



Google Backup & Sync is a program that backs up user folders from your computer by uploading them into your Google Drive. This walkthrough documents the process of downloading, installing, and configuring Google Backup & Sync. If you require any assistance or prefer that OIT configure this for you, please call the Service Desk at 450-8300, or submit a request at service.alaska.edu

Section 1 - Installing Google Backup and Sync

Step 1a - If connected to UA Domain, Install Google Backup and Sync by using Software Center (Windows) or OIT Self Service (Mac)

Windows

- Software Center can be found as a shortcut on your desktop or in your Application list.
- Open Software Center and select 'Applications' from the left side menu
- Then select Backup and Sync from Google and click the 'Install' button

Mac

- Open OIT Self Service by searching for it or starting it from your Application list
- Login to OIT Self Service with your UA credentials
- Click on Google Backup and Sync and click the 'Install' button

Step 1b - If not connected to UA Domain, Download and Install Google Backup and Sync

- Go to <https://www.google.com/drive/download/backup-and-sync/> and click the download button

Windows

- After it's downloaded, open installbackupandsync.exe.
- If you see a window asking if you want to allow the program to make changes on your computer, click Yes.
- If you're asked to restart your computer, do it before proceeding to step 2.

Mac

- After it's downloaded, open InstallBackupAndSync.dmg.
- Move Backup and Sync to your Applications folder.

Step 2 - Account Sign in

- Open 'Backup and Sync from Google' from your application list if it does not open automatically.
- Input your UA email address, which will redirect you to a UA branded login page. Use your UA username and password to sign in.
- If you receive an error, click "sign in with your browser instead" at the bottom of the window
- Allow Backup and Sync to access your Google Drive in the next window.
- Close that window and go back to Backup and Sync, click "got it", proceed to section 2.

Section 2 - Configuring Google Backup and Sync

Step 1 - Initial Setup of Google Drive

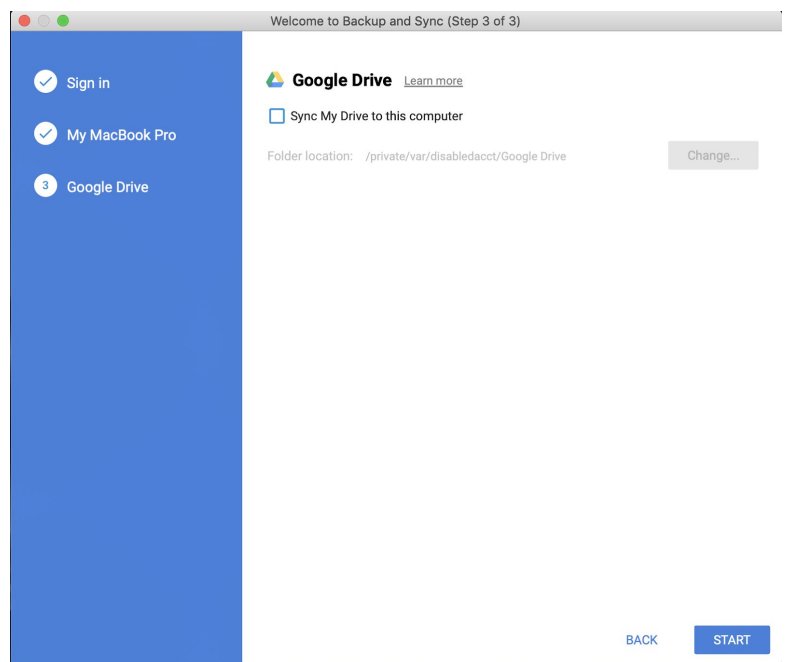
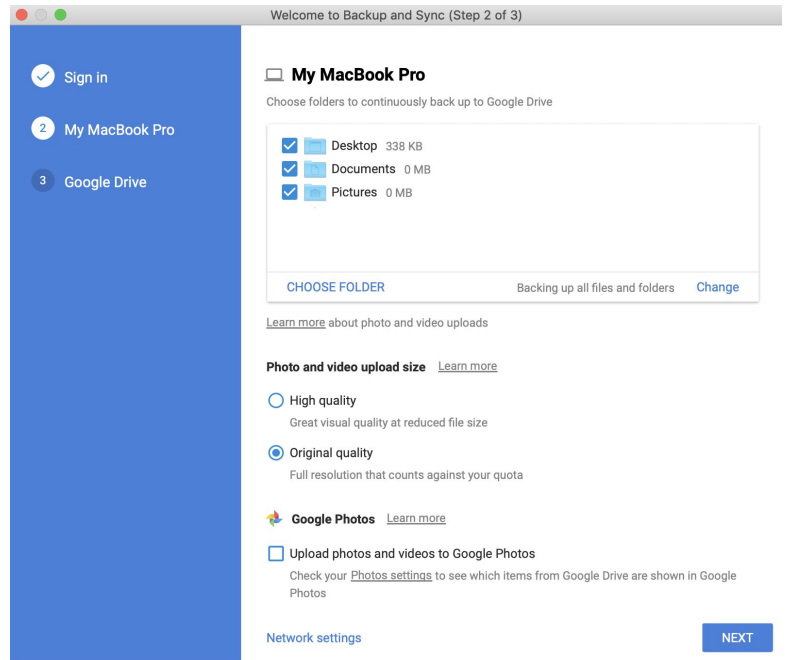
- Choose what folders on your computer to backup to your Google Drive. You can change this later in Backup and Sync Preferences - See Section 2 Step 2. (Note: You cannot backup your entire user account folder.)

