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To easily manage and share content across all of your devices and the cloud, use Google's desktop sync client: Drive for desktop. If you edit, delete or move a file on the Cloud, the same change happens on your computer and devices, and vice versa. In this way, your files are always up to date and can be accessed from any device. You can use Drive for desktop to: Open files stored on the Cloud directly on your computer. Find and organize your files in your computer's file system without using storage space. Sync folders from your computer to Google Drive. When you sync, your files download from the cloud and upload from your computer's hard drive. After you sync, your computer's files match those in the cloud. Your files stay up to date and accessible, any change you make applies across devices. Save files and folders for offline use. This includes files from shared drives. Collaborate on Microsoft Office files in real time. If you use Outlook on Windows with a work or school account, send and save files with Microsoft Outlook. Important: Before you start, check that your operating system is compatible with Drive for desktop. Download Drive for desktop: DOWNLOAD FOR WINDOWS Open "GoogleDriveSetup.exe." Follow the on-screen instructions. Tip: If you use a work or school account, you might not be able to use Drive for desktop or your organization might have to install it for you. If you have questions, ask your administrator. On Drive for desktop, at the bottom right, in the system tray, you can find the Drive for desktop menu . Tip: To Show hidden icons, click the arrow. To make it easier to find Drive for desktop when it's closed, you can pin it. To add Drive to the Start menu: In your Start menu, right click Drive Pin to Start. To add Drive to the taskbar: In your Start menu, right click Drive Pin to Taskbar. Important: Before you start, check that your operating system is compatible with Drive for desktop. Download Drive for desktop: DOWNLOAD FOR MAC Open GoogleDrive.dmg. Follow the on-screen instructions. Tip: If you use a work or school account, you might not be able to use Drive for desktop. Your organization must install it for you. If you have questions, ask your administrator. On Drive for desktop, at the top right, in the menu bar, you can find the Drive for desktop menu . To make it easier to find Drive for desktop when it's closed, you can pin it. To add Drive to your Dock: In the Applications folder, drag the Drive app to the left side of the recently used apps separator line. Sign in to Drive for desktop Sync files and folders to Drive for Desktop For this same video with audio descriptions, go to Sync files and folders to Drive for Desktop. When you first open Drive for desktop, you receive a notification Google Drive would like to start syncing. Click OK. On your computer, open Drive for desktop . You can sync files from your computer to Google Drive and backup to Google Photos. On your computer, open Drive for desktop . Click Settings Preferences. On the left, click Folders from your computer. Select an option: Sync with Google Drive: Files you change in the synced folder reflect on Drive. Drive changes reflect on your computer. Synced folders shows under "Computers." Back up Google Photos: Only photos and videos upload. Photos or videos you delete in one place don't delete in another. Edits upload as new images. You can find your photos and videos from any device online or on the Google Photos mobile app. Use Drive for desktop with macOS Sync to Google Drive & Google Photos Important: If you only store photos and videos, we recommend you backup to Google Photos. If you store your files in photos and videos, they upload twice and use more of your Google storage. Network Attached Storage (NAS) only supports backups to Google Photos. Important: If you have multiple Apple Photos libraries, only the System Photo Library syncs to Google Photos. You can sync all Apple Photos libraries in Drive. If you sync an Apple Photos library with Drive, everything syncs. We do not recommend you make changes to these files from another computer or in the cloud as it can corrupt your library. Your System Photo Library is the only library that works with iCloud Photos, Shared Albums, and My Photo Stream. If you only have one photo library, then it's the System Photo Library. Otherwise, the first photo library that you create or open in Photos is your System Photo Library. When you download photos and videos from your iCloud and upload them to Google Photos, it temporarily uses your Hard drive space. Learn more about backing up photos & videos. Access your files when they're synced On your computer, click your name Google Drive . You can find several options based on your Drive usage: My Drive: Contains your own personal files and folders. Shared Drives: Contains files and folders others share with you. Other Computers: Displays files synced from other computers connected to your Google Account. Double click the file you want to open. Files created in Google Docs, Sheets, Slides, or Forms open in your web browser. Other files, like Word docs or .pdf files, open in their default programs on your computer. Tip: If your Drive and "My Drive" folder is empty, you can find the "Shared Drives" or "Other Computers" views. Customize your Drive for desktop settings Improve your Drive for desktop experience with Advanced Settings. You can: Customize sync preferences. Enable or disable real-time presence with Microsoft