

Downloading from Google Drive

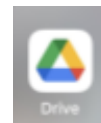
Jump to: [iOS](#) [Android](#)

Note: Students can access any files saved on their Chromebook through the Google Drive App. The Google Drive app will need to be downloaded to their device.

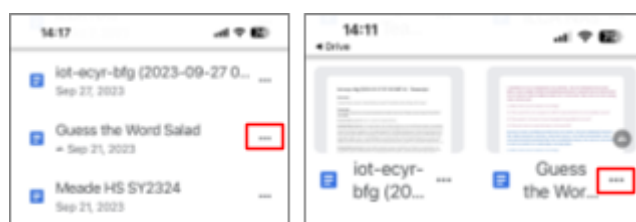
Students should sign in using their IDnumber@aacps.org (the same username and password used to log into the Chromebook)

iOS

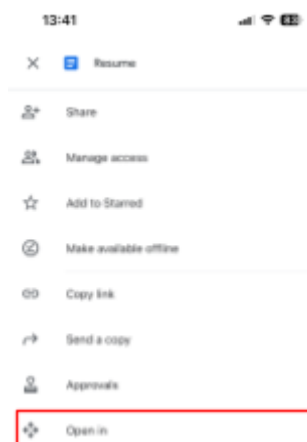
1. Open the Google **Drive** app*
*App will need to be downloading before continuing



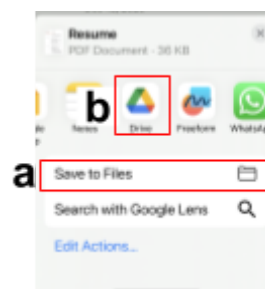
2. Locate the file and click the 3 dots next to the file

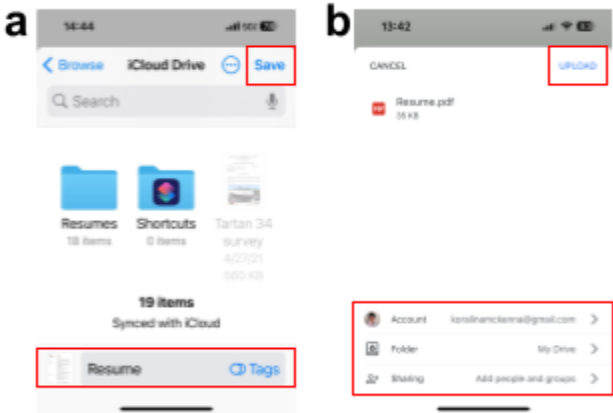

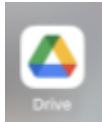
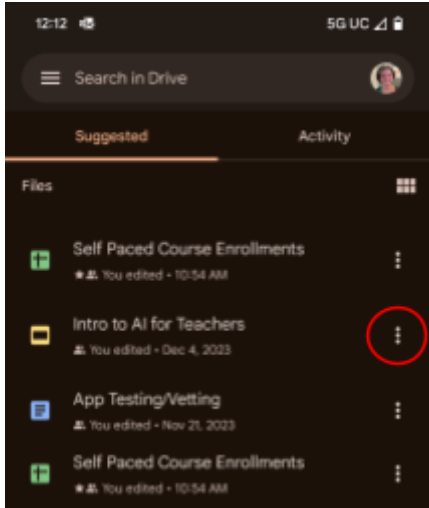


3. Select **Open In**

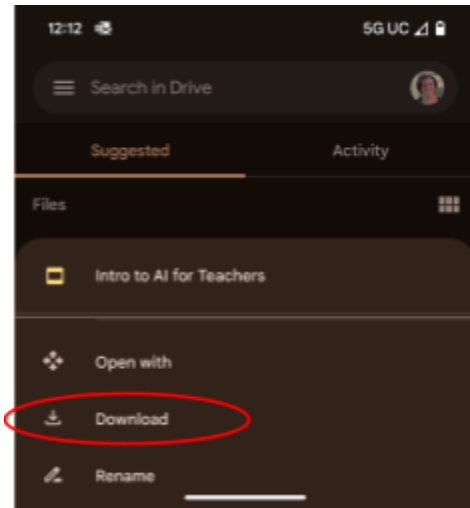


4. Options:
 - a. Select **Save to Files** (to save file to iCloud account or phone)
 - b. Select **Drive** (to save to a different Google Account)

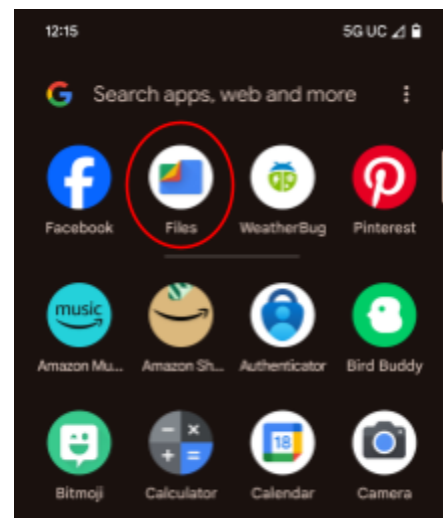


<p>5. a: Optional: Rename and select Tags for organization. Click Save</p> <p>b: Optional: Select Google account, organize and share settings. Click Upload</p> <p><i>*Note: the Google File has been automatically converted into a PDF</i></p>	
<p>6. a: The PDF file will be saved in Files on your iOS device</p> <p>b: Files will be saved to the selected Google Drive Account</p>	
<h2 style="text-align: center;">Android</h2>	
<p>1. Open Google Drive</p> <p><i>*App should be installed by default on all Android devices.</i></p>	
<p>2. Locate a file in your Google Drive and select the 3 dots to the right side of the file name.</p>	

3. At the bottom of the list of menu options, you will see Download. Select this.



4. The file will download to the device as a PDF. To find the file, locate and open your Files app.



5. You can find your PDF file under Recent or Downloads in the Files app.

