Login to Drive Service from seminary

1. Start a browser and type http://drive.hkbts.edu.hk
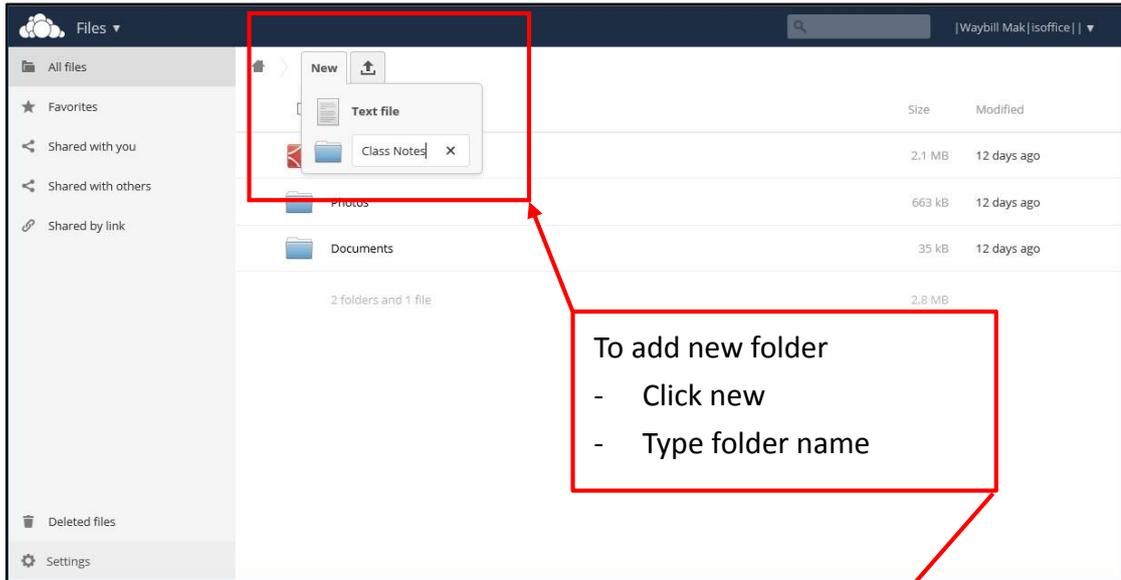

2. Use your seminary User ID and password to login Drive service
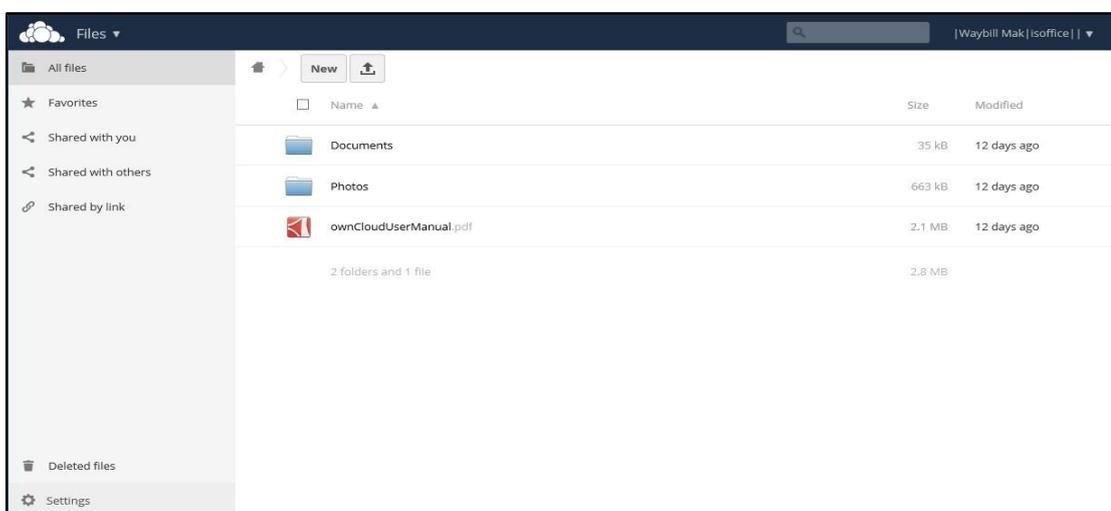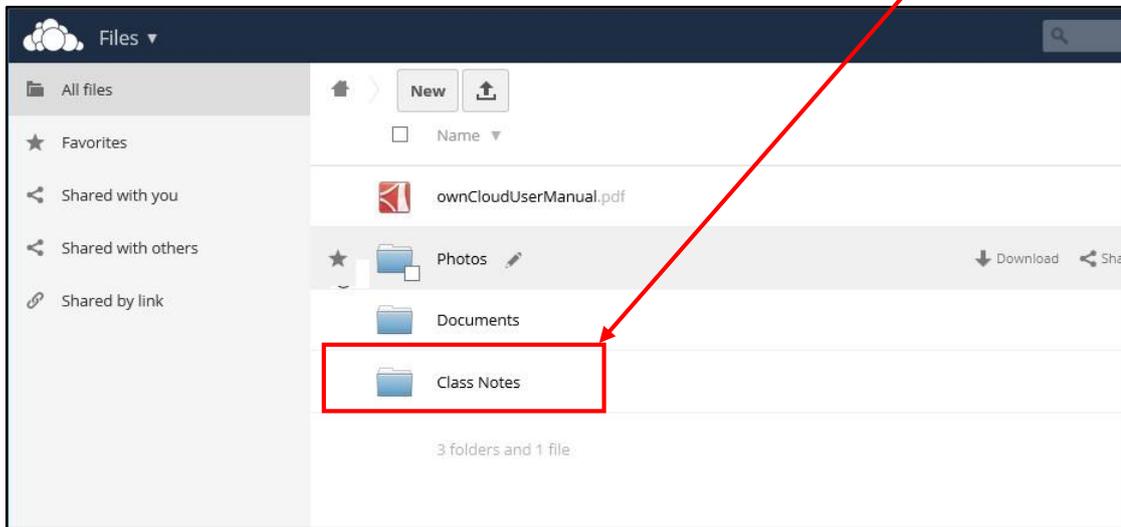

