

# Setup Instructions

## Step 1

Look for the Backup and Sync window on your screen. Click "Get Started".

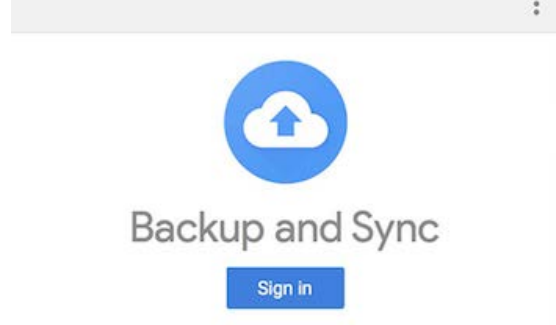


All of your files at your fingertips

Backup and Sync safely stores content from your computer in Google Drive

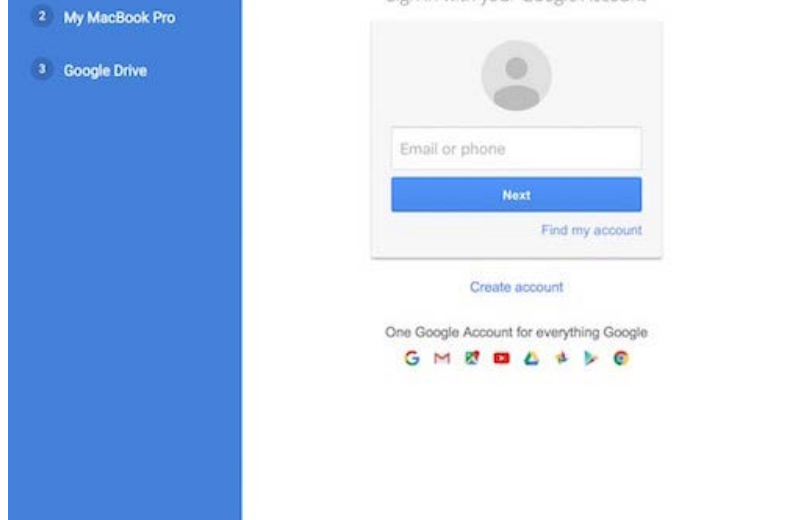
GET STARTED

If you do not see this window, click the grey cloud icon in the menu bar on the top of the screen. Then click "Sign In".



## Step 2

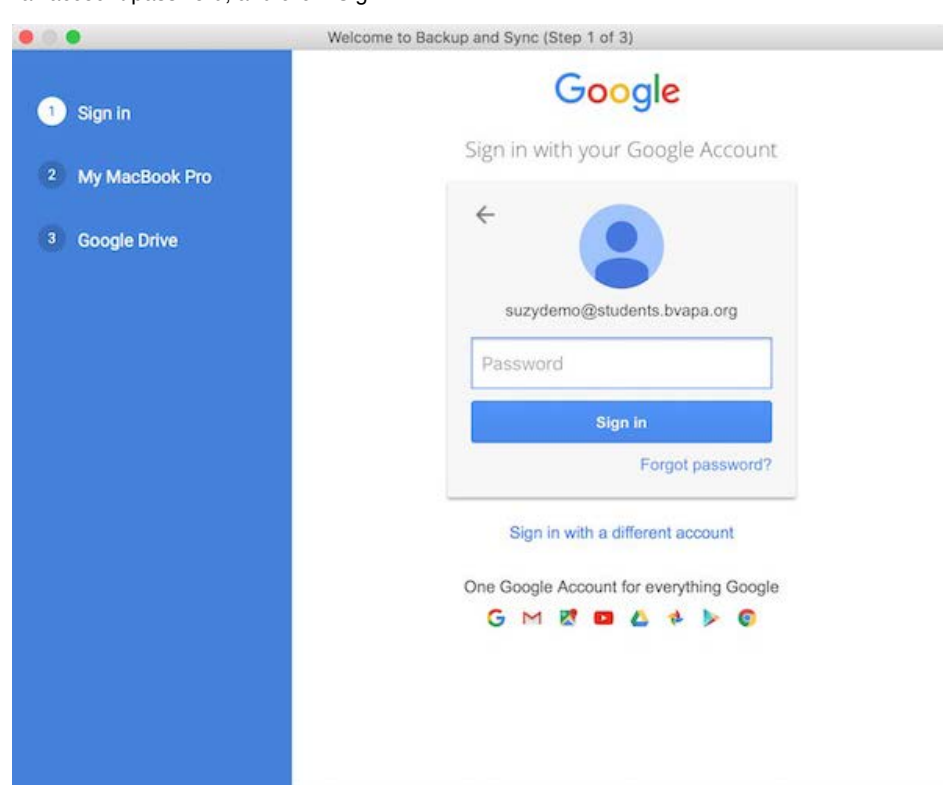
Enter your school email address, which follows this format: firstnamelastname@students.bvapa.org or firstnamelastname@pva.philasd.org if you are a Philadelphia Virtual Academy student.



