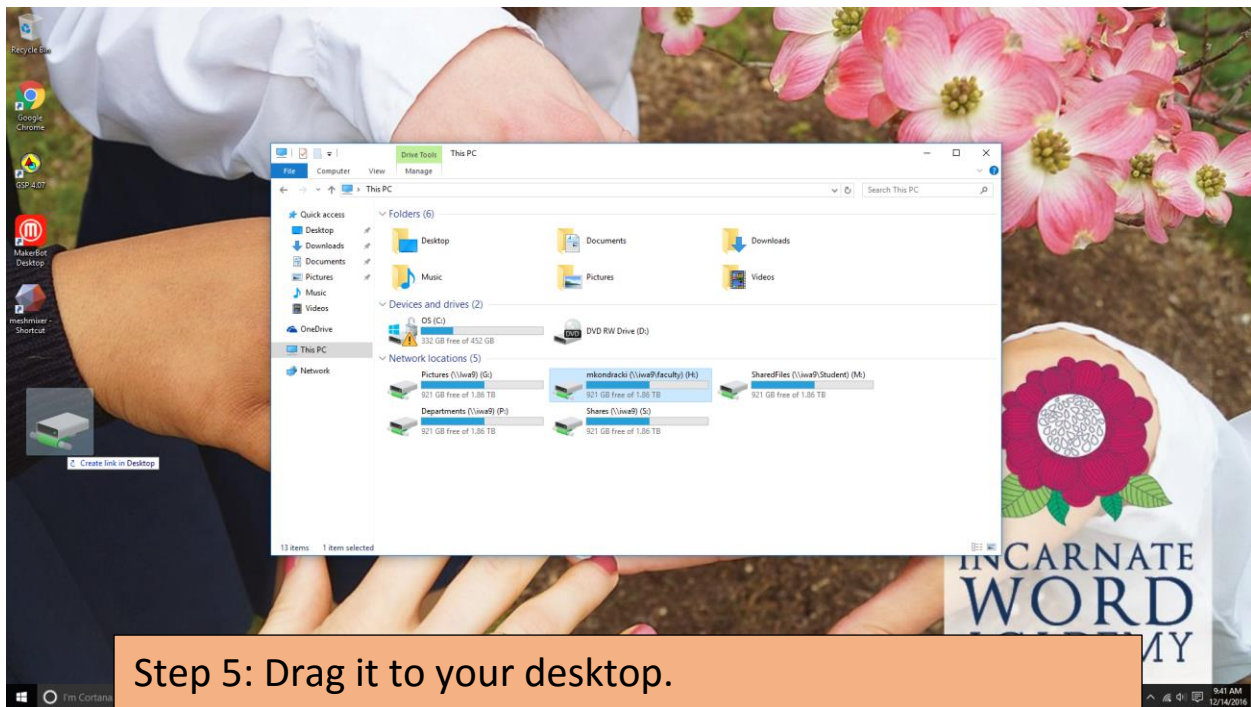
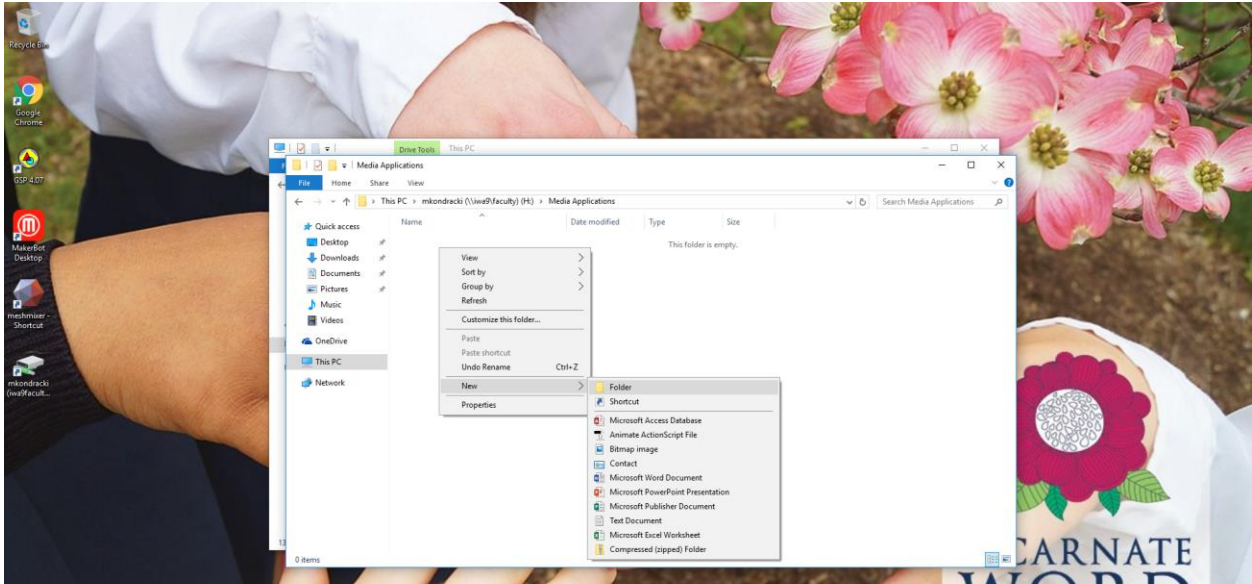


Step 4: Single click on your H Drive.

