## Login to Drive Service from seminary

1. Start a browser and type <a href="http://drive.hkbts.edu.hk">http://drive.hkbts.edu.hk</a>

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	Password	
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2. Use your seminary User ID and password to login Drive service

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🖿 All files	1 New 1		
★ Favorites	□ Name ▲	Size	Modified
Shared with you	Documents	35 kB	12 days ago
Shared with others	Photos	663 kB	12 days ago
Shared by link	ownCloudUserManual.pdf	2.1 MB	12 days ago
	2 folders and 1 file	2.8 MB	
Deleted files			
Settings			

Note: First screen after login Drive Service

3. Create folder and upload files to Drive

💭 Files 🔻		٩	Waybill Mak isoffice   ▼
🖿 All files 🚹	New 1		
★ Favorites	Text file	Size	Modified
Shared with you	Class Notes ×	2.1 MB	12 days ago
Shared with others	Photos	663 kB	12 days ago
Shared by link	Documents	35 kB	12 days ago
	2 folders and 1 file	2.8 MB	
		To add new folder	
		Click pow	
		- Type folder name	
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Shared by link	Documents		
	Class Notes		
	3 folders and 1 file	L.	

# 4. Upload files to Drive

Files 🔻		٩	Waybill Mak isoffice   🔻
All files	1 New 1		
★ Favorites	Name 🔻	Size	Modified
Shared with you	ownCloudUserManual.pdf	2.1 MB	12 days ago
Shared with others	Photos	663 kB	12 days ago
Shared by link	Documents	35 kB	12 days ago
	Class Notes	0 kB	a few seconds ago
	3 folders and 1 file	2.8 MB	
		<b></b>	
		Select folder to upload	l files
Deleted files			
Settings			

2015\_Drive\_User\_Manuel.docx



Note: All files have been uploaded to folder, Class Note.

### 5. Download files from Drive

Go, Files 🔻		٩	Waybill Mak isoffice   ▼
🖿 All files	Class Notes     New		
★ Favorites	Name 🛦	s	ize Modified
Shared with you	Class Note 1.txt	🕁 Download 🥥 Versions < Share	< 1 kB 27 minutes ago 👕
Shared with others	Disarda Class Note 2.bxt	<u></u>	< 1 kB 27 minutes ago
𝔗 Shared by link	Diese Class Note 3.btt	$\backslash$	< 1 kB 27 minutes ago
	3 files		69 B
		Select file to dov	wnload
Toleted files			
✿ Settings 您要開啟或儲存	來自 drive.hkbts.edu.hk 的 Class Note 1.txt (23 個位元約	目)? 開啟(O) 儲存(S) ◀	取消(C) ×

## 6. **Download files from Drive**

🖒 Files 🔻		٩	Waybill Mak isoffice   🔻
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Shared with you	* Class Note 1.txt	↓ Download 🧑 Versions < Share	< 1 kB 27 minutes ago 👕
< Shared with others	Disasta Class Note 2.bxt		< 1 kB 27 minutes ago
𝔗 Shared by link	This is a Ga		< 1 kB 27 minutes ago
	3 Tiles		69 B
		Select file to d	ownload
Deleted files			
Settings 您要開啟或儲存來	自 drive.hkbts.edu.hk 的 Class Note 1.txt (23 個位元組)?	開飯(O) 儲存(S) ◀	取消(C) ×
	又存新栏		×
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▲ 桌面 ▲ 圖片	<b>^</b> 名稱 <b>^</b>	修改日期	類型 大小
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檔案名稱(II): Class	Note 1		~
▲ 隱藏資料夾		存	檔(S) 取消

Note: Select local drive to save the downloaded file

#### 7. Delete and restore files on Drive

Files 🔻		٩	Waybill Mak isoffice   ▼
All files	1 Class Notes New 1		
★ Favorites	□ Name ▲	Size	Modified
Shared with you	Class Note 1.bxt	↓ Download • Versions < Share <1	kB an hour Delete
Shared with others	Disc is a Ga Class Note 2. bot	<11	kB an hour ago
Shared by link	The is a Cha Class Note 3. bot	<11	kB an hour ago
	3 files	69	B
Deleted files			
Settings			
Generation Files 🔻		Q	Waybill Mak isoffice   ▼
🛅 All files	Class Notes     New		
★ Favorites	Name 🔺	Size	Modified
Shared with you	Class Note 2.bxt	< 1 kB	3 an hour ago
Shared with others	Class Note 3.txt	< 1 kt	3 an hour ago
𝔗 Shared by link	2 files	46 E	3
Deleted files			
O Settings			

Note: Delete file from Class Note Folder

Giles 🔹		٩	Waybill Mak isoffice   🔻
🖿 All files			
★ Favorites	Name		Deleted V
< Shared with you	Class Note 1.brt		a few seconds ago
< Shared with others	1 file		
Shared by link			
Deleted files			
Settings			

Note: Deleted file locates in Deleted file folder, and this file **can be restored**.

