

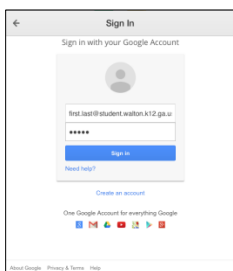
How to back up your Notability files to Google Drive

Setting up Google Drive

1. Download the Google Drive App from Self Service.



2. Once the app is downloaded sign, type in:
Username: firstname.lastname@student.walton.k12.ga.us
Password: lunch number



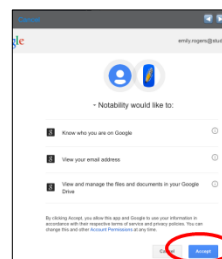
3. After you sign in you will be presented with the “Walton County School District” Cloud (Google) Login.
 - Change Domain to “Student”.
 - Username: firstname.lastname
 - Password: lunch number



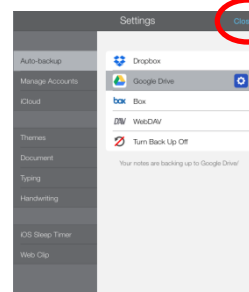
3. You will be asked to re-enter your sign-in information for Google and for the “Walton County School District” Cloud (Google) Login.
 - Change Domain to “Student”.
 - Username: firstname.lastname@student.walton.k12.ga.us
 - Password: lunch number



4. Tap “Accept” when prompted with terms and agreements.



5. Tap “OK” when Auto-backup window appears.
6. You will be brought back to the Settings window. Tap “Close” in the top right corner of the window.

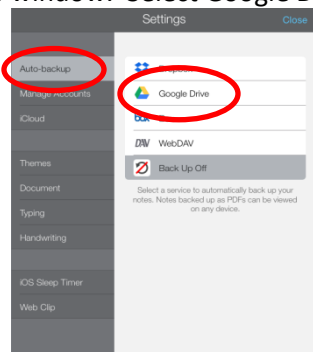


Backing up

1. Tap the settings icon on the bottom left side in Notability.



2. Select the Auto-Backup tab on the left side of the pop-up window. Select Google Drive.



7. You should now see ‘Backing Up’ in the bottom left corner of Notability. **Wait for the text to say “Finished” before closing out of the app.**



8. Go to the Google Drive app and make sure your files backed up.