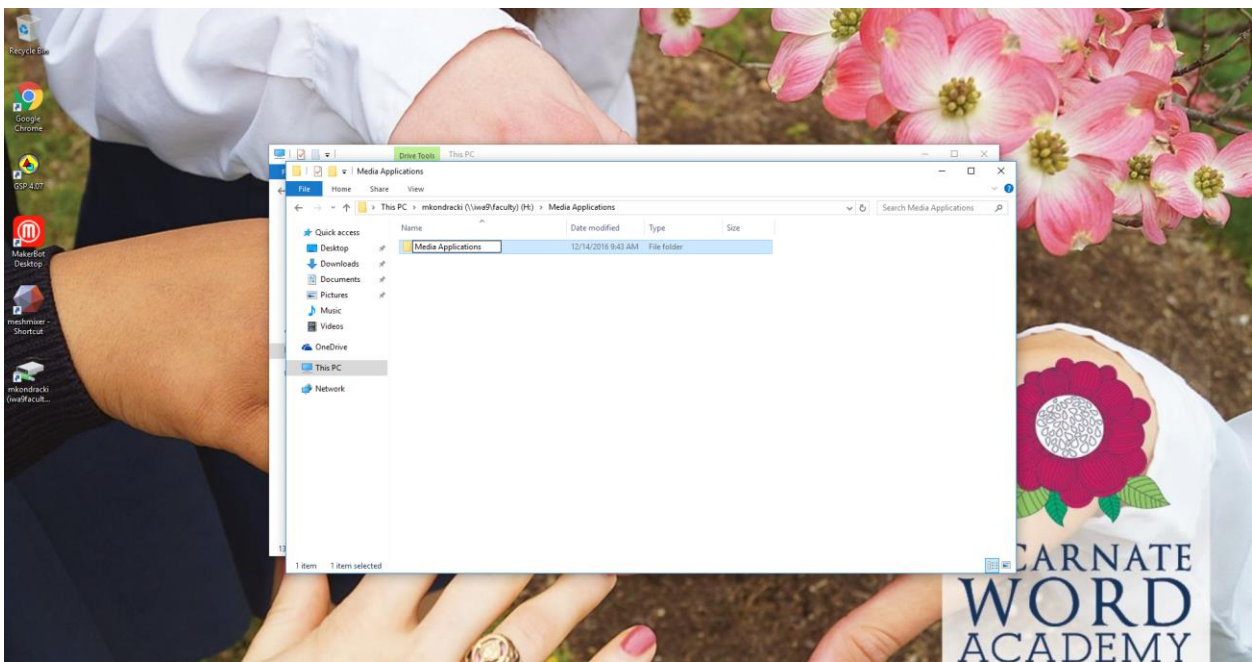


Step 5: Drag it to your desktop.



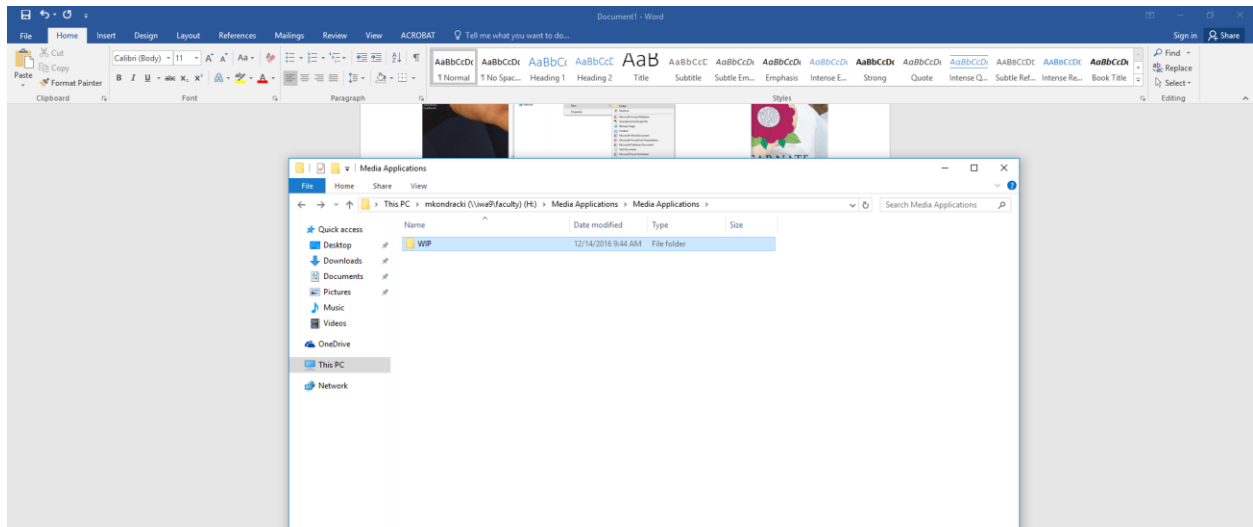
Step 6: Double click on your H drive that is now located on your desktop.

Step 7: Right Click in the folder and select → New → Folder



Step 8: Name your new folder “Media Applications”

