

User Guide: IT Services

Google Drive for Staff

This service involves the use of Google drive.



VISIT THIS PAGE

<http://services.nwu.ac.za/it-service-catalogue/google-drive-staff>

Prerequisites

- NWU Gmail email address;
- Windows: Google Chrome browser is recommended;
- Android or Mac: Install the Google Drive App from the appropriate app store.

Link to this service

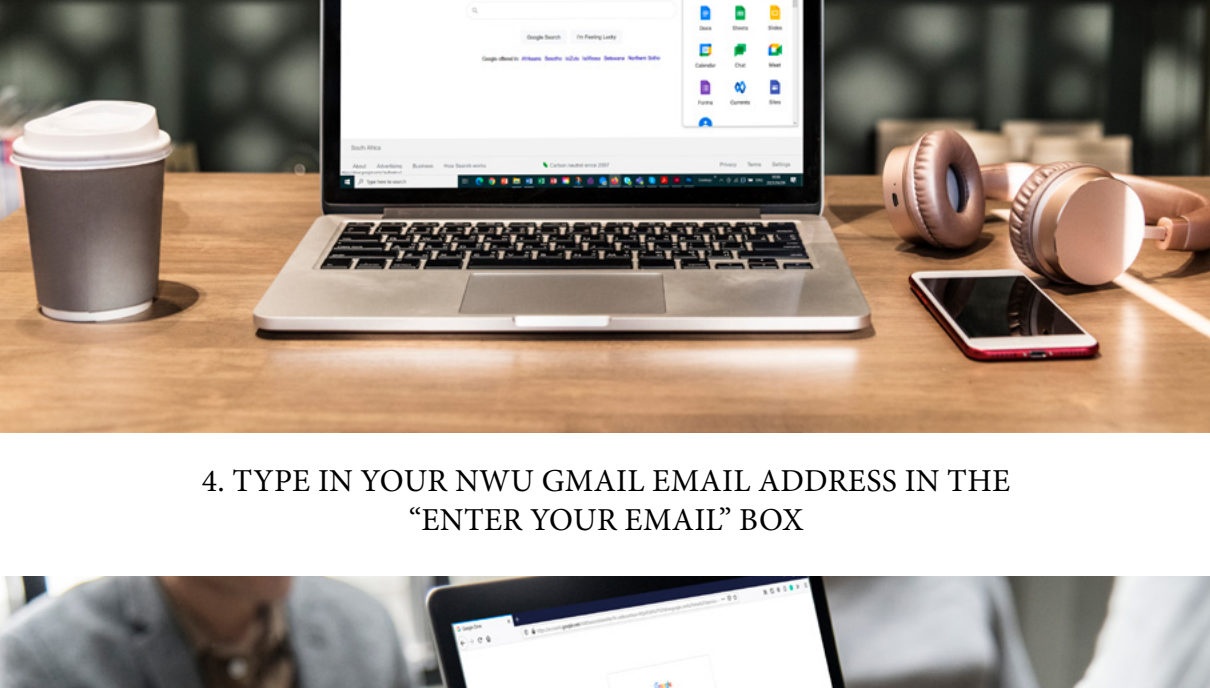
1. OPEN A WEB BROWSER



