



Mrs. Geek's 12 step plan for using Google Photos on mobile devices

1. You need a Google account to use Google Photos. Make sure you know your username and password. This is where all your photos will be stored.
2. Download the free Google Photos app from the App Store (iOS) or Play Store (Android), open it and accept the default settings: ✓ Your Google account (see #1) ✓ High Quality file size ✓ Only upload when on Wi-Fi
3. Upload progress: The Google Photos app will work to upload your photos to your Google account in the cloud. Open the app to view the progress and watch for the message "Backup Complete" Meanwhile, you will be seeing the photos on your device.
4. Android note: your device may have photos in "Device Folders" other than the camera. They will not be included in Google Photos until you: menu, device folders, select the folder and turn on Back up & Sync.
5. iOS note: Check Settings, Photos, iCloud Photo Library - if iCloud Photo Library setting is on, leave it on until Google Photos backup is complete. Do not delete photos or FREE UP Space because it will also delete them from iCloud. Once Google Photos backup is complete, you may turn OFF iCloud Photo Library in your iPhone Photo settings.
6. If your phone's storage is getting full, Google Photos can Free up space by deleting photos from your device.
-DO NOT use the trash can, that erases the photo from device AND cloud.
Use the 3-line menu and FREE UP SPACE
-iOS: Do not delete photos or FREE UP Space using Google Photos while iCloud Photo Library is on because it will also delete them from iCloud.



7. Use a second cloud backup service like OneDrive, or Dropbox before removing photos from your device. That's a true backup. Or, If you prefer, you can use a USB cable from your phone to computer and copy them to your hard drive.
8. Stop using Gallery or Apple Photos – move their icons off your main home screen. You can perform all photo related tasks with the Google Photos app.
9. Using Google Photos on a Computer: There is no Google Photos app, just go to the website, Photos.Google.com and sign in with your Google account. You will see all the photos in your Google account, regardless of what device took them.
10. Automatically sorted by date: All photos uploaded to Google Photos, from whatever device, will be included in the “Library.” The photo library is one giant stream of photos in order by date taken. There are NO folders.
11. Use Albums to organize your best photos.
12. Once your photos are all in Google Photos, have fun editing, making albums, animations, books, and movies.

Mrs. Geek is also known as Chris Guld. Along with her husband, Jim, they run the website GeeksOnTour.com. Chris is President and Teacher-in-Chief at GeeksOnTour.com. She is a Platinum Level Product Expert for Google Photos and owner of the LearnGooglePhotos.com blog. Follow her on Twitter @chrisguld

Mrs. Geek's Guide to Google Photos is available on Amazon.com