Step 9: Double click on the Media Applications folder

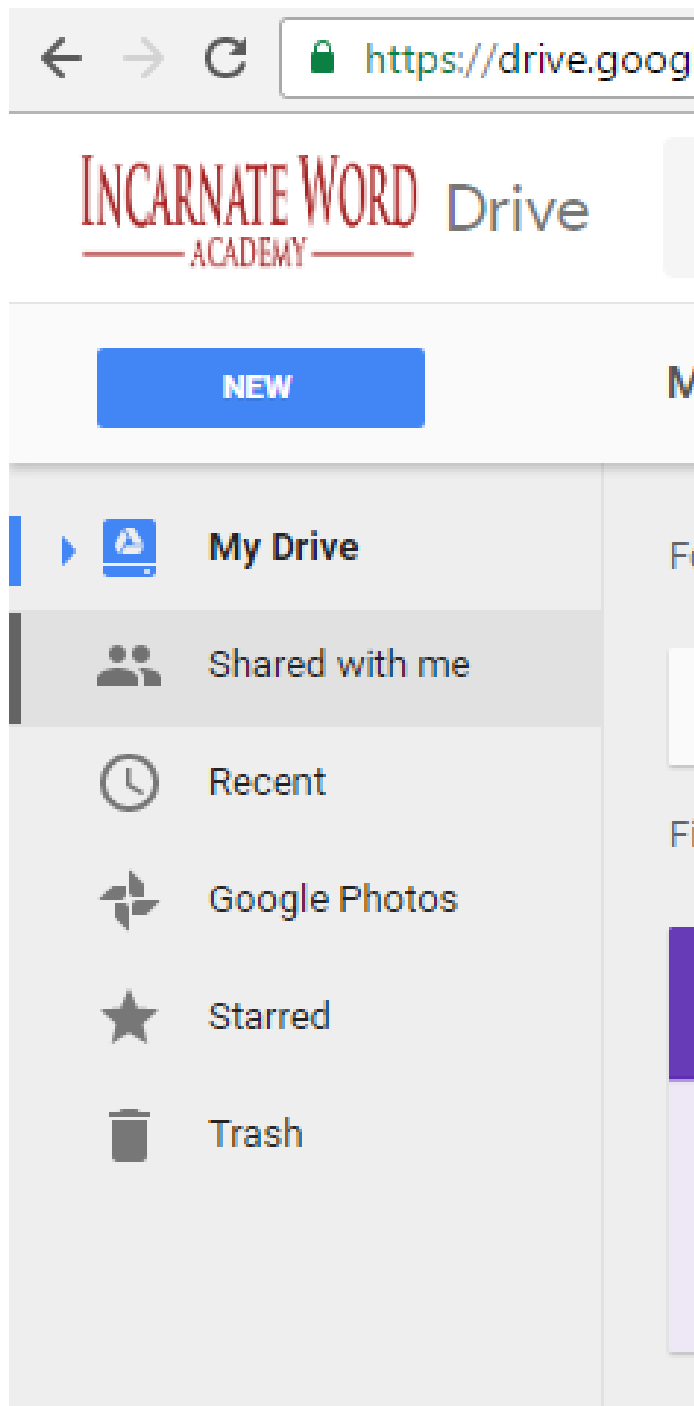


Step 10: Make a folder inside the Media Applications folder

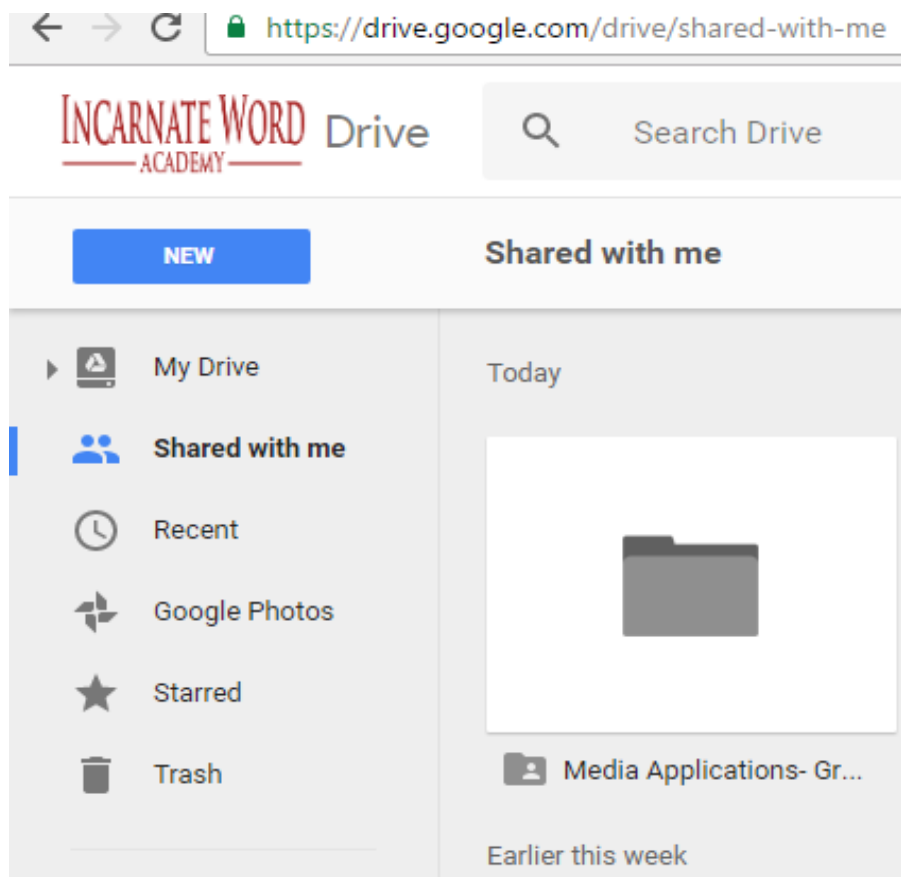
Step 11: Name is WIP (This stands for Work In Progress)

Step 12: Next open up Google Chrome

Step 13: Open up your GoogleDrive

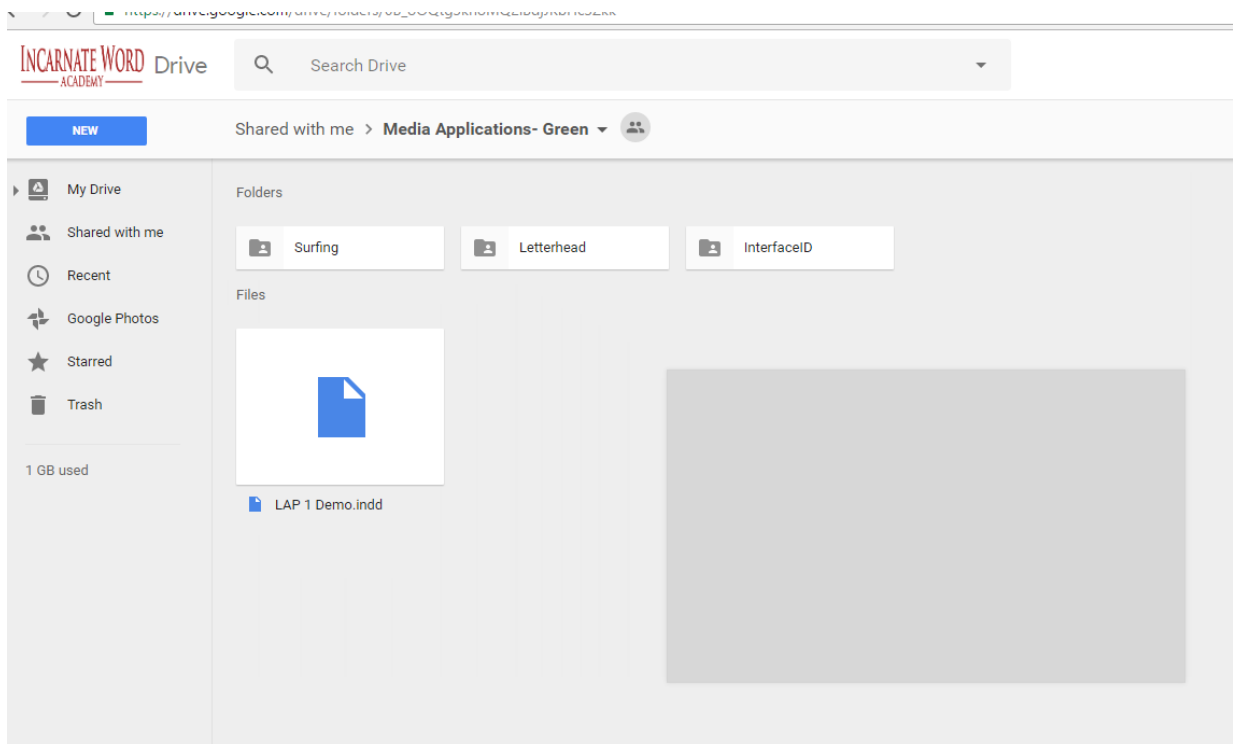


Step 14: When you are on your Drive; select "Shared with me"