Office. Customize Google Photos settings. Customize general settings, such as automatic launch, hotkeys, and proxy settings. Learn how to customize your Drive for desktop settings. Open files & folders offline Search for your Drive files To find your files in Drive, search in Drive for desktop. When you search in Drive for desktop, rather than in Windows Search or macOS Spotlight, it ensures that your search includes all files from the Drive streaming location. On your computer, open Drive for desktop . Click Search . Enter your search terms. Tip: You can use the same advanced searches as in Drive web. Open your file. If the file is on your computer, it opens with the associated application. Otherwise, it opens in Drive web. Tip: To open the search window you can also use the search hotkey combination. Work on MS Outlook & Office files Mirroring My Drive Mirroring and streaming are two ways to sync your files. Folders from your computer can only be mirrored. Shared drives and other computers can only be streamed. My Drive can either be mirrored or streamed. When Drive for desktop is installed, the My Drive folder is streamed. You can update your preferences and choose to mirror or stream My Drive after installation. Learn about streaming and mirroring options with Drive for desktop. Learn how to find and fix errors in Drive for desktop In Drive for desktop, under Activity, a Some errors occurred banner displays. To display the list of errors, you can either: Click the link in the banner. Click Settings Error list. Learn more about how to fix errors. Related resources SearchClear searchClose searchGoogle appsMain menu You can see computers, phones, and other devices where you are or were signed in to your Google Account recently. You can check google.com/devices to make sure no one else has signed in to your account. Go to your Google Account. On the Your devices panel, select Manage all devices. You'll see devices where you're currently signed in to your Google Account or have been in the last few weeks. For more details, select a device or a session. Devices or sessions where you're signed out will have a Signed out indication. Account from a browser, app, or service on the device. Its normal to have multiple sessions on the same device. A separate session can be created on the device: When you sign in on a new device When you re-enter your password to verify its you When you sign in on a new browser, app, or service When you grant an app access to your account data When you sign in on an incognito or private browser window For your security, the page will display each session, to allow you to review its details and sign out of it if you're not sure it's yours. What the time shown means The times listed on the page represent the last time there was communication between the device or session and Google's systems, at each location. This communication can include: User actions like when you use Google Account or Google apps Automatic syncing that happens in the background between a service and Google Therefore, you might see a time which is more recent than when you last used the device. Sign out on a device you no longer use To help keep your account secure, sign out on devices that: Are lost or you no longer own Don't belong to you Important: If you don't recognize a device or there's unfamiliar activity on your account, follow the steps to secure your account. Go to your Google Account. On the Your devices panel, selectManage all devices. Select the device Sign out. If multiple sessions appear with the same device name, they could all come from the same device or multiple devices. If you want to make sure there's no account access from a device, sign out of all the sessions with this device name. Secure your account if you see an unfamiliar device Go to your Google Account. On the Your devices panel, select Manage all devices. You can look for these signs that someone else is using your account: You don't recognize a device. You might not recognize activity that was actually you if: You started using a new device. You used someone else's device or a public computer, like at a library. Learn how to sign out on a public device you're no longer near. You recently reset your device to factory settings. The device could still show up. You weren't in a location at the time listed. You might not recognize a location where you actually were if: You don't remember using your account at a certain date and time. You might not recognize a certain date and time if you have apps that connect to your Google Account, like Gmail or Calendar, because the times could be more recent than you remember. You see a different browser (like Chrome or Safari) than the one you normally use. Gmail Security and Privacy Settings Post to the help community Get answers from community members You can let a friend or family member share and locate a device or accessory, like your car keys, that have a tracker tag. You can stop sharing devices at any time and remove devices and accessories from Find Hub if you no longer own them. Important: These steps only work on Android 9 and later. Learn how to check your Android version. For the shared owners privacy, it takes several minutes to detect the location of the accessory or tracker tag after sharing is completed. You can share your accessory or tracker tag with up to 10 loved ones so you can all locate your valuables in the app.Step 1: Device owner sends a sharing invitation On your device, tap Find Hub . Select the accessory you want to