

GOOGLE DRIVE FILE STREAM

If you do not have this software installed on your personal computer I would highly recommend it. It allows you to access your Google Drive easily through your computer's file system. **Finder** or **Windows Explorer** (or whatever it's called now). For those needing to move and organize a lot of files on Google Drive this really helps.

Go to this link to learn how to download and install the software.

<https://support.google.com/a/answer/7491144?hl=en>



It will look like this on your desktop:

You can add it to your Favorites in the sidebar by dragging the desktop icon to where you want it in the sidebar.