Note: First screen after login Drive Service

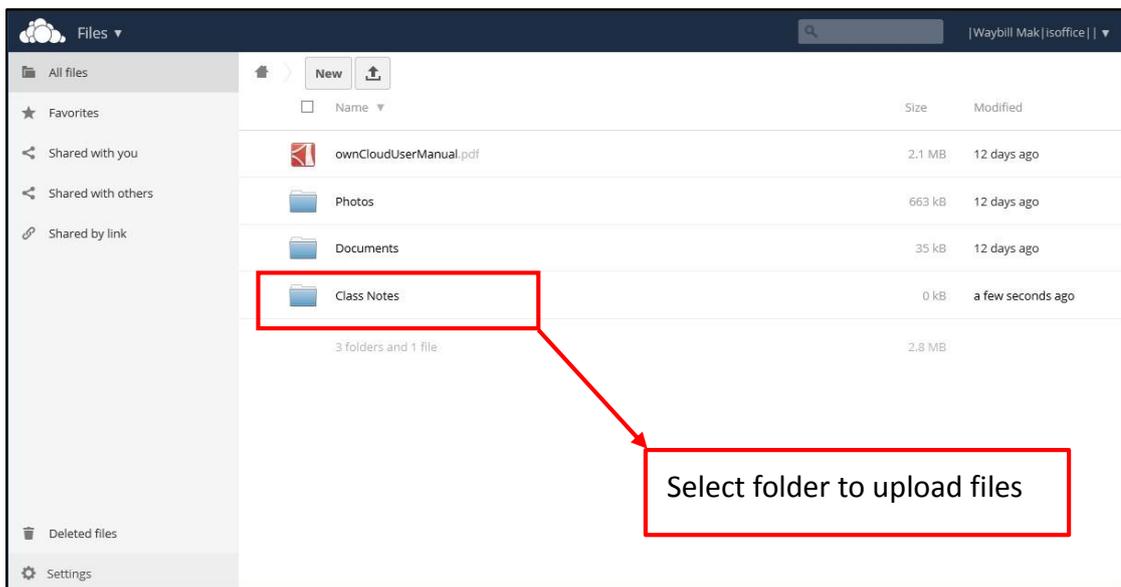2015_Drive_User_Manuel.docx

