

User Guide: IT Services

Google Drive for Students

Every student has a NWU Google drive that gives access to secure cloud storage. Access to your files, photos, videos and more will be available anywhere.



VISIT THIS PAGE
<http://services.nwu.ac.za/it/sc/google-drive-students>

Self Help Resource Documentation

1. Beginners guide to Google Drive	2. Free Google Drive tutorial
3. How to use Google Drive	4. Quick tutorial for Google Drive

Prerequisites

NWU Gmail email address (e.g. 12345678@student.g.nwu.ac.za),
 NWU id and password;
Windows: Google Chrome browser is recommended;
Android or Mac: Install the Google Drive App from the appropriate app store.

Link to this service

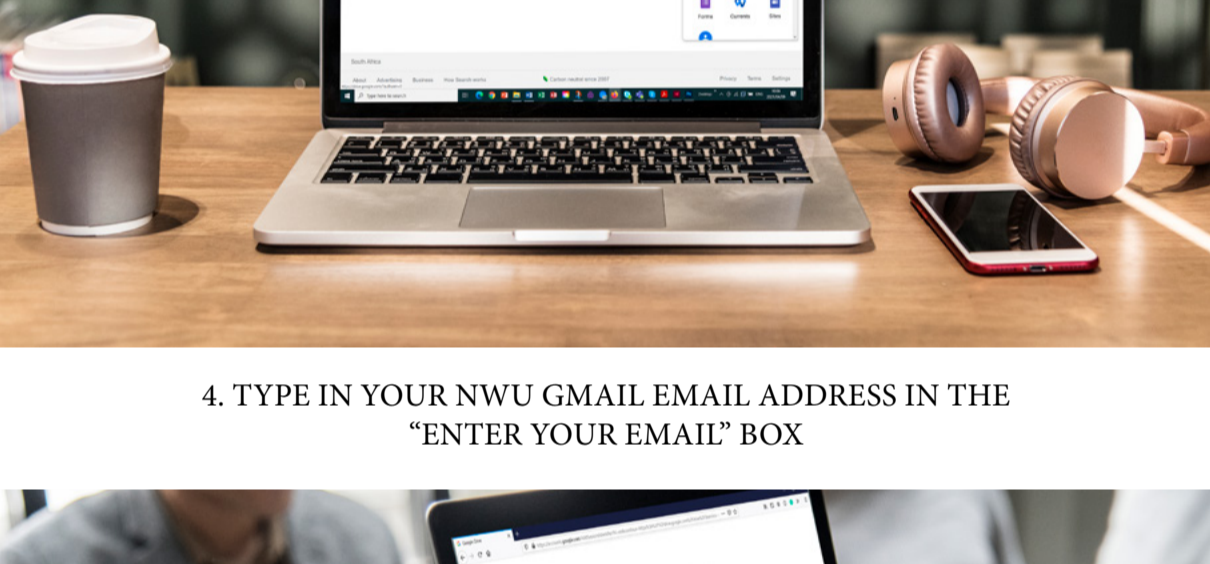
1. FOR WINDOWS: OPEN A WEB BROWSER;