2. NAVIGATE TO WWW.GOOGLE.CO.ZA



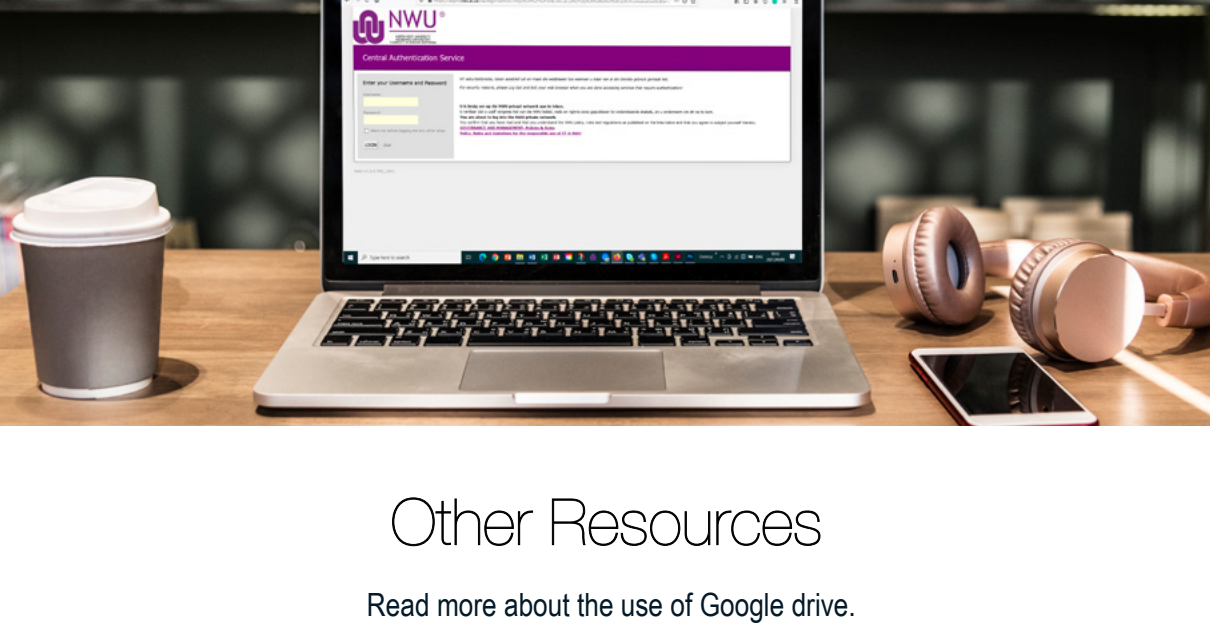
3. CLICK ON THE GOOGLE APP ICON IN THE TOP RIGHT HAND CORNER AND SELECT THE GOOGLE DRIVE APP ICON



4. TYPE IN YOUR NWU GMAIL EMAIL ADDRESS IN THE "ENTER YOUR EMAIL" BOX



5. YOU WILL BE RE-DIRECTED TO THE NWU CAS WEB PAGE WHERE YOU HAVE TO ENTER YOUR STAFF NUMBER AND PASSWORD. YOU WILL THEN HAVE ACCESS TO YOUR GOOGLE DRIVE.



Other Resources

Read more about the use of Google drive.