3. Create folder and upload files to Drive

To add new folder
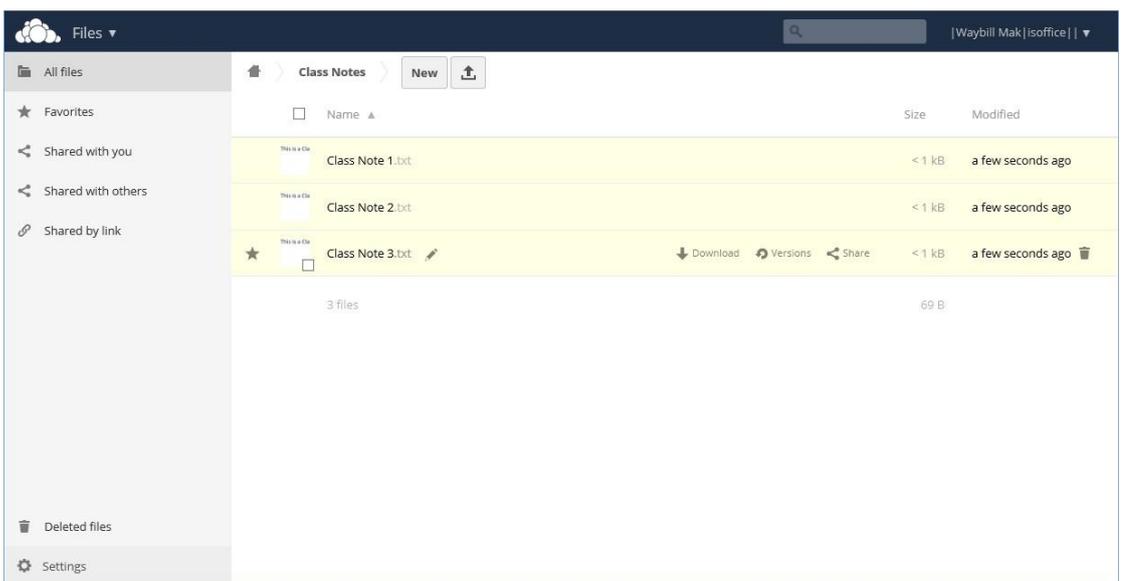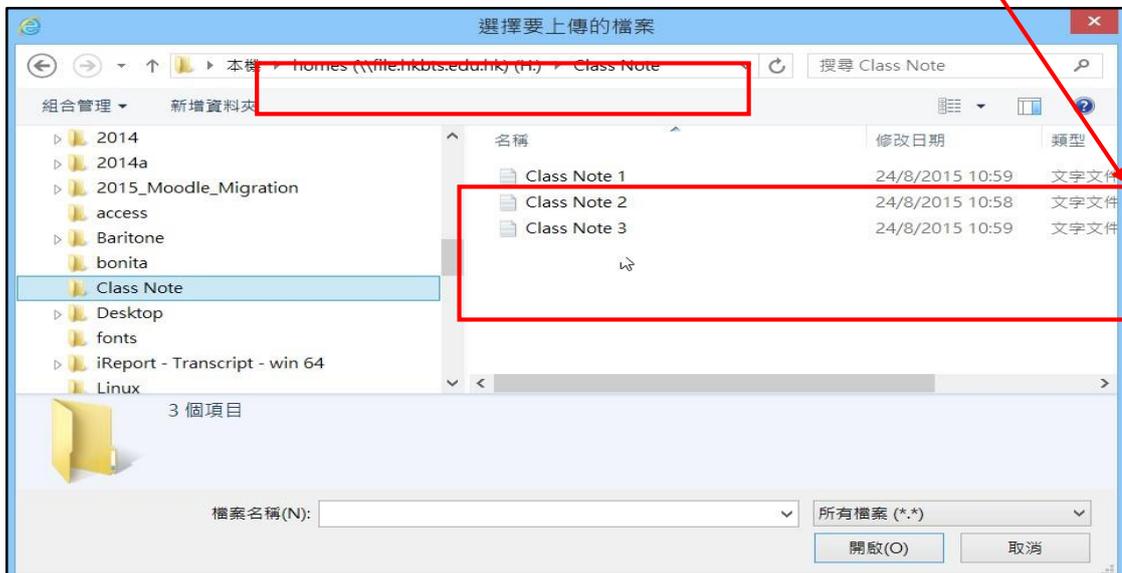