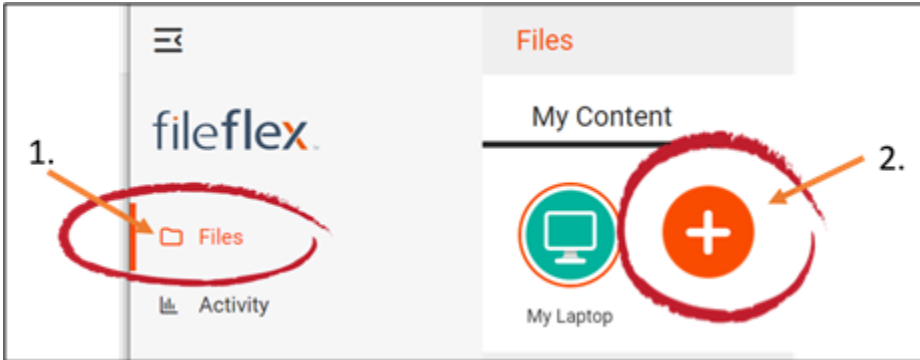


How to Connect to Google Drive

Note: You will need authorization from your IT department in order to be able to connect to a Google Drive. If you have permission, use the following steps to connect to a Google Drive account.

1. Select the '**Files**' view in the left navigation menu
2. In the My Content tab, select the large red '+' **Add Content Source** icon



Select **Add Content Source** Icon

1. Select the Google Drive icon and follow the wizard. **Note:** If you don't already have a Google Drive account, you will need to create one first.
2. Sign in to Google by entering the email and password of your account.
3. Give FileFlex permission to view and manage documents in your Google Drive by selecting **Accept**.

Congratulations - you have connected FileFlex to your Google Drive account. You should continue connecting FileFlex to all your repositories by selecting **Add More**. If finished, click **Done**.