Click "Next" to proceed.

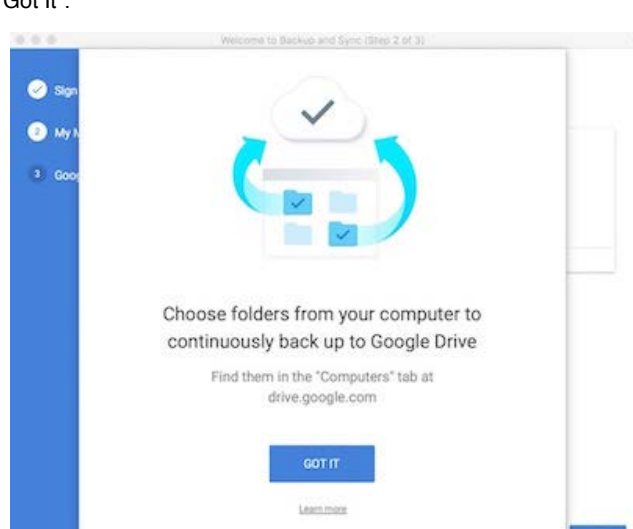
## Step 3

Type in your email account password, and click "Sign In".



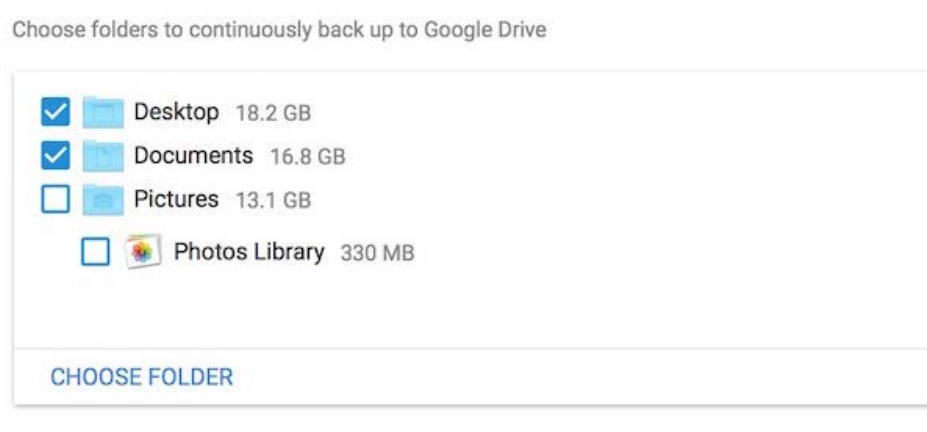
## Step 4

On the following screen, click "Got It".