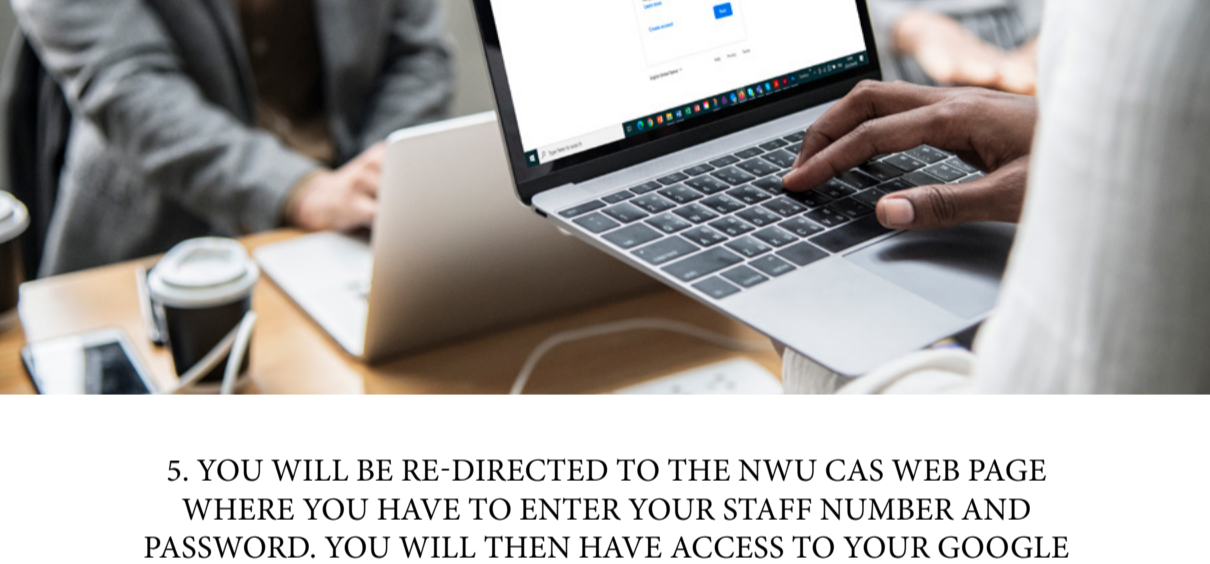
2. NAVIGATE TO WWW.GOOGLE.CO.ZA



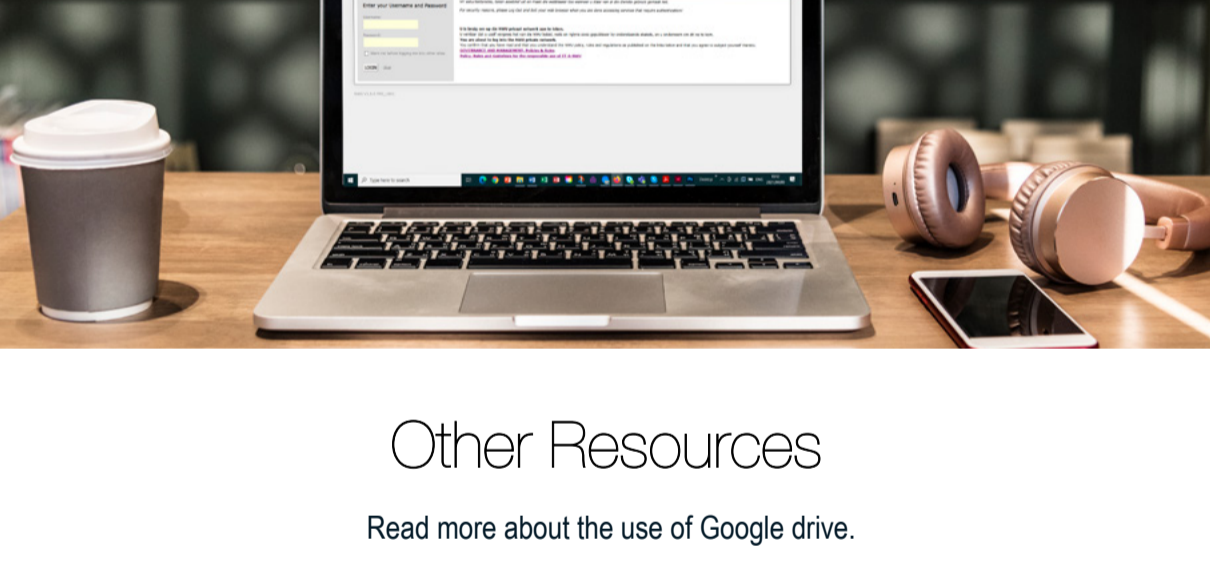
3. CLICK ON THE GOOGLE APP ICON IN THE TOP RIGHT HAND CORNER AND SELECT THE GOOGLE DRIVE APP ICON