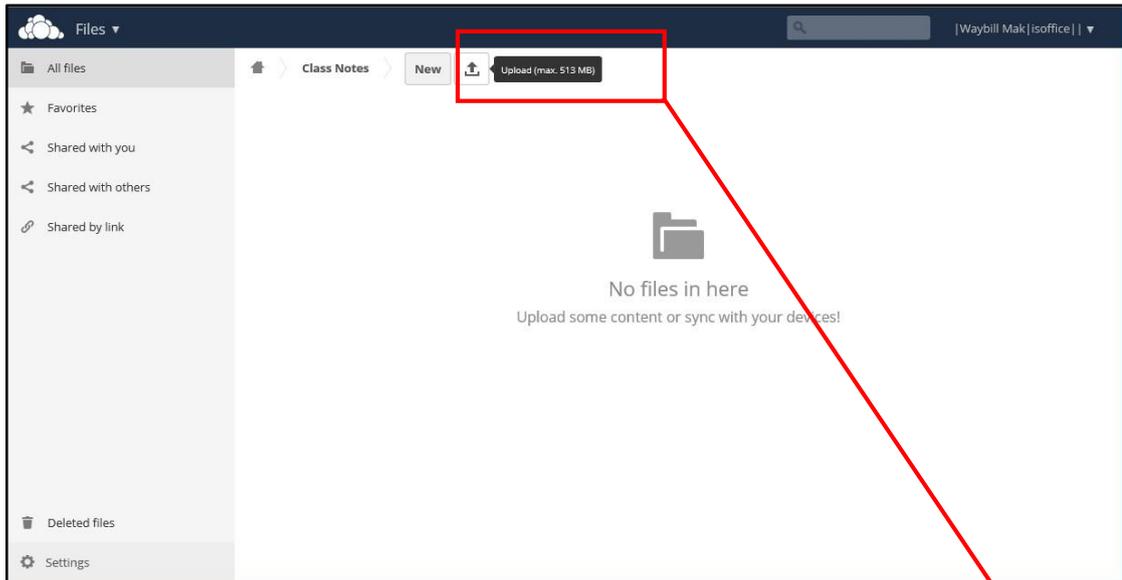- Click new
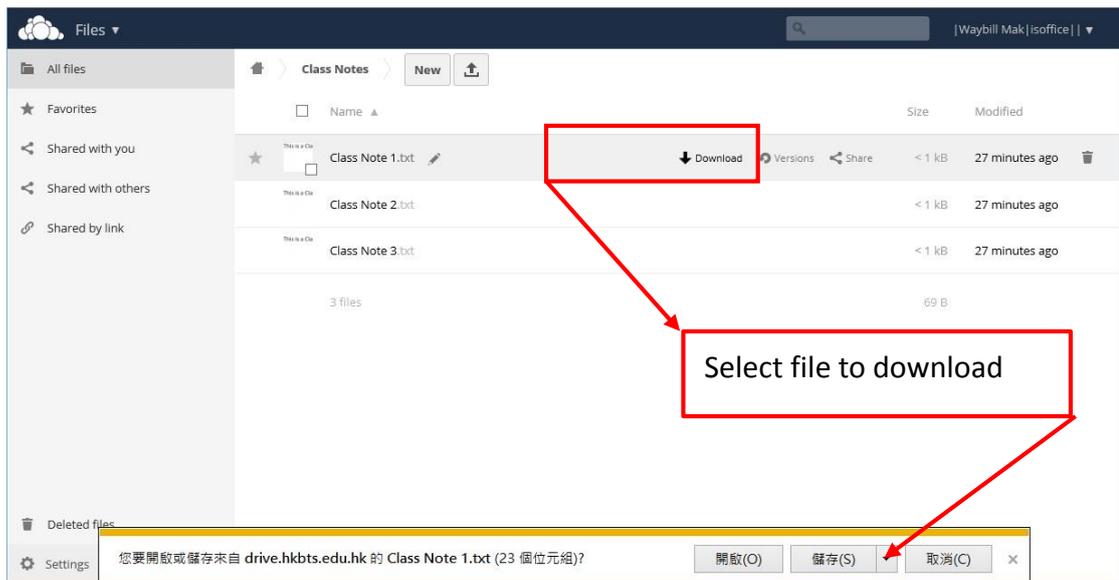- Type folder name