- Everything else should be left as default. Proceed by clicking Next. Click Got It.


- On the next step, you are asked what to sync to your Google Drive, **uncheck the 'Sync My Drive to this computer' option.**

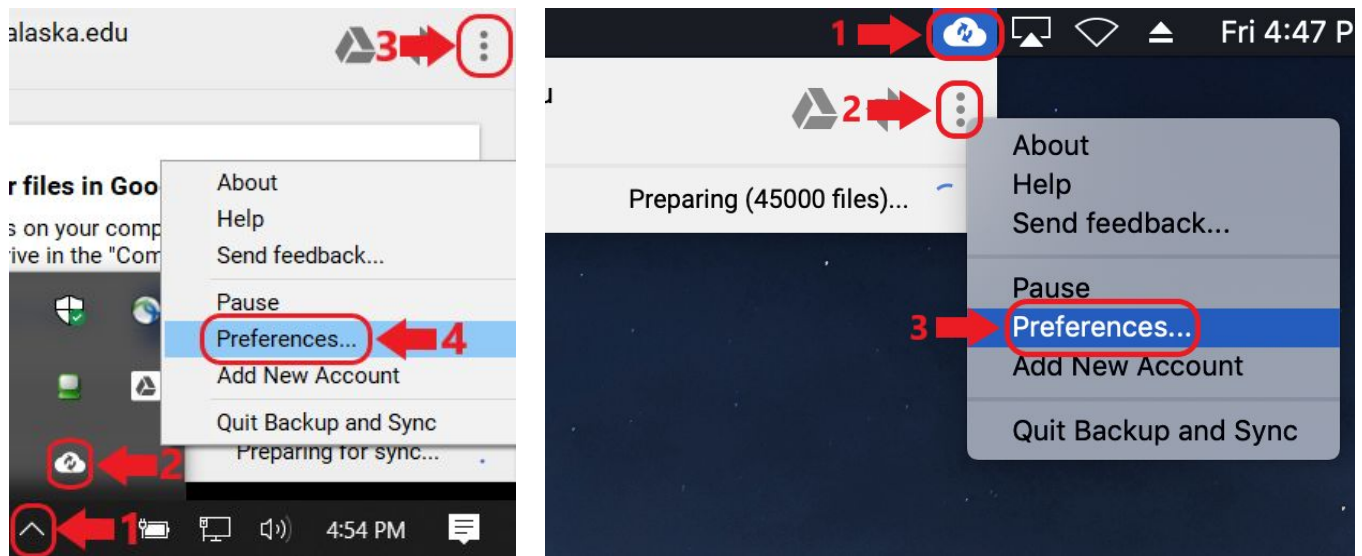
If you want to access your Google Drive files directly from your computer, [Drive File Stream](#) should be used in addition to this program.

- This will save disk space by only downloading what is selected for offline use.
 - Download drive file stream using the following links: [Windows](#) or [Mac](#)
- After choosing what folders to backup and unchecking the sync option, click Start to proceed.
- Proceed to Section 2 Step 2 to make important selections for how you would like Backup and Sync to function.