## Step 5

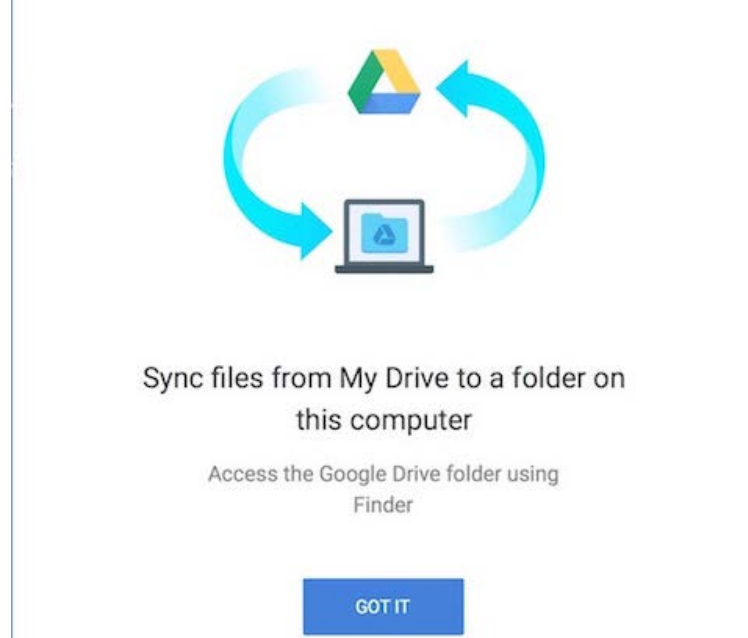
Select the Desktop and Documents folder so that the checkboxes are filled.



Click "Next" to proceed.

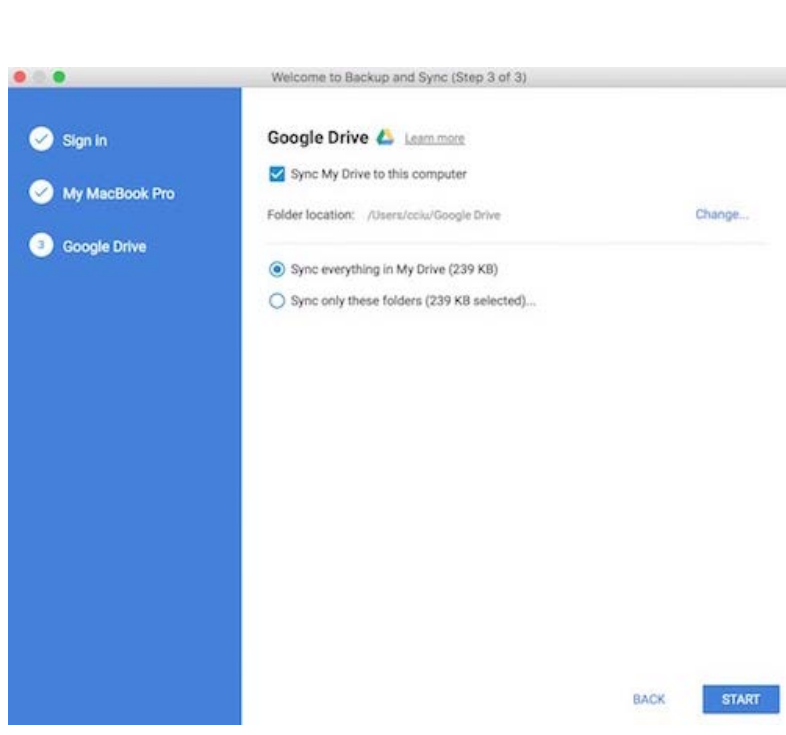
## Step 6

Click "Got It".



## Step 7

Click "Start"



If you want to see the folder backing up with Google, click this icon on your desktop.



That's it! If you have any questions or issues, please let us know by calling us at 484-237-5450, emailing us at [helpdesk@bvapa.org](mailto:helpdesk@bvapa.org), or ask for help in the [Virtual Office](#).

## Steps

1. Get Started
2. Enter Email
3. Enter Password
4. Click Got It
5. Select Folders
6. Click Got It
7. Click Start