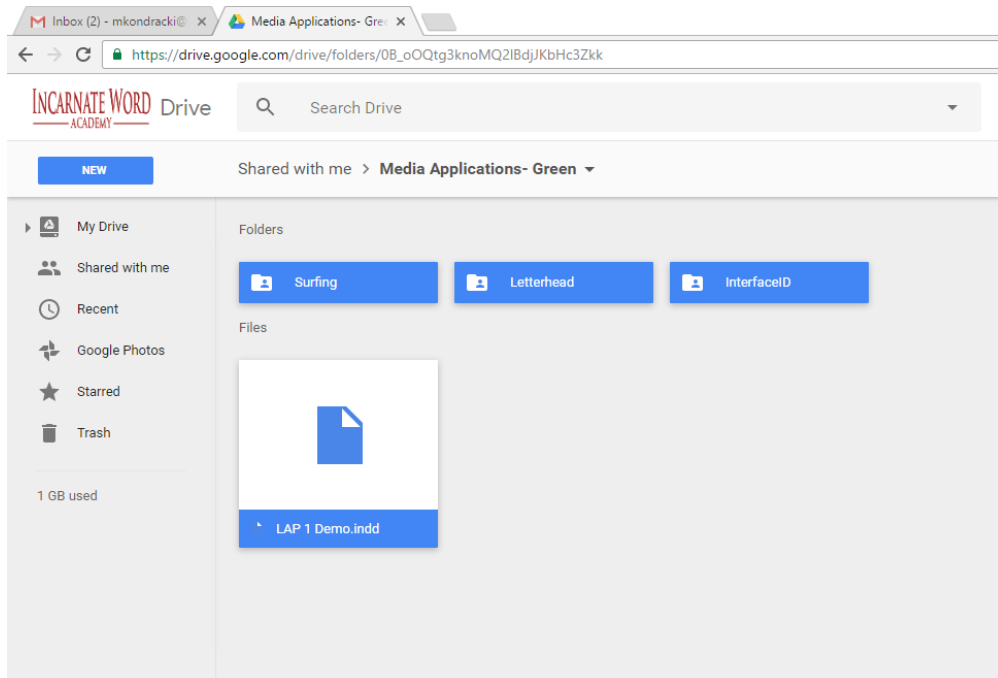


Step 15: Find your Media Application folder that has been shared with you.

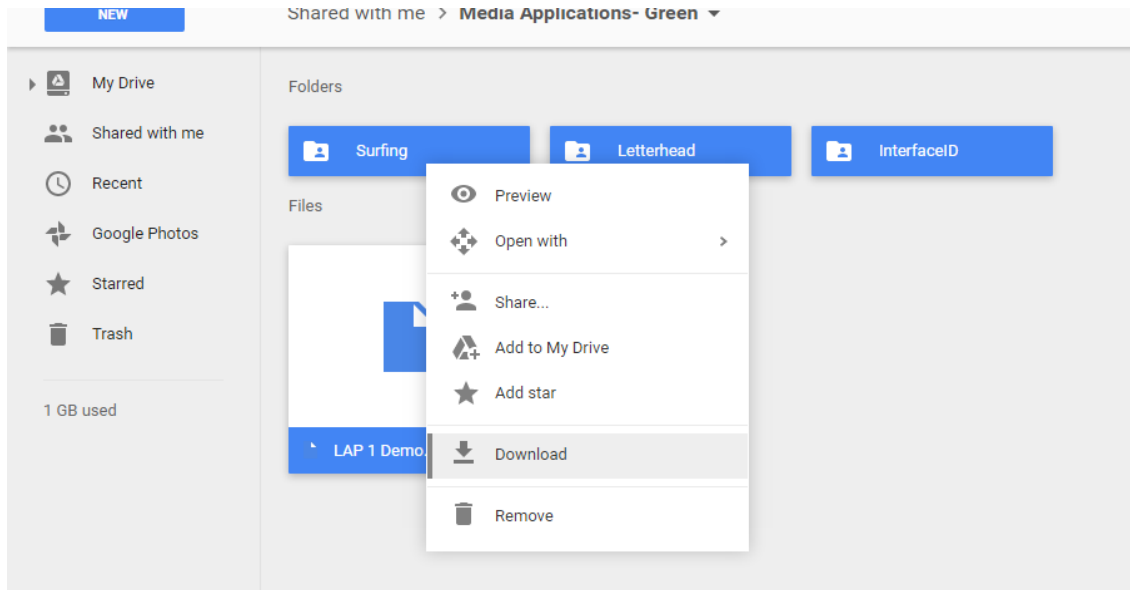
Step 16: Double click on it.