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

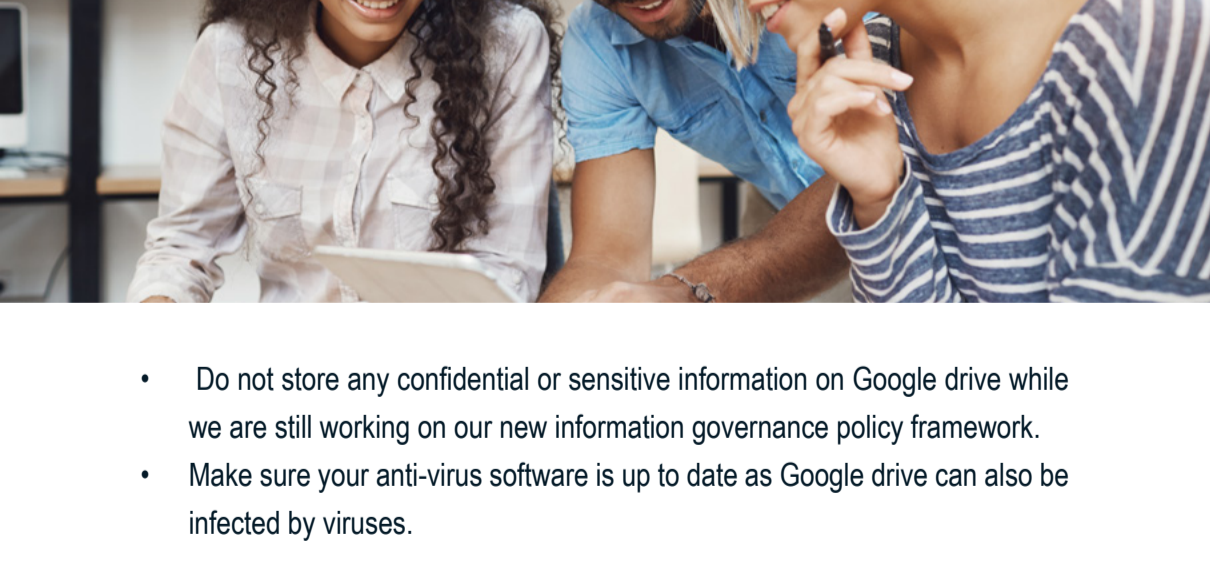
Read more about the use of Google drive.

VISIT THIS PAGE
<https://www.google.com/drive/>



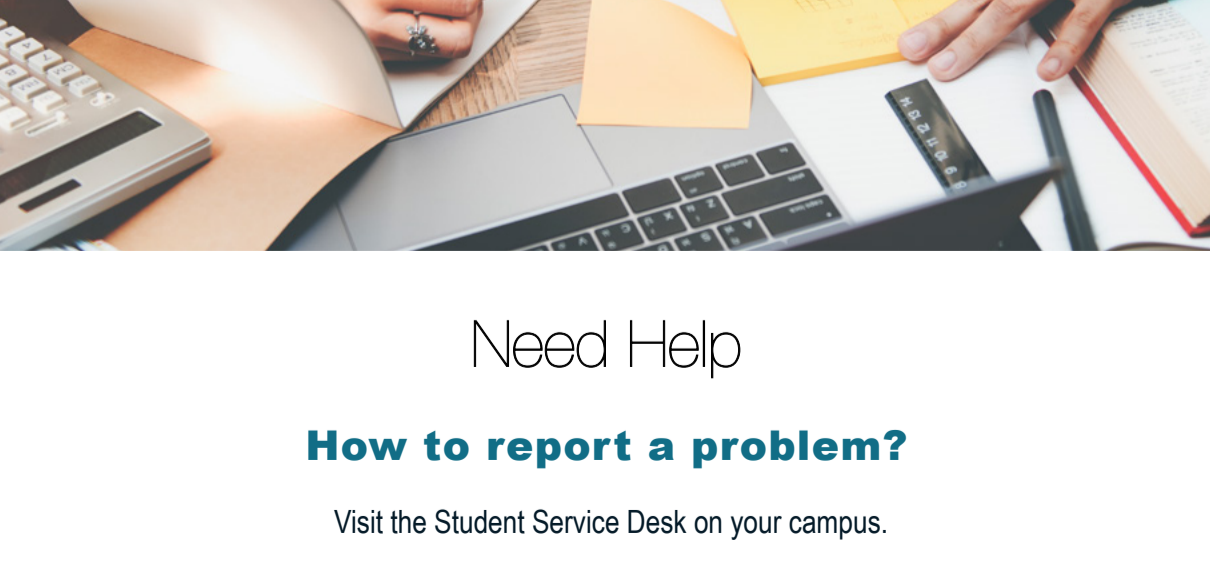
Best Practices

Keep the following 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.

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



Need Help

How to report a problem?

Visit the Student Service Desk on your campus.

All Student IT services may be accessed from IT Services and Software page.

[Click to access](#)