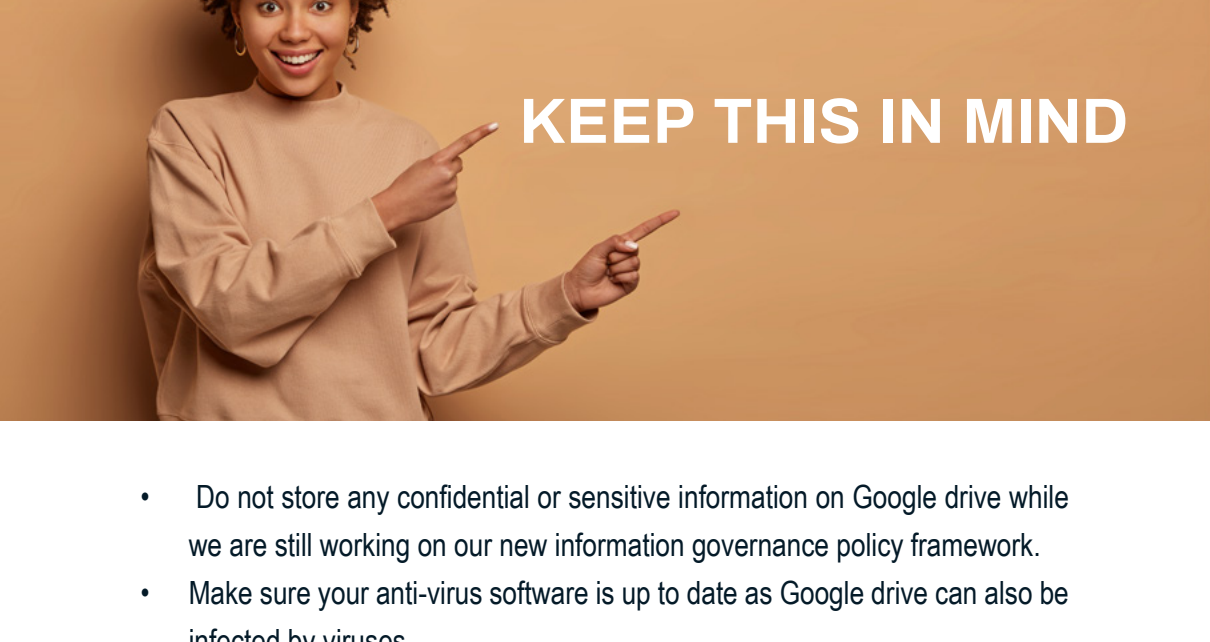
VISIT THIS PAGE

<https://www.google.com/drive/>



Best Practices

Follow these steps

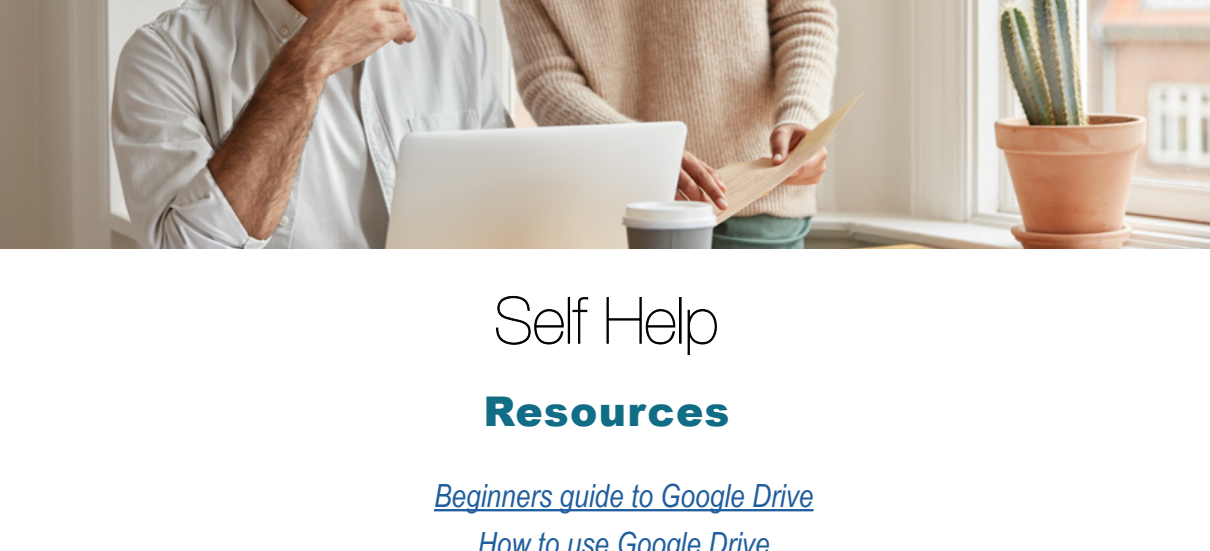


KEEP THIS IN MIND

- Do not store any confidential or sensitive information on Google drive while we are still working on our new information governance policy framework.
- Make sure your anti-virus software is up to date as Google drive can also be infected by viruses.
- In some instances, Google Drive can be used for work. Always backup the information you store there to other media.

READ MORE

[Click here to find out more.](#)



Self Help Resources

[Beginners guide to Google Drive](#)

[How to use Google Drive](#)

[Free Google Drive tutorial](#)

[Quick tutorial for Google Drive](#)

VISIT THIS PAGE

[View all resource documentation here](#)

All services may be access in our IT Service Catalogue. Follow these steps:
<http://services.nwu.ac.za/ithome> > [Service Catalogue](#)