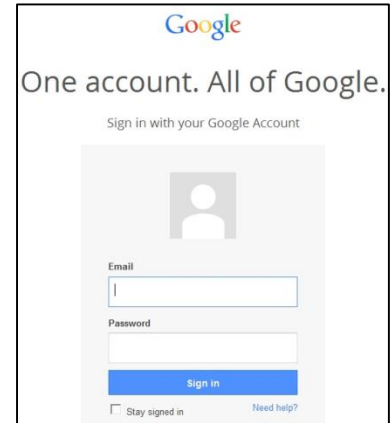


# File Access

Concordia uses Google services to provide file storage to its students through Google Drive, which allows stored files to be accessible on any Internet-equipped machine.

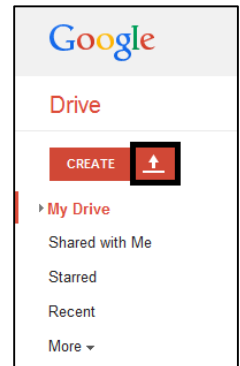
- Open your preferred browser.
- In the address bar of your web browser, enter [www.google.ca](http://www.google.ca).
- Click on the Sign-in box, and enter your full Concordia email and network password. If you have forgotten your password, please refer to <http://helpdesk.concordia.ab.ca/students/faqs/>



If your files are already available online through Google Drive, you can skip to Step 2:

## Step 1: Make Files Accessible Online

- From your browser, click on the **Apps** button, then click on **Drive**.
- Click on the gear icon, choose **Upload Settings**, and make sure **Convert uploaded file to Google format** and **Confirm settings before each upload**, are enabled.
- Click on the **Upload** button, choose **Files...** and then select the file(s)..
- Confirm the upload by clicking on **Start Upload**.



## Step 2: Accessing the Online Files

- From your browser, click on the **Apps** button, then click on **Drive**.
- Click on **My Drive**, and a list of previously uploaded files should be available for you to edit.

If you have any questions or concerns about Concordia Web Sign-in, please feel free to contact the IT Services help desk by email at [helpdesk@concordia.ab.ca](mailto:helpdesk@concordia.ab.ca), or by telephone at 780.479.9316.