

How to Back Up Notability

Google Drive

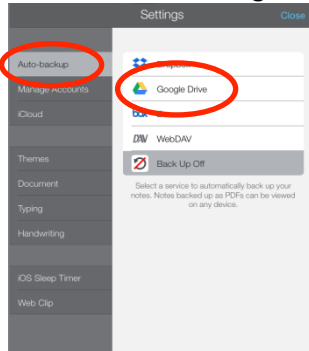
1. Open the Notability app.



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

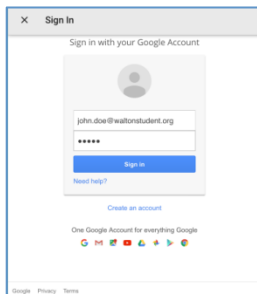


3. Select the Auto-Backup tab on the left side of the pop-up window. Select Google Drive.



4. Once the app is downloaded sign, type in:

- Username: firstname.lastname@waltonstudent.org
- Password: lunch number

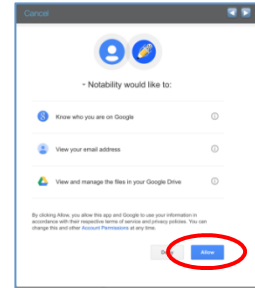


5. You will be asked to re-enter your sign-in information for Google and for the “Walton County School District” Cloud (Google) Login.

- Change Domain to “Student”.
- Username: firstname.lastname@waltonstudent.org
- Password: lunch number

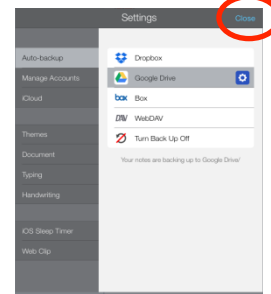


6. Tap “Allow” when prompted with terms and agreements.



7. Tap “OK” when Auto-backup window appears.

8. You will be brought back to the Settings window. Tap “Close” in the top right corner of the window.



9. 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.**



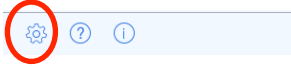
10. Go to the Google Drive app and make sure your files backed up.

iCloud

1. Open the Notability app.



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



3. Select the iCloud tab on the left side of the pop-up window. Slide the iCloud button over to the right to start backing up your files