share. Tap Share device. Follow the on-screen instructions. You can send the invitation with any messaging app like, text, email, or Quick Share. Tip: Your friend or family member has 24 hours to accept the invitation.Step 2: Recipient accepts the invite Your friend or family member opens the link you sent in your invitation on an Android Device. They are prompted to download the Find Hub app if it's not already installed. They can choose whether to accept the invitation. To accept: Tap Accept. To decline: Tap Decline. Tip: When you accept an invitation, under the shared device is a 4-digit PIN. You can use the PIN for added security.Step 3: Device owner confirms sharing On your device, tap Find Hub . Select the accessory or device you want to share. Tap Settings. Select the friend or family member. Choose whether to confirm sharing. To confirm: Tap Confirm. To cancel: Tap Cancel sharing. Tip: When you accept an invitation, under the shared device is a 4-digit PIN. You can use the PIN for added security. Important: When you stop sharing a device or accessory, only the device owner can find its location.If you're the primary owner On your device, tap Find Hub . Select the shared device. Tap Settings . Next to the person you want to stop sharing, tap More Stop sharing.If you're the secondary owner On your device, tap Find Hub . Select the shared device. Tap Settings . Tap Leave sharing Check tracker tag battery levels On your device, tap Find Hub . Select the device you want to check. Under the device name, check the power level on the Battery . Tip: There are 3 battery levels: OK, Low, and Very Low. You should replace the battery or charge your tracker tag when it reaches Low. For more information about your tracker tags battery, refer to your device manufacturer. Remove a device from Find HubRemove a device Remove an accessory or tracker tag Important: When you remove a nearby tracker tag from Find Hub, all of its associated data, like the device is paired to and your email address, are also deleted. On your device, tap Find Hub . Select the accessory you want to remove. Tap Settings Remove from Find Hub. If you don't have the accessory nearby, or if it can't connect through Bluetooth, you'll get the notification Couldn't remove device. To remove the accessory from Find Hub, tap Remove device. Tip: To remove your data from a tracker tag, factory reset it with your device manufacturer's instructions. Get help from your device manufacturer. Related resources Post to the help community Get answers from community members With Quick Share, you can immediately send and receive files from devices close to your location. Share content with someone Open the content, like a photo or webpage from any app. Quick Share has no limit on content size or number of files, but the app that you share from might. Tap Share Quick Share . Make sure the device you want to share with is nearby. Tap the device you want to share with. If the device you want to share with isn't listed, you can also share your file with a QR code. To generate a QR code, tap Use QR code . Nearby Android devices can scan the QR code to get connected and receive the files. Wait for the other device to accept your sharing request. To cancel an in-progress transfer, tap the same device again. During the transfer: You can leave the screen and the transfer will continue. You'll get a notification in your notification tray when you leave the sending screen. You can check the status, cancel, or go back to the transfer screen from that notification. To select multiple receivers, you can tap more than one device. Due to technical constraints, simultaneous sharing is only supported on selected device models. In other cases, transfers will be queued and receivers you select later will get the transfer request when previous transfers are completed. Tip: On selected devices with Android 13 and up, you can also share contents from your clipboard with Quick Share. After you copy something, you get a pop-up confirmation at the bottom of the screen. Tap Devices and choose the device you want to share the content with. When you scan the QR code on the sending device, the receiving device appears on the sender devices screen. It automatically connects and receives the content. To use Quick Share, make sure Wi-Fi and Bluetooth access is granted when prompted. Get content from someone Important: If you share content between your own devices with the same Google Account, the device that receives automatically accepts the transfer. If you share content from the clipboard of your own device, the content is automatically copied when someone receives it. Check that you've selected the right setting for Who can share with you. Turn on Bluetooth . Make sure your screen is unlocked when you receive content from someone else. Wait for a pop up notification that tells you whos trying to share and what content they want to share with you. Select Accept or Decline. Tip: You can scan the Quick Share QR code from the sender. This allows your devices to connect directly with the sender device and receive the files. To scan a QR code: Through the camera app: Open your devices camera app, with the default photo mode, point at a QR code. The support to scan QR code using the default camera app varies by device models. If this doesnt work on your device, try the QR code scanner through Quick Settings. Learn how to scan QR code using Google camera. Through Quick Settings: Open your devices Quick Settings, find and tap Scan QR code . If your