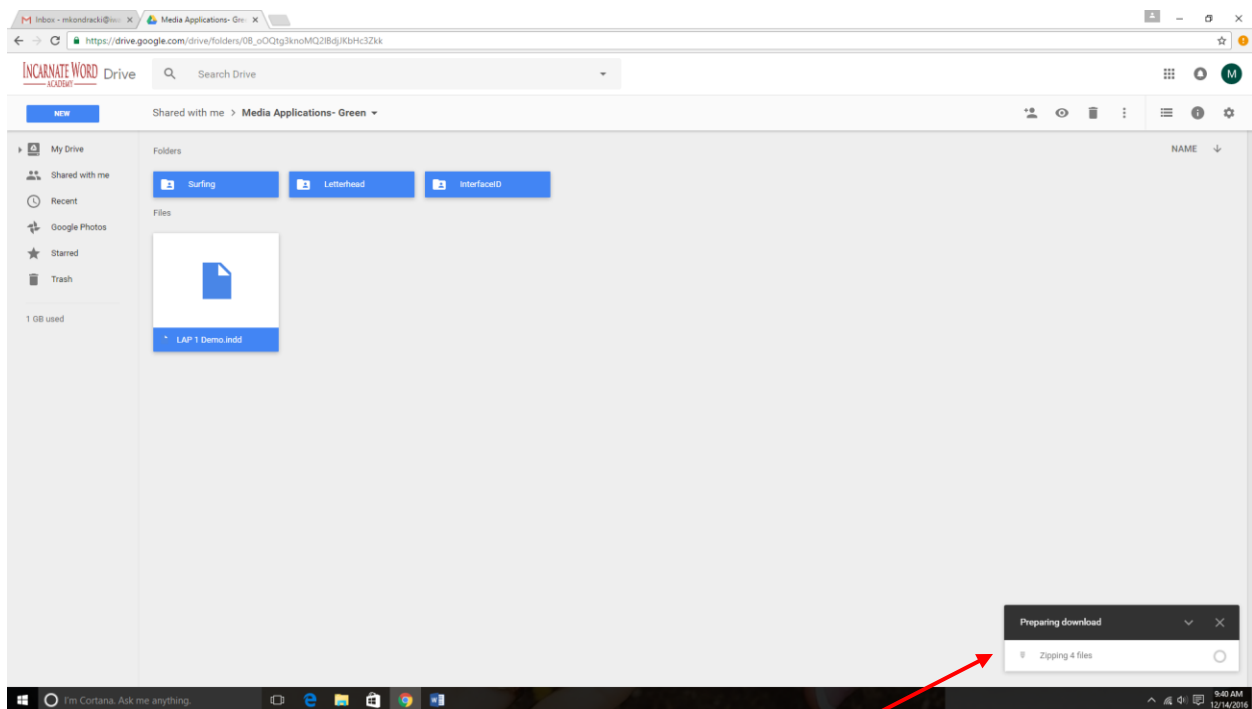
Step 17: Click and drag a grey marquee around all of the documents.



Step 18: This is what your drive should look like.

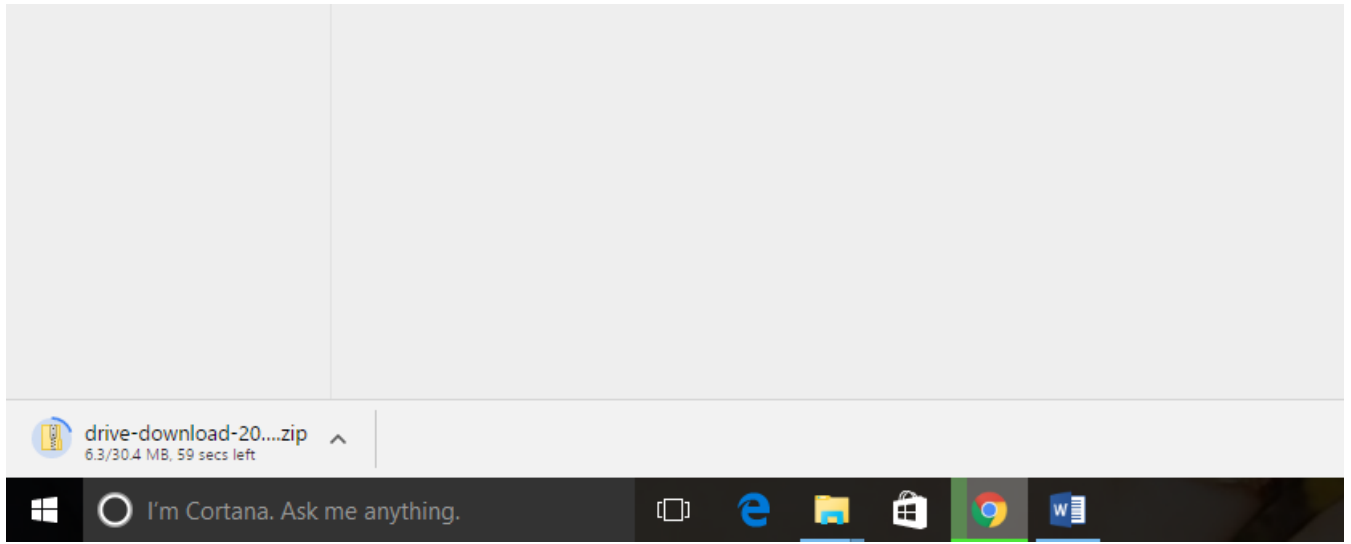


Step 19: Once you have everything selected, right click and select “Download”

