# Backing Up Files to Google Drive

1. Go to your Google Drive
2. Click "+New"
3. Click New Folder
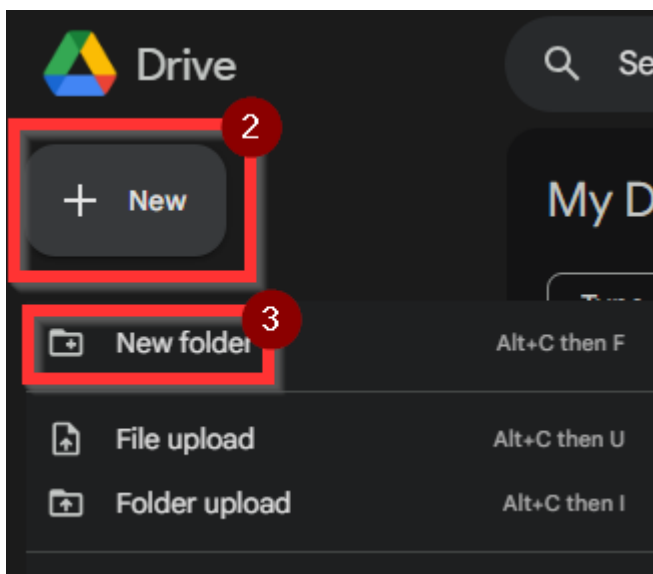


4. Type a name and then click "Create" (e.g. "Desktop-Backup")
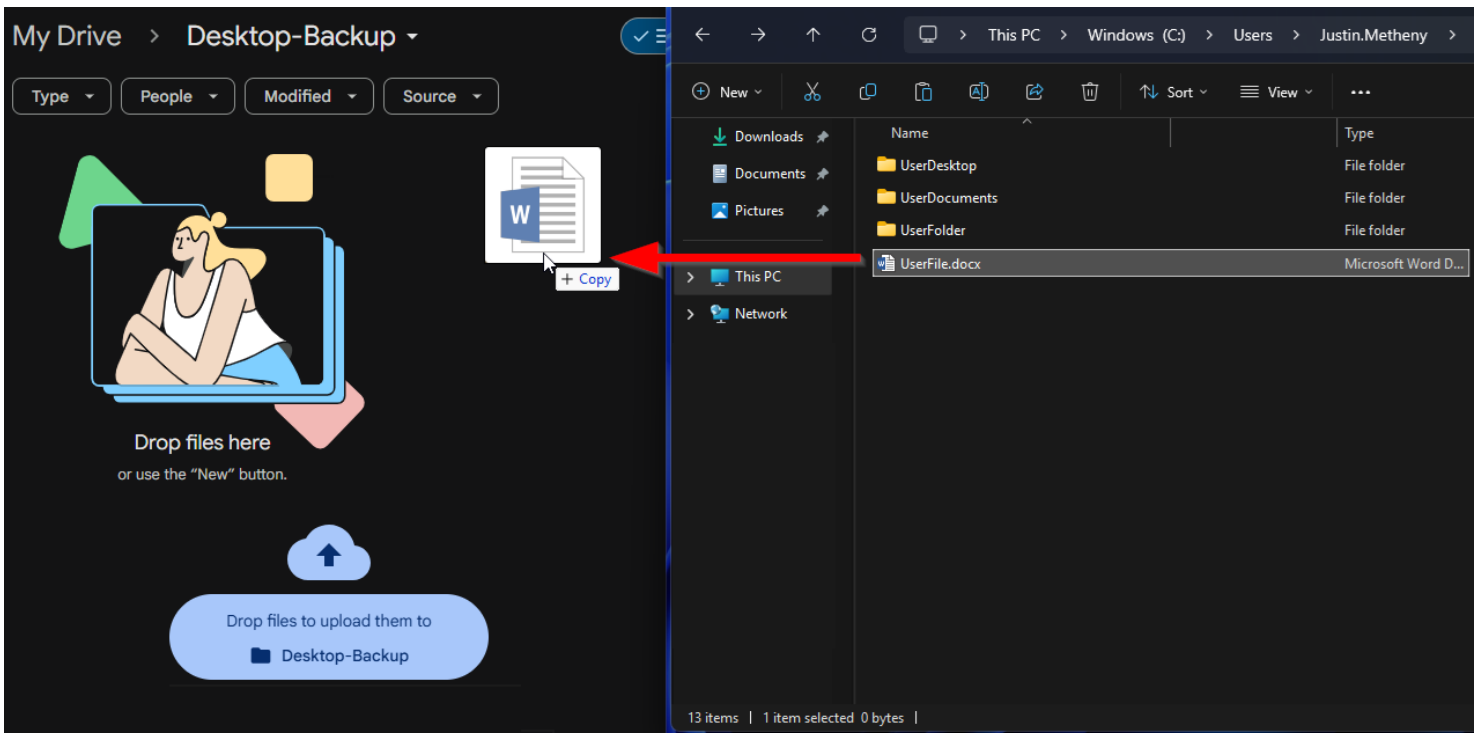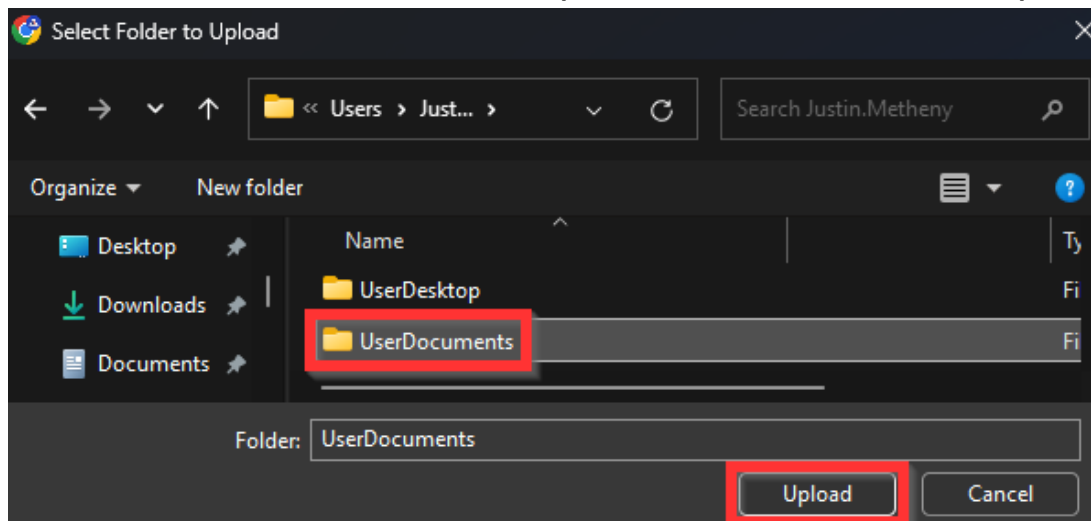5. Open the folder