device doesnt have a QR scanner in the Quick Settings, learn how to customize your Quick Settings Fix problems sharing content If you try to share or receive content, but it doesnt work, try these steps: On both devices, check if Bluetooth is turned on. Learn how to turn on Bluetooth. Bring the devices close together, within 1 foot (30 cm) of each other. Turn Airplane mode on, and then off. Wait until no one else is sharing content with the other device. If the device is on Android 12 or earlier, check if Location is turned on. Learn how to turn on location. Turn your device off, then back on. At the top of your screen, swipe down. Tap Quick Share . If theres no Quick Share : Tap Edit . Under Quick Settings, add Quick Share . Choose who can share with you: Your devices: If your screen is off, your device is still visible to your other devices with the same Google Account. Contacts: While your screen is on and unlocked, your device is visible to your nearby contacts. Everyone: While your screen is on and unlocked, your device is visible to anyone nearby. Only for 10 minutes: To protect your privacy, your visibility automatically switches back to your previous selection after 10 minutes. To manage additional settings, like how you appear to others, at the lower left, tap Settings. Post to the help community Get answers from community members To find out if your device is compatible with Google Play , check the list of supported devices. Devices are ordered alphabetically (A-Z) by manufacturer name. Full list of devices that use Google Play List of supported Android devices. List of supported Chrome OS devices. Search for your device Open the file and use the following commands to search for your device. Windows or Chrome OS: Ctrl + F Mac: Command + F Mobile device: Menu Find on page, or tap Search . This may vary depending on which app you use to look at the list. Notes: To find the model or build number on your Android device go to the settings app About phone or About tablet. Only Play Protect certified devices are supported. Learn how to see your device certification status here. If your device isn't listed, it may be newly released, or it may not work with Google Play. If you need more information on whether your device can use Google Play, contact the device manufacturer. Post to the help community Get answers from community members To connect some devices to your phone without a cable, you can use Bluetooth. After you pair a Bluetooth device for the first time, your devices can connect automatically. If your phone is connected to something through Bluetooth, at the top of the screen, you'll find a Bluetooth icon . Learn how to connect a Bluetooth device. Turn Bluetooth on or off from the Settings app Swipe down from the top of the screen. Tap Bluetooth. Tip: To save battery, turn off Bluetooth when not in use. Bluetooth is off in airplane mode. Pair a Bluetooth accessory Important: Your devices stay paired until you unpair them.Option 1: Use the Settings app (all Bluetooth accessories) Swipe down from the top of the screen. Touch and hold Bluetooth . Tap Pair new device. If you don't find Pair new device, check under 'Available devices' or tap More Refresh. Tap the name of the Bluetooth device that you want to pair with your device. Follow any on-screen instructions. Tip: If you need a passcode and don't have it, try '0000' or '1234' (the most common passcodes).Option 2: Use notifications (Fast Pair accessories only) Make sure that: Your Bluetooth accessory works with Fast Pair. Accessories that work with Fast Pair say so on their boxes. Many also say 'Made by Google' or 'Made for Google'. Find accessories in the Google Store. Your phone or tablet is using Android 6.0 or higher. Your phone or tablet has Bluetooth and location turned on. Turn on your Fast Pair accessory and put it in pairing mode. Make sure that your accessory is near your phone or tablet. When you get a notification, tap Tap to pair. You'll get a 'Device connected' or 'Pairing complete' notification. If your accessory needs to be set up, tap Set up now. Tips: If you don't get a notification: On your phone or tablet, open Settings app. Tap Connected devices. Under 'Available devices', select the device that you want to pair. Connect to an accessory that's already paired Swipe down from the top of the screen. Make sure that Bluetooth is turned on. Touch and hold Bluetooth . In the list of paired devices, tap a paired but unconnected device. When your phone and the Bluetooth device are connected, the device shows as 'Connected'. Rename, disconnect or manage a Bluetooth device From the top of the screen, swipe down. Touch and hold Bluetooth . If your accessory is listed under 'Available media devices', next to your device's name, tap Settings . If no accessories are listed under 'Previously connected devices', tap See all. Next to your accessory's name, tap Settings . Make your change: To change the accessory's name: At the top, tap Edit . To disconnect: Tap Disconnect . To remove the device from your phone completely: Tap Forget . On some devices, you can turn other settings on or off. Tip: On a tablet that people share, each person can change the overall Bluetooth settings. Select your Bluetooth device type Your Android device automatically categorizes Fast Pair devices and car kits that support Android Auto projection. If your Android device doesn't automatically categorise your Bluetooth device, you can manually select your Bluetooth device type: Open your device's Settings app. Tap