Backup to the Google Drive – How to

Sign into your email, and click dots on the top right corner and then on "Google Drive."
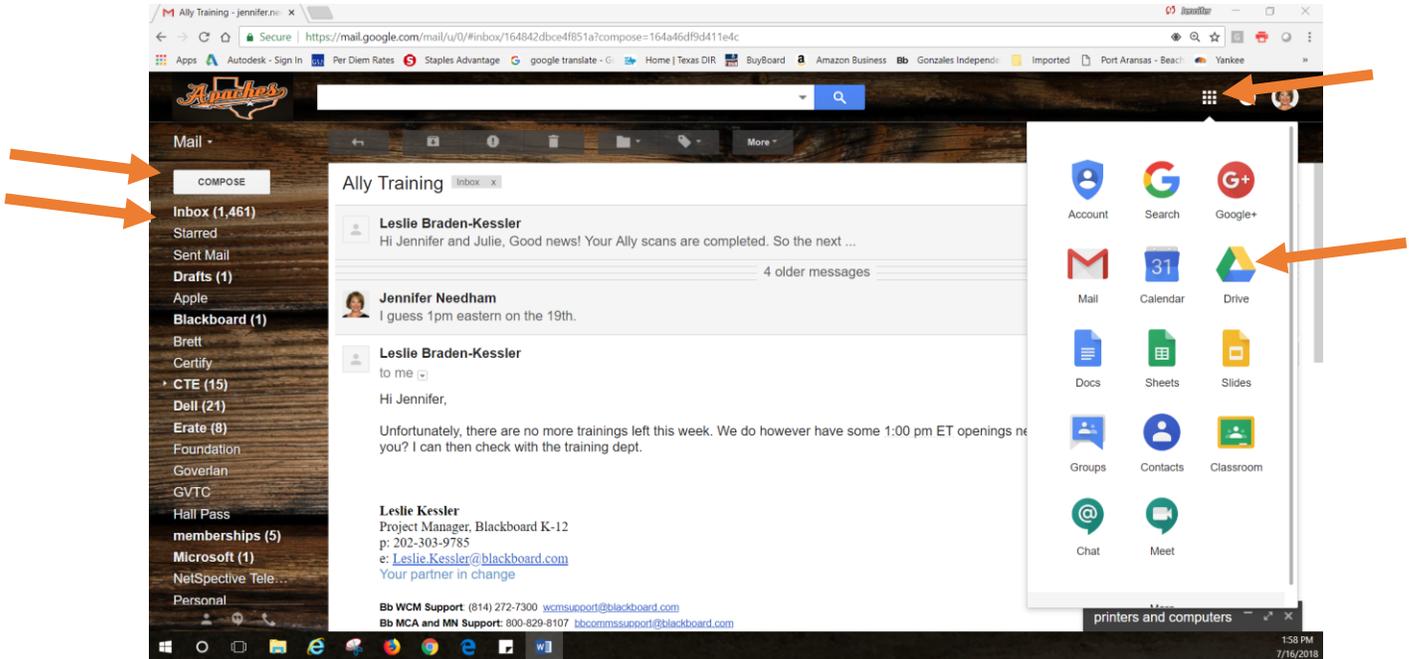
When your drive opens, click on "My Drive" and then "New."
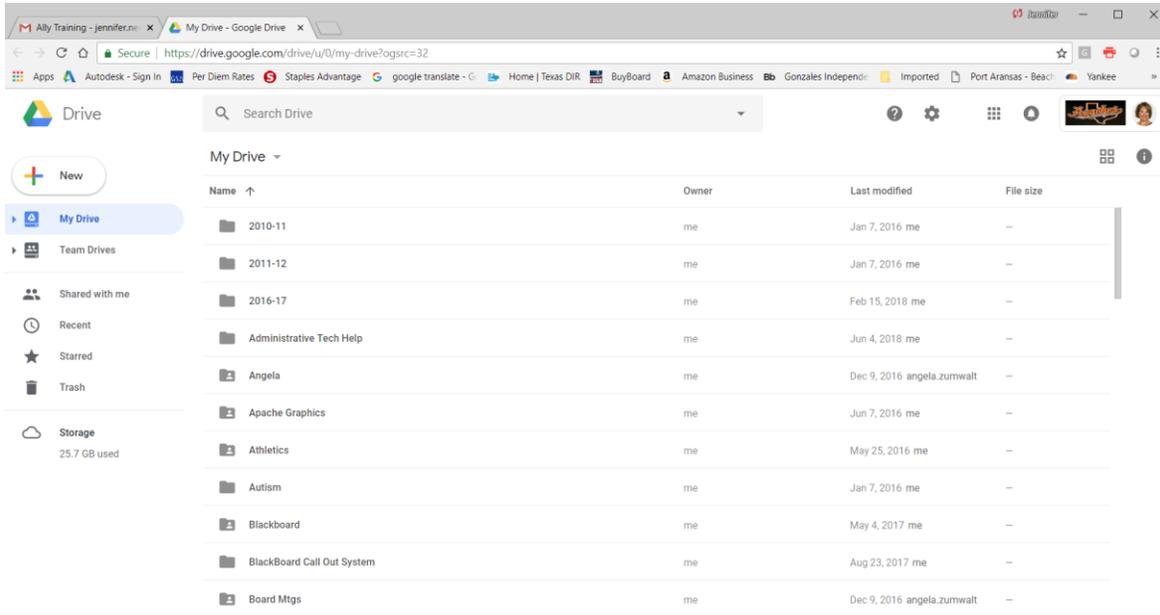
Click "New Folder", type in "Backup July 2018",
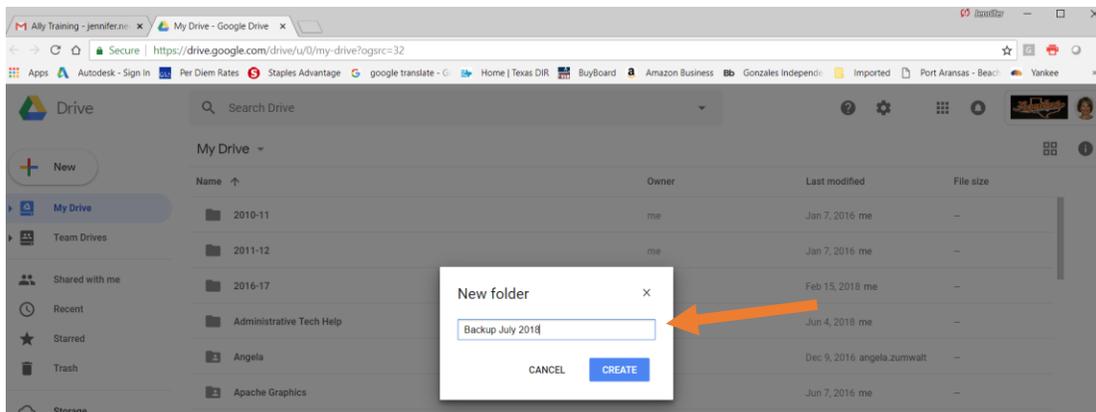
Then double click on the folder that says "Backup July 2018" that you just created.