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6. Upload files using the following two methods
    a. Drag files in to the drive folder



    b. Click +New and select File/Folder upload and choose what to upload
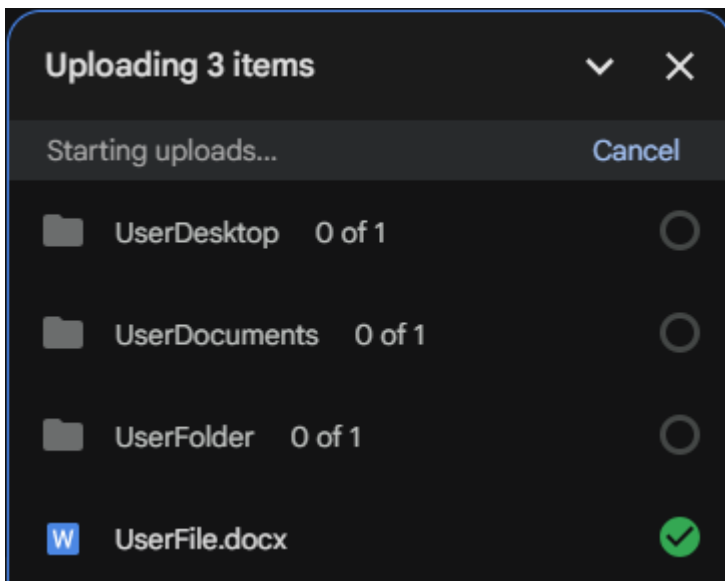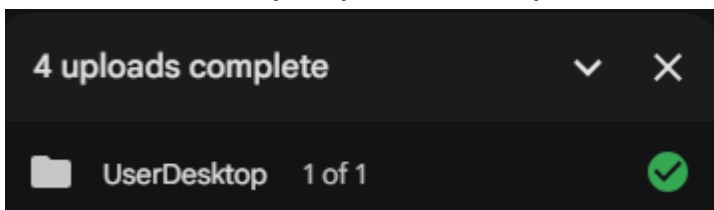


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7. Leave the tab open while the download finishes
    a. At the bottom right of the screen will be a upload progress tracker



    b. Wait for it to say "Uploads Complete"



8. Verify the files are in drive