



You can access your documents in Google Drive wherever you go—on your computer, phone, or tablet. When you finish making your changes, Drive automatically syncs the latest changes. So if you open the same document from another device, all the changes you made appear.

In this section, you learn how to:

- [2.1 Check your sync status](#)
- [2.2 Access your files from any device](#)
- [2.3 Access your files offline](#)

## 2.1 Check your sync status

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### On the web

When you see **Upload complete**, your files have uploaded successfully and can be accessed in any browser or device that has Drive installed.

### On your computer

Dragging files to a folder in Drive File Stream automatically uploads them to Drive on the web (though it might take a moment for files to sync).

Files with  haven't been uploaded to Drive yet.

Files with  have uploaded successfully and can be accessed from Drive in any browser or from any device with Drive installed.



## 2.2 Access your files from any device

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After your files sync, you can access them from any browser or device.

Browser or device	Requirements	How to access
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Browser or device	Requirements	How to access
<input type="checkbox"/> Web browser (any device)	Install any web browser.	Go to <a href="https://drive.google.com">drive.google.com</a> .
 Computer	Install Drive File Stream from the <a href="#">Drive Help Center</a> .	Click Drive File Stream  and then Open Drive  .
 Mobile devices	Install the Drive app from the Play Store (Android) or Apple® App Store® (Apple® iOS®).	Open the Drive app on your device.

## 2.3 Access your files offline

Internet outages and long plane rides shouldn't prevent you from working in Drive.

Set up offline access so that the next time you don't have internet access, you can view your documents, shuffle folders around, and edit files stored in Drive.

**Important:** To make sure other people can't see your files, set up offline access on devices that only belong to you.

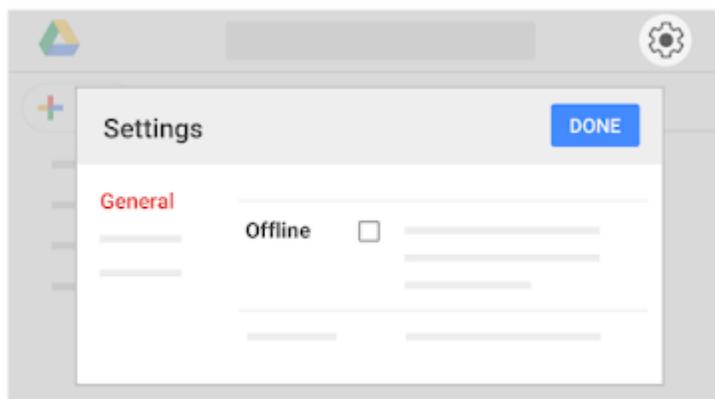
### On the web

*Chrome browser only*

Set up offline access for Docs, Sheets, and Slides:

1. Install the [Google Docs Offline extension](#).
2. In [Drive](#), click Settings  > **Settings**.
3. In the Offline section, check the **Create, open, and edit your recent Google files while offline** box.
4. Click **Done**.
5. Right-click a file and turn on **Available offline**.

To learn how to access files offline from your desktop or mobile, see [Access stored Drive files without the internet](#).



## On your computer

Set up offline access for PDFs, Microsoft® Office® files, and more on your desktop:

1. Click Drive File Stream .
2. Click Open Google Drive .
3. Right-click the file or folder you want to access offline.
4. Click **Drive File Stream > Available offline**.