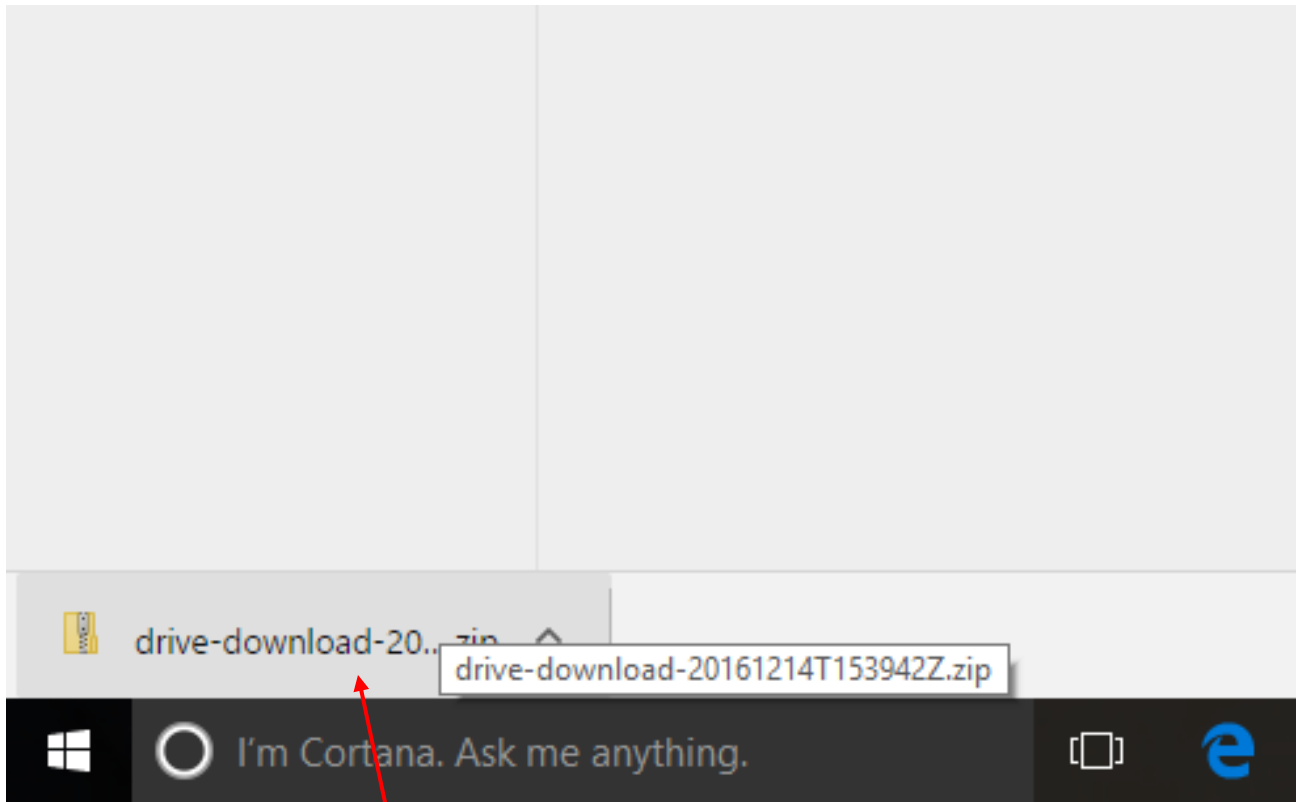


Step 20: You will see this window pop up.



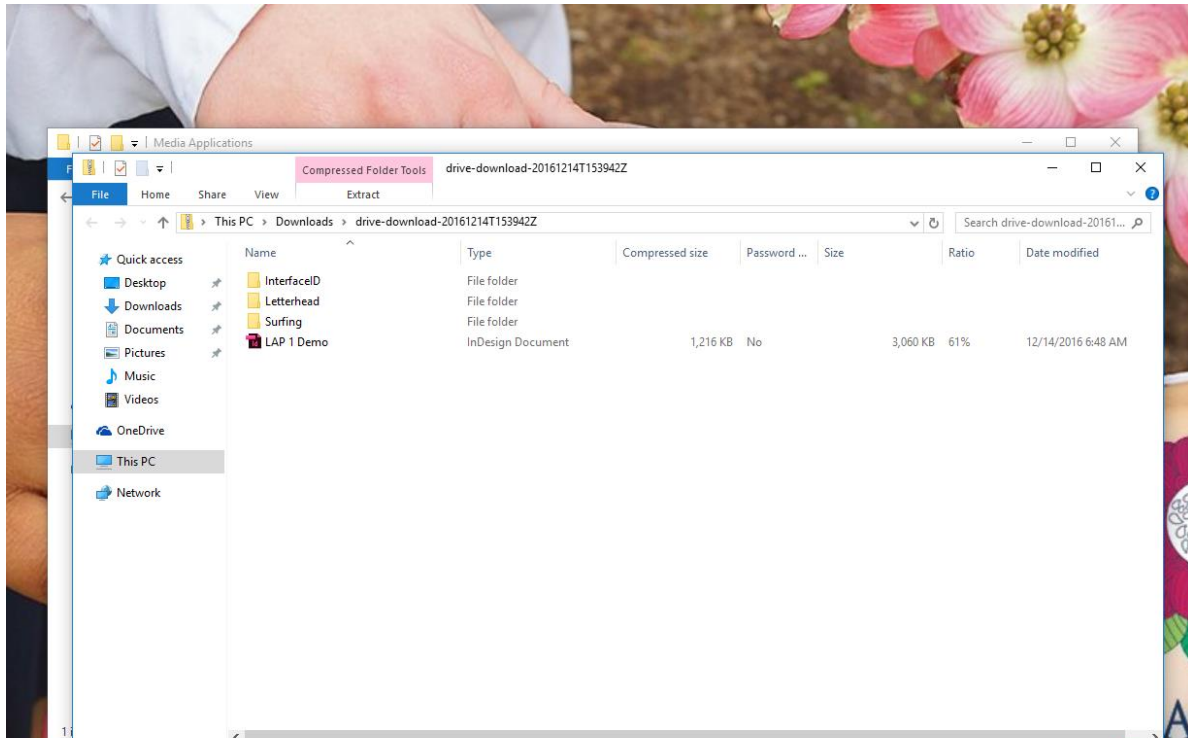


Step 21: This window will show that it is downloading. As long as the blue line is circling the folder, the download is still in progress.