4. **Upload files to Drive**
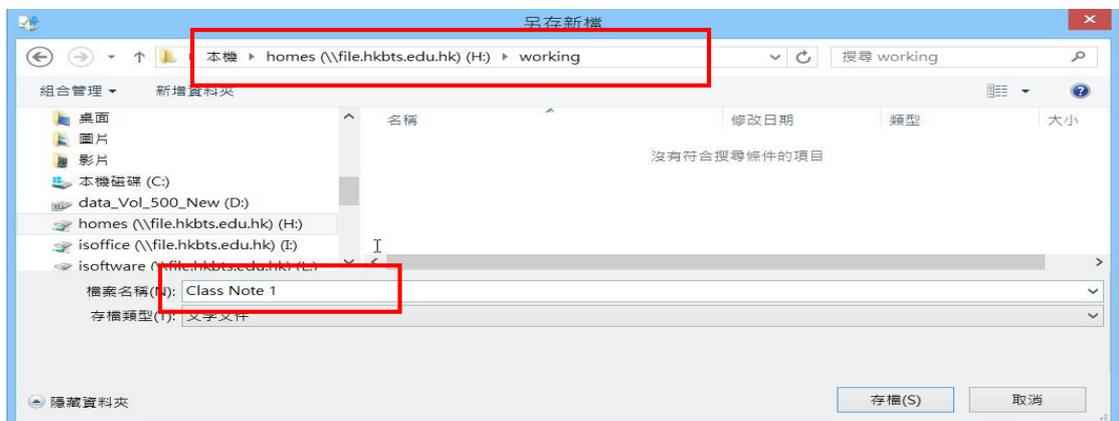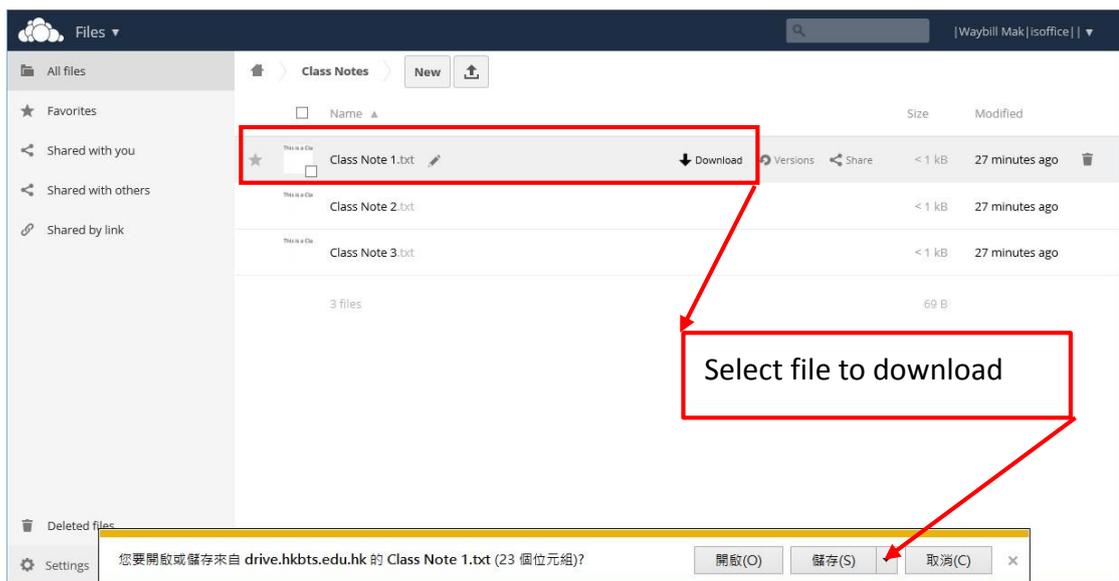