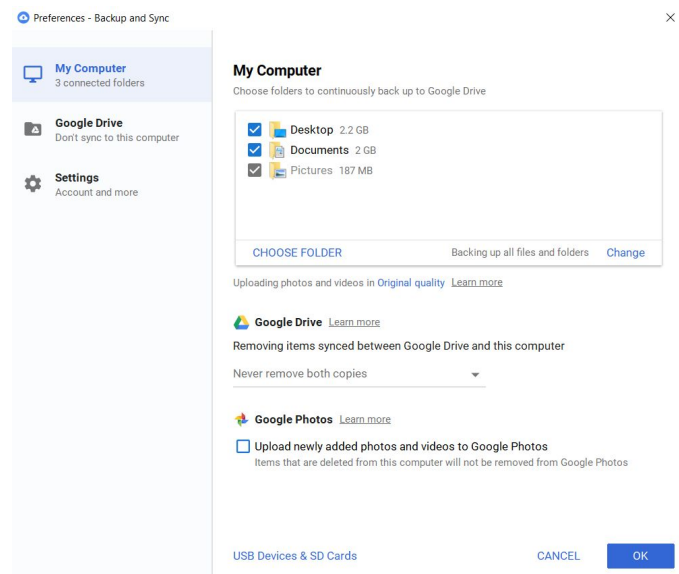


Step 2 - Configuring Backup and Sync Preferences

- You can access Backup and Sync preferences by clicking on the notification icon in the taskbar or menu bar and then click More  and then Preferences.

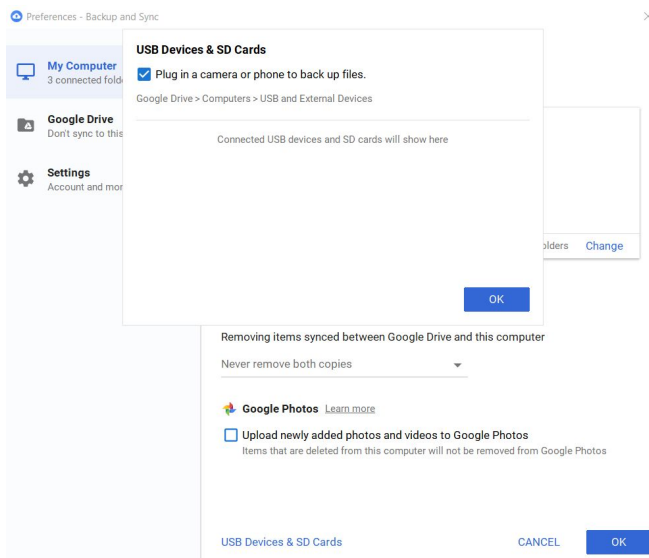


- In Preferences there are a couple important options to consider besides which folders to backup.
- The first to consider is how you want removed items to work. The options are:
 - Always remove both copies** - When you delete something on your computer or from your backup in Google Drive, it will be deleted everywhere.
 - Never remove both copies** - When you delete something on your computer, it will stay in your backup in Google Drive.
 - Ask before removing both copies** - When you delete something on your computer, it will ask if you want to delete it everywhere.

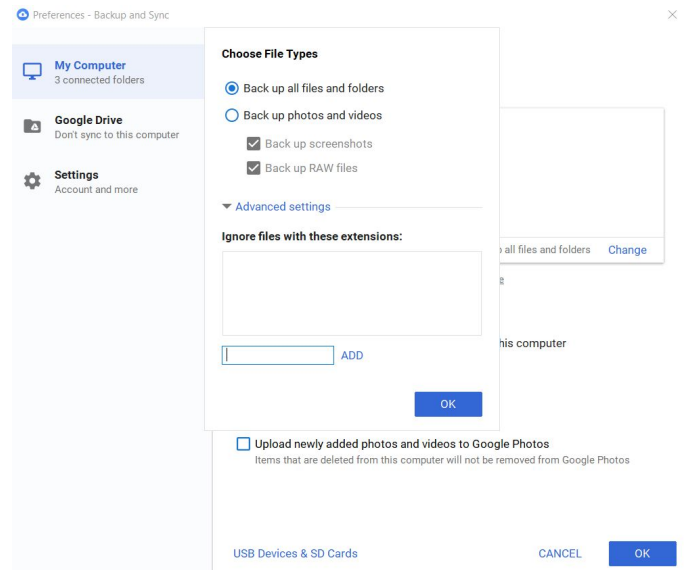


Google Backup and Sync

- You also have the option of Backing up USB Devices and SD Cards which is located at the bottom of the Preferences window when 'My Computer' is selected.