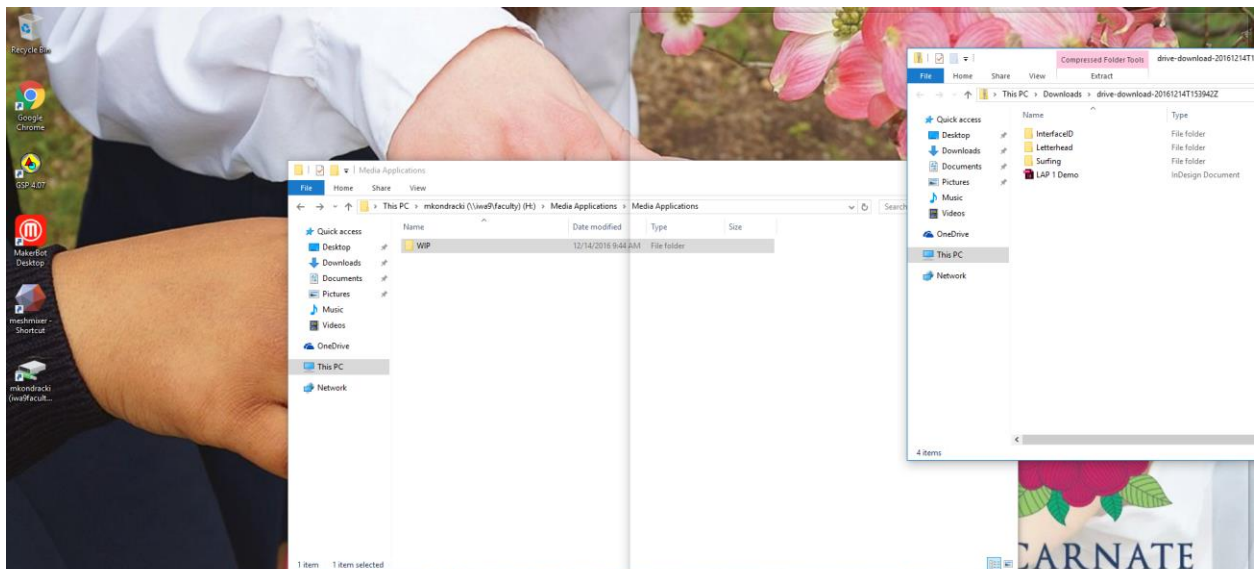


Step 22: Once the blue line is complete, your folder will look like this.

Step 23: Select the folder



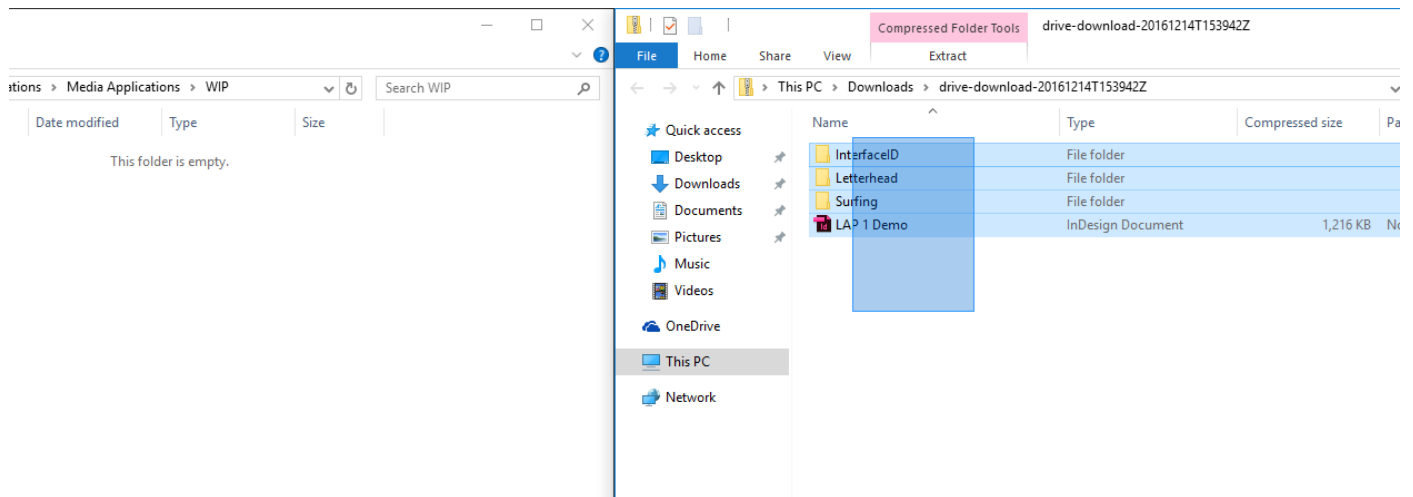
Step 24: Your downloads folder should now open in a new window.



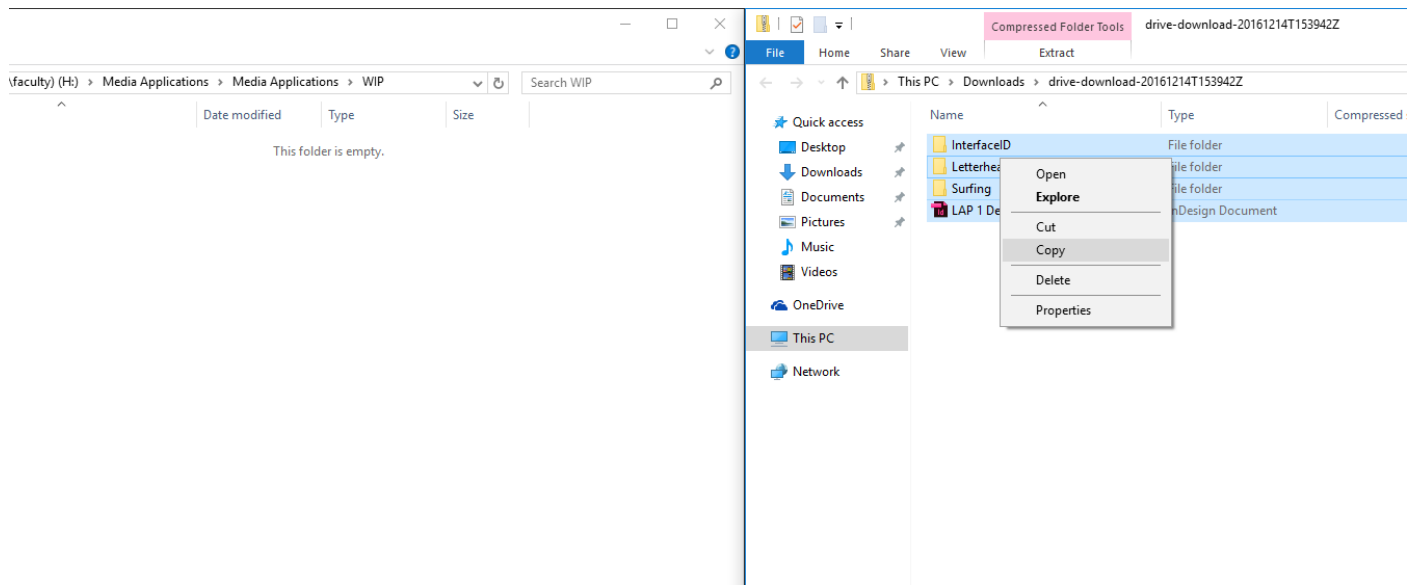
Step 25: Click the top of the folder and drag it toward the right. You will see the outline of the folder on your monitor.