Click somewhere on the gray circle, right click, and then click "Upload files."

At the far left of the screen, choose the folders you want to backup.
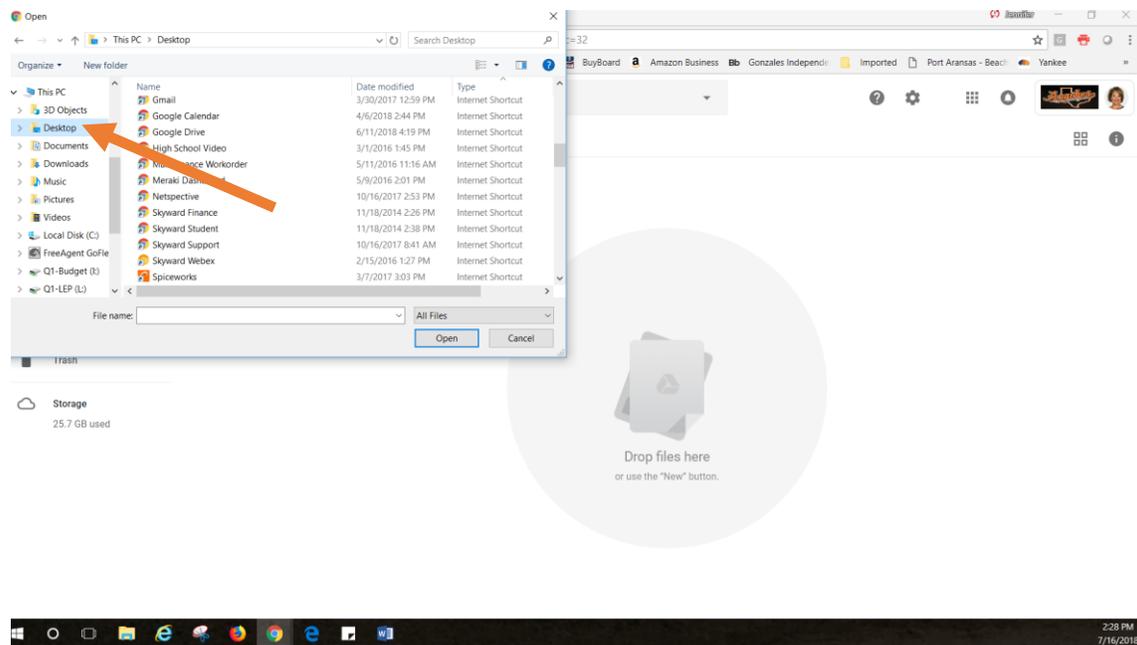
Highlight all the documents you want to upload and drag them to the "drop files here" circle.

Now those documents are uploaded and in your Google Drive.