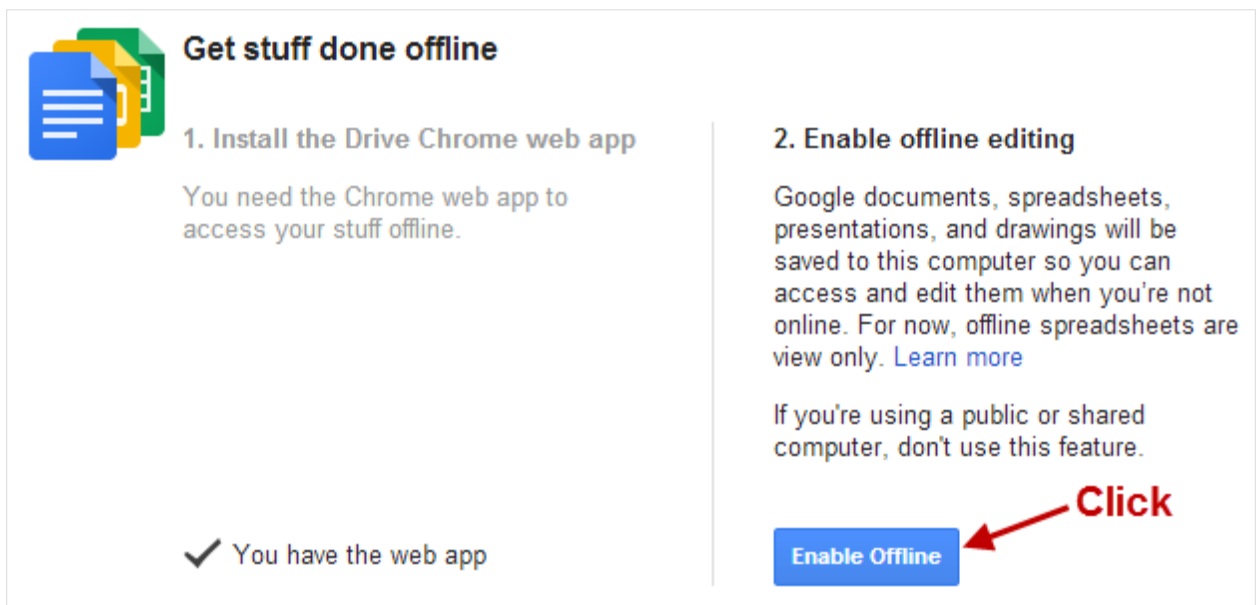


Enabling Offline Mode in Google Drive

Occasionally, our network will drop the connection causing Google Drive to give a message like 'Trying to Reconnect,' but you are unable to go on from there. However, there is a solution that will allow you to continue working uninterrupted while "offline" and automatically upload any offline changes to the document. Follow the instructions below to enable this feature.

1. Visit Google Drive (drive.google.com)
2. On the left sidebar (where *My Drive* and *Shared With Me* are located), click on *More*
3. Then, click on *Offline*
4. You should see the following in the main pane of Google Drive; click *Enable Offline*
 - If 2. *Enable Offline Editing* is greyed out and the *Get the App* button is available, please contact Jeff. He will help you install the web app.



Get stuff done offline

1. Install the Drive Chrome web app

You need the Chrome web app to access your stuff offline.

✓ You have the web app

2. Enable offline editing


Google documents, spreadsheets, presentations, and drawings will be saved to this computer so you can access and edit them when you're not online. For now, offline spreadsheets are view only. [Learn more](#)

If you're using a public or shared computer, don't use this feature.

Click → **Enable Offline**

After you see *Offline Enabled*, you're done! Google Drive will begin downloading current versions of your documents and will automatically upload any offline changes to those documents whenever the connection is restored. Let Jeff know if you have any difficulties setting this up!

NOTE: Because enabling offline mode in Google Drive stores copies of your documents on the computer's hard drive, Google advises against enabling on a public/shared computer. If you students enable on a lab computer, it is recommended that they disable when they are finished with the computer.

1. Click  in the upper right corner of Drive
2. Select *Disable Offline*