Step 26: Once you see that outline, let go of your mouse. You will now get a split screen.

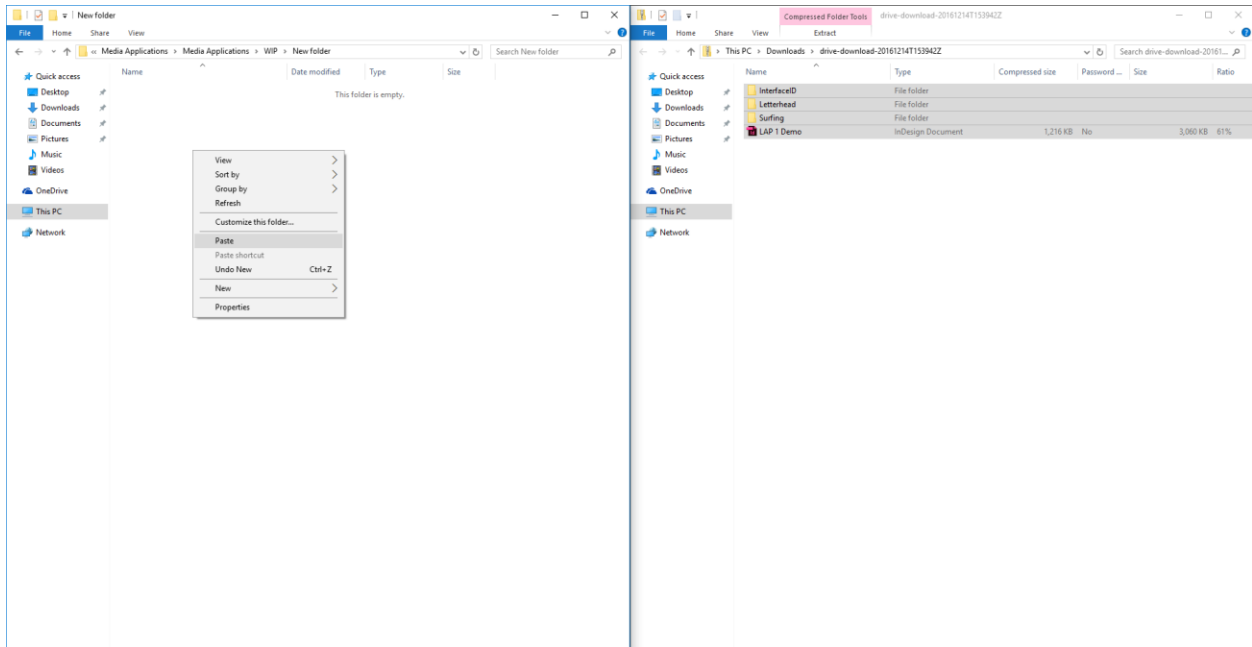
Step 27: Select your H drive folder to go into the other side of the split screen.



Step 28: Drag a box around all of the folders and documents that appeared in your new window.

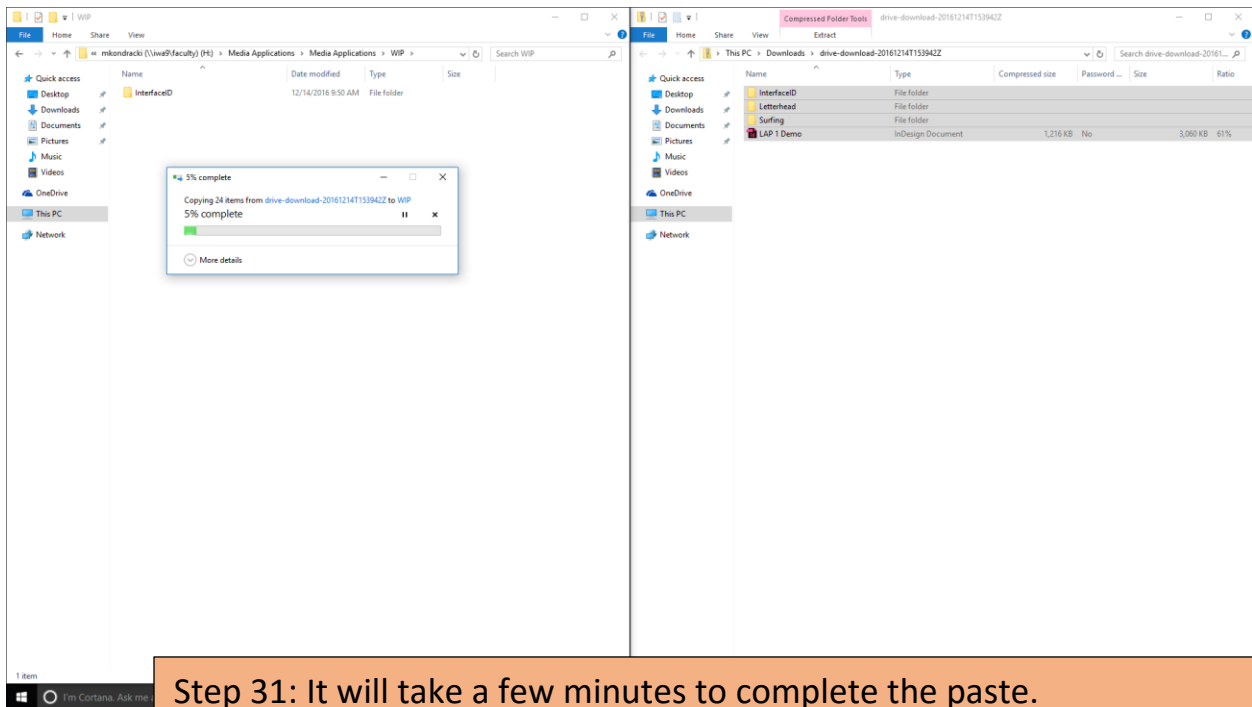


Step 29: Once everything is selected, right click on them and select "copy"



Step 30: Hover over to the WIP folder in your H drive.

Step 31: Right click and select “paste”



Step 31: It will take a few minutes to complete the paste.

Step 32: Once your paste is completed you will have all of the files on your H drive.