Connected devices. In the list of connected devices, select a device's settings. Select 'Audio device type'. Not set Speaker Headphones Car Hearing device Other Tip: Setting the correct device type can help. Spatial audio experience on specific audio device types. Hearing health and loudness measurement features. Change your phone or tablet's Bluetooth name Open your device's Settings app. Tap Connected devices Connection preferences Bluetooth. Make sure that Bluetooth is turned on. Tap Device name. Enter a new name. Tap Rename. About Fast Pair Important: When you connect with Fast Pair, your Bluetooth accessories are associated with your Google Account. Your other connected devices can recognise newly added accessories and prompt you to pair with the accessories automatically. On your Android device, open the Settings app. Tap Google Devices and sharing Devices. Turn Scan for nearby devices on. Tip: To save devices automatically, turn on Automatically save devices.Turn notifications on or off By default, you'll receive notifications for nearby devices that you can set up. If you turn off notifications, you can still find devices near you when you open your phone's Settings app. Open your device's Settings app. Tap Google All services. Under 'Connected devices and sharing', tap Devices. Turn Scan for nearby devices on or off. Fix problems setting up Fast Pair devices If you don't find a notification, search for the device in your Settings app. Open your device's Settings app. Tap Google All services. Under 'Connected devices and sharing', tap Devices. Check that you're close to the device. Your phone needs to be within 0.5 m or 1.6 ft of accessories that work with Fast Pair. Make sure that your phone has Bluetooth and location turned on. Check that your phone is connected to a Wi-Fi network or mobile network. Tip: Your phone can't find and set up all devices automatically. If there's no device in your Settings app, try to connect in another way, like with Bluetooth. Learn how to turn on Bluetooth.Delete Fast Pair accessories The data that Fast Pair collects is encrypted in transit. To find and delete Fast Pair accessories and tags that are saved to your account: Fast Pair accessories like earbuds: On your phone or tablet, open the Settings app. Tap Google Devices and sharing Devices. Tap Saved devices. Find Hub-compatible tracker tags: Learn how to remove a device from Find Hub. Opt out of Fast Pair scanning If you don't want to receive Fast Pair notifications for pairing, you can opt out of Fast Pair scanning in the settings. On your phone or tablet, open the Settings app. Tap Google Devices and sharing Devices. Turn off Scan for nearby devices. Tip: After you pair your devices through the Bluetooth settings page, you'll receive a notification about account association. If account association isn't desired, you can disregard this notification.How Fast Pair handles your data (Fast Pair accessories only) To quickly pair your Bluetooth devices, Google collects certain info of devices that use your Google Account. Some of this functionality uses Google Play services. For example, Fast Pair collects: Personal info for functionality purposes, like the name that you call a Bluetooth device during setup. Performance data and usage info for analytics purposes. Related resources Use Nearby to interact with whats around you Connect via Bluetooth Post to the Help Community Get answers from community members Supported editions for this feature: Frontline Starter, Frontline Standard, and Frontline Plus; Business Starter, Business Standard, and Business Plus; Enterprise Standard and Enterprise Plus; Education Fundamentals, Education Standard, Teaching and Learning Upgrade, Education Plus, and Endpoint Education Upgrade; Essentials, Enterprise Essentials, and Enterprise Essentials Plus; GSuite Basic and GSuite Business; Cloud Identity Free and Cloud Identity Premium. Compareyouredition To maximize productivity, users want to access the Google Account and services they use for work from their mobile devices, laptops, and desktops from anywhere. At the same time, you want to protect your organizations data. With Google endpoint management, you can make your organization's data more secure across your users' mobile devices, desktops, laptops, and other endpoints. What's your device management goal? Basic mobile management is on by default and provides core security like hijacking protection. Your users don't need to install a device management app with this option. Setup: Automatically applied, no user setup required Management options: Learn more about basic management Use advanced mobile management if you need more control over your organization's data. You can require stronger passwords, wipe devices remotely, manage iOS apps, use Android work profiles, and more. Setup: Turn on for all or select mobile device platforms and organizational units, users must install a management app on their devices Management options: Set up advanced management You can control which laptops, desktops, and other endpoints can access your organization's data and get details about those devices. You can block devices, sign out users remotely, and use Context Aware Access. Manage computers You can manage all your company-owned devicesmobile devices, laptops, desktops in one place in your Google Workspace Admin console. Learn how to source, enroll, and manage these company assets for all platforms and device types. Set up company-owned devices

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