Select folder to upload files

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

5. **Download files from Drive**

Select file to download

6. **Download files from Drive**

Select file to download
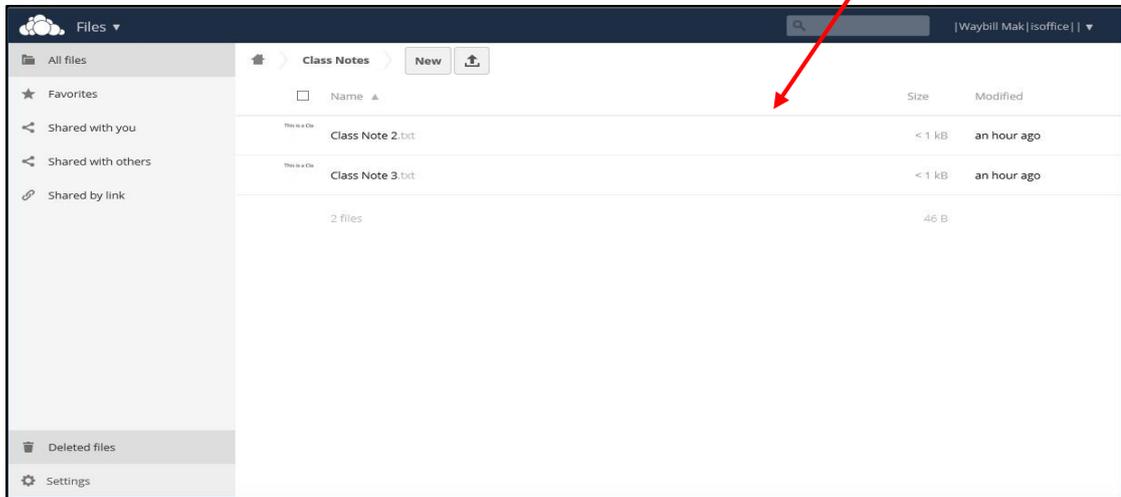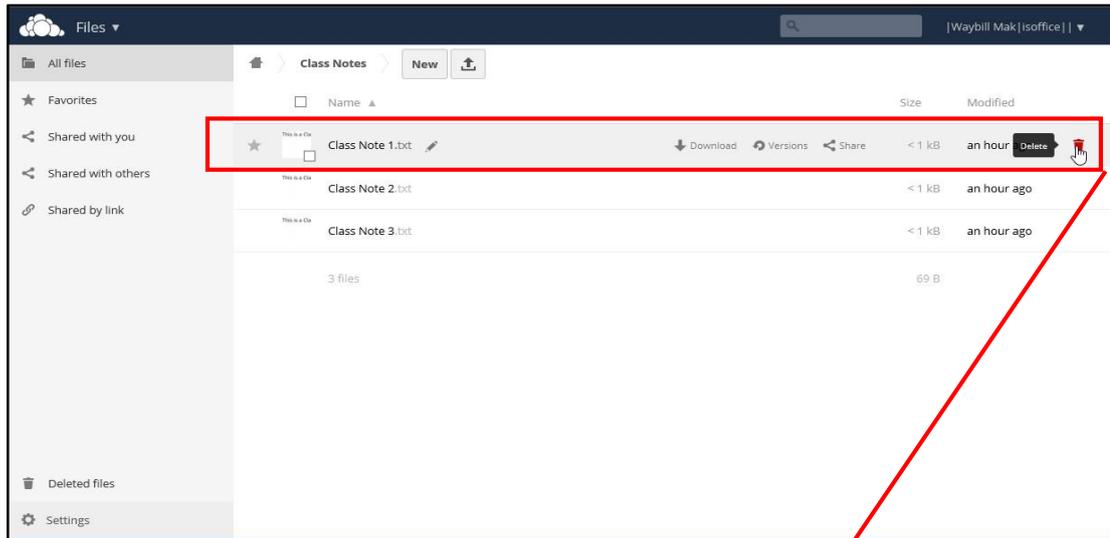