



Drive

Set up offline access

Access Google Drive even when you're not connected to the Internet.

Internet outages and long plane rides shouldn't prevent you from working in Google Drive. Set up offline access so that the next time you're offline you'll still be able to view Google documents, spreadsheets, presentations, and drawings, shuffle folders around, and edit files stored in your Google Drive folder.

Set up offline access

Follow these steps to enable offline access on your computer. Keep in mind that offline access is available only when you're using [Chrome](#) or a Chrome OS device. If you use Chrome OS, there's no need to complete these steps, as offline access is already set up for you.

1. Click **More** on the left-hand side of the screen.
2. Select **Offline Docs**.
3. Setting up offline access is a two-step process. First, click the blue button that says **Get the app**. If you already have the app installed, you won't need to complete this step.



Get stuff done offline

1. Install the Drive Chrome web app

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

[Get the app](#)

2. Enable offline editing

Google documents, spreadsheets, and presentations 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.

[Enable Offline](#)

4. You'll be taken to the Chrome web store. Click **Add to Chrome** in the upper-right corner of the browser window.
5. Once the app is installed, you'll be taken to a Chrome page with the Google Drive app icon. To return to Drive, click the Google Drive icon.
6. On the right side of the dialog on the Offline Docs page, click the blue button that says **Enable offline**.

Set up offline access for multiple accounts on the same computer

Only one Google account per Chrome profile can set up offline access to Drive. If you are unable to set up offline access because another user has already done so, you can create a new Chrome profile and then follow the above steps to add offline access for your account. [Learn how to create a new Google Chrome profile.](#)

If you're using Chrome OS and you're unable to set up offline access because another user has already done so, sign in as another Chrome OS user.

Access for different types of files

Google documents, spreadsheets, presentations, and drawings

You can view Google documents, spreadsheets, presentations, and drawings without an Internet connection. You can also edit Google documents, presentations, and drawings while offline. View access isn't available for Google forms. [Learn more about using Google Docs, Sheets, Slides, and Drawings offline.](#)

Other files that you've stored in Google Drive

You can also view files such as PDFs, Microsoft Office files, and images, from your Google Drive folder even when you're disconnected from the Internet. Any changes you've made to synced files while offline will sync to all devices with a time stamp when you reconnect to the Internet.

Disabling offline access

If you no longer want to access your Drive offline, click the gear icon in the upper-right corner of your browser window and select **Stop using Docs offline**.

Protect your Google Drive by enabling offline access only on personal computers or computers where you have a password protected account. Enabling offline access on public or shared computers can put your data at risk, since others may be able to view your synced Google documents, spreadsheets, and presentations.

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