- Advanced options for configuring backups is available from the Change link in the lower right corner of the folder selection box. Here you can configure what types of media to Backup and if you want to ignore certain types of files or extensions.



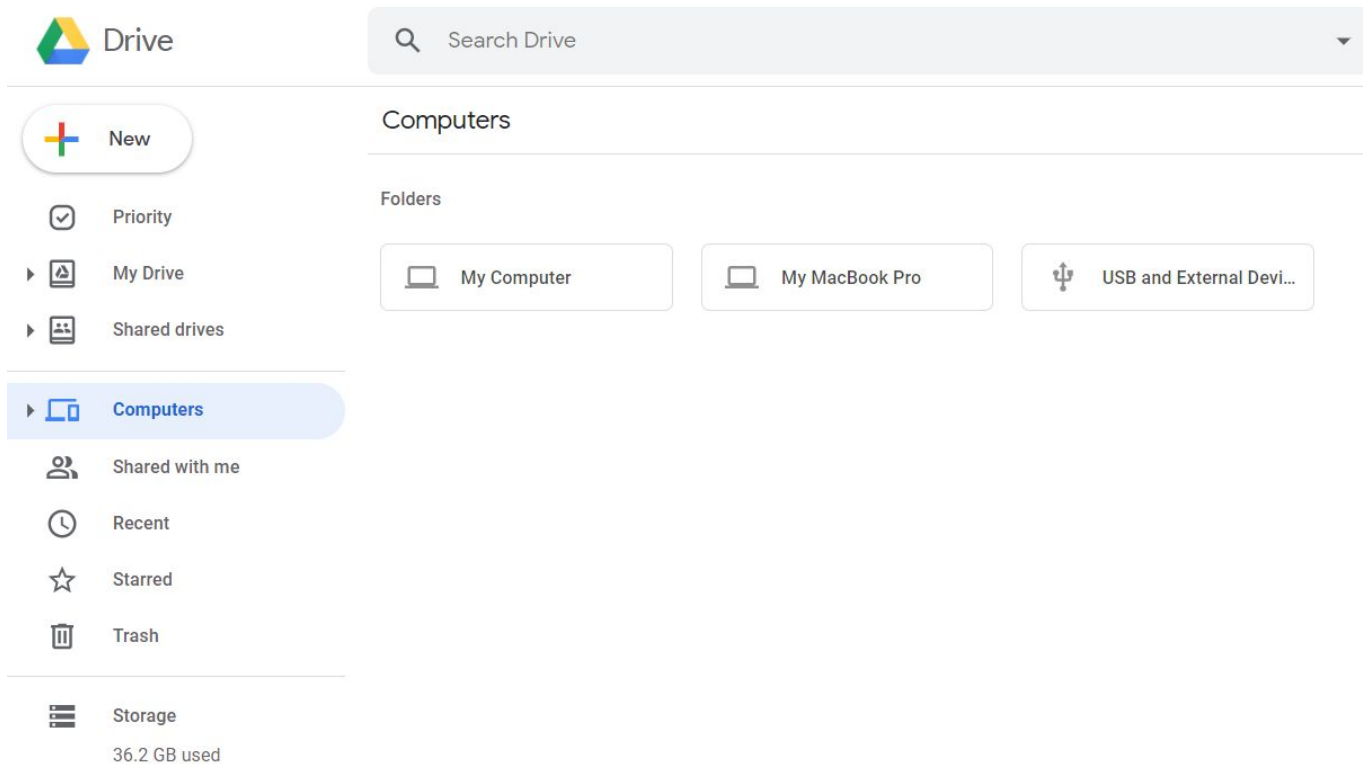
If this didn't answer all your questions about Google Backup and Sync, you can find out more about the features of Backup and Sync with this [Google Support Page](#).

Section 3 - Recovering Backup Folders or Files

Step 1.

Access Google Drive

- Go to your [Google Drive](#).
- If Prompted, sign in to your university google account.
- Click on Computers on the left side pane.
- You should see a list of the computers and devices that you have backed up via Google Backup and Sync. You can also rename them from this view by right clicking on the device and clicking rename.
- You can explore any of those folders to find a specific file you are looking for or right click on any of the computers/devices and download the entire backup.
- You can also find previous versions of files by right clicking the file and selecting manage versions.
 - Older versions of files may be deleted after 30 days or after 100 versions are stored.



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