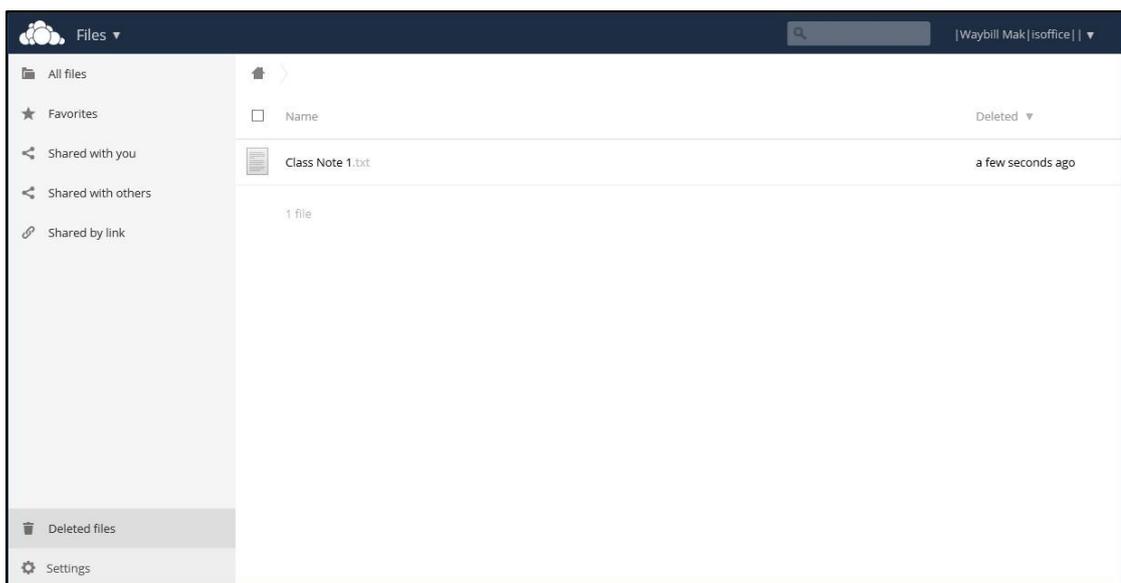

Note: Select local drive to save the downloaded file

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

Note: Delete file from Class Note Folder

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