

Google Backup and Sync



Google Backup and Sync will upload and store files from any folder on your computer, camera, and SD cards in the cloud. It does not sync your [Google Shared Drives](#). If you need to sync your Google Shared Drives on your computer you should use [Google Drive File Stream](#).

Steps

Campus Owned Devices (faculty/staff)

1. Install the Google Backup and Sync client for your operating system
 - a. Macs: Use the [CIT Self Service application](#) to install the Google Backup and Sync Client
 - b. Windows: Use the [Software Center](#) to install the Google Backup and Sync Client
2. To change your settings, like adding additional items to your backup, choosing not to sync certain file types, or what to sync from Google Drive see the *Change your Backup and Sync settings* on [this page](#).



The Backup and Sync software, by default, only backs up the Documents, Desktop and Pictures folders from your account into Google Drive. Once setup, you will notice a new Section within Google Drive labeled "Computers" any computer that you have installed and configured with this software will appear under this section.

Personal Devices

1. Visit [Google's website](#) to download the GoogleBackup and Sync installer for your operating system
2. Sign into you Geneseo Google account, if you're not signed in already.
3. Follow the instructions on that page to install the application.
4. To change your settings, like adding additional items to your backup, choosing not to sync certain file types, or what to sync from Google Drive see the *Change your Backup and Sync settings* on [this page](#).



Access your Google Drive on your Mobile Device

You can find your content on any phone, tablet or computer using [Google Drive](#), as well as your photos and videos in [Google Photos](#).

- Google Drive on the [Apple App Store](#)
- Google Drive on [Google Play](#)

Related articles

- [Backing up Your Data](#)
- [Comparison of File Storage Services](#)
- [Google Backup and Sync](#)
- [Google Drive File Stream](#)
- [Microsoft OneDrive](#)

More Help

For questions, contact the CIT HelpDesk by calling (585) 245-5588, or visiting our [online service desk](#).