
- [Google Drive for iOS](#)

Step 1

Go to drive.google.com.

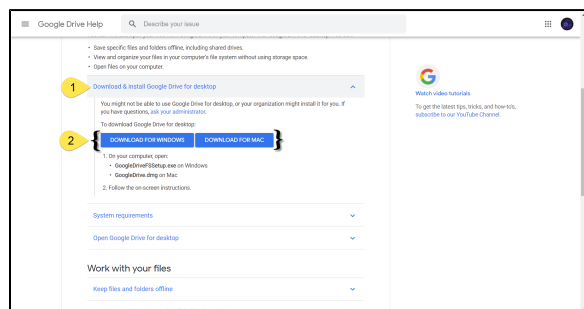
Step 2

Click the gear icon >> **Get Drive for desktop.**



Step 3

Click **Download & install Google drive for desktop** and click the version for your computer.



Step 4

Continue following the on-screen instructions to download the program.

Step 5

Repeat these steps for installing Google Drive for Desktop on the other devices you have.

Logging in to Google Drive for Desktop



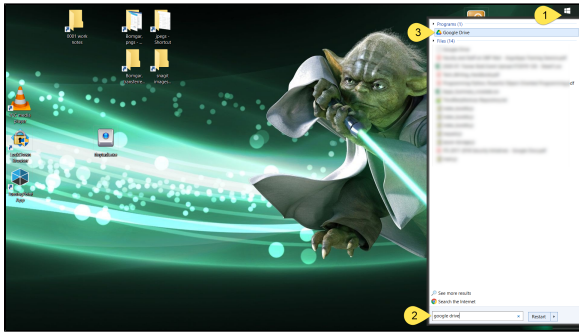
Notes about logging in to Google Drive for Desktop

- You may have to log in to this program each time you access a different computer (or a computer meant for public use).
- Sometimes this program may log you out on its own. So you'll have to reopen this program on your desktop and then log back in.

Step 1

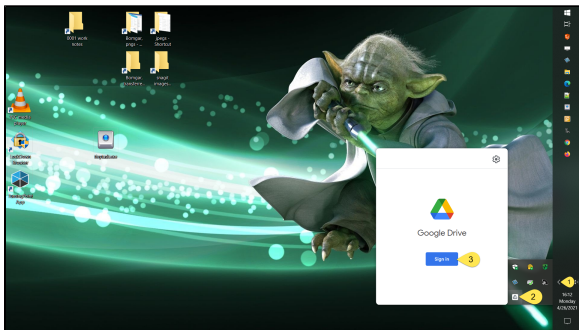
If the installer didn't already log you in, then you'll have to log in.

Locate the **Google Drive** program on your computer and open it.



Step 2

Click the **Google Drive** icon in your system tray, then click **Sign In**.



Step 3

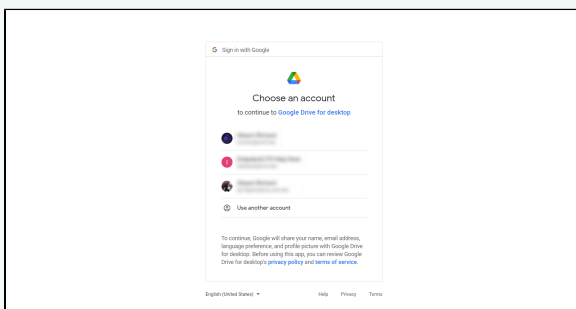
A new tab will appear in your web browser.

Log in to your UWF Gmail account.



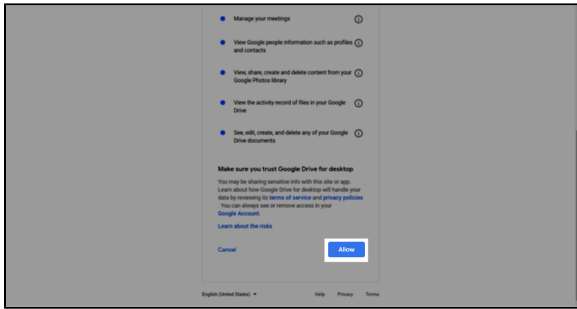
If you're logged in to multiple Gmail accounts...

then choose your UWF Google account.



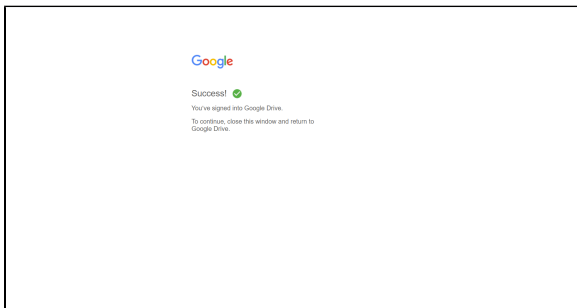
Step 4

Google Drive for desktop will list the permissions it needs to function properly. Please review this list and click **Allow** at the bottom of the page.

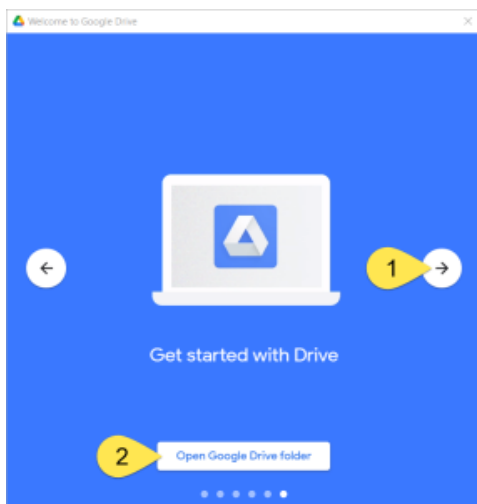


Step 5

You should see this confirmation page. Feel free to close this.

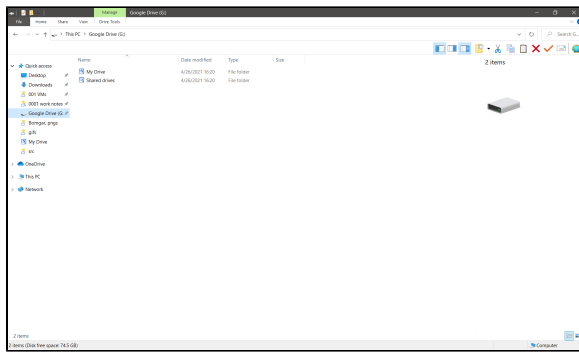


You should also see a **Welcome to Google Drive** window. Feel free to click through these messages and click **Open Google Drive folder**.



Step 6

You should now see **My Drive** and **Shared drives**. Click either one to view your files.



Please know that **Shared drives** are only for UWF departments and their employees. UWF employees should visit [Google Shared Drives for UWF](#) to learn more.

Below is a video of the steps listed above

Your browser does not support the HTML5 video element

What is ArgoApps?

ArgoApps is UWF's hosted application & virtual desktop environment which provides users access to specialized applications from nearly any device (Computer, iPad, iPhone, etc.) anywhere they have an Internet connection. Visit [ArgoApps](#) to learn more.

Google Drive is an application available in ArgoApps. This way, users can save their files in Google Drive, then access those files from any device with Internet access. Visit [ArgoApps Help: Using the Google Drive app](#) to learn more.

ITS Help Desk

(850) 474-2075

